

SOURCE	Hosp.		
Waged	89	09	29
EFF.	91	09	28
TERM.			
NO. OF EMPLOYEES	209		
NO. OF EMPLOYEES	80.		

**FULL TIME  
COLLECTIVE AGREEMENT**

between

**ST. JOSEPH'S HOSPITAL AND ST. JOSEPH'S HOME  
GUELPH ONTARIO**

(hereinafter called the "Hospital")

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1033**

(Service Unit)

(hereinafter called the "Union")

Expires: September 28, 1991

**ENTERED**

**MAR - 5 1991**

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# I N D E X

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE 1	PREAMBLE	1
1.01	Preamble	1
1.02	Feminine/Masculine Pronouns	1
ARTICLE 2	DEFINITIONS	1
2.01	Temporary Employee	1
ARTICLE 3	NO DISCRIMINATION	1
ARTICLE 4	STRIKES & LOCKOUTS	2
ARTICLE 5	UNION SECURITY	2
5.01	T4 Slips	2
5.02	Notification to Union	2
5.03	Employee Interview	2
5.04	No Other Agreements	3
ARTICLE 6	UNION REPRESENTATION AND COMMITTEES	3
6.01	Union Activity on Premises and/or Access to Premises	3
6.02	Labour Management Committee	3
6.03	Local Bargaining Committee	4
6.04	Central Bargaining Committee	4
6.05	Union Stewards	5
6.06	Grievance Committee	5
ARTICLE 7	GRIEVANCE AND ARBITRATION PROCEDURE	6
ARTICLE 8	ACCESS TO FILES	10
ARTICLE 9	SENIORITY	10
9.01	Probationary Period	10
9.02	Definition of Seniority	10
9.03	Loss of Seniority	10
9.04	Effect of Absence	11
9.05	Job Posting	12
9.06	Transfer & Seniority Outside the Bargaining Unit	13
9.07	Notice of Layoff	14
9.08	Layoff and Recall	14
9.09	Benefits on Layoff	16
9.10	Technological Change	16
ARTICLE 10	CONTRACTING OUT	17

ARTICLE 11	WORK OF THE BARGAINING UNIT	17
11.01	Work of the Bargaining Unit	17
11.02	Volunteers	17
ARTICLE 12	LEAVE OF ABSENCE	18
12.01	Personal Leave	18
12.02	Union Business	18
12.03(a)	Full-Time Position with the Union	18
12.03(b)	Leave for OCHU President	19
12.04	Bereavement	20
12.05	Jury & Witness Duty	20
12.06	Maternity Leave	21
12.07	Adoption Leave	22
12.08	Education Leave	24
ARTICLE 13	SICK LEAVE, INJURY & DISABILITY	24
13.01	HOODIP	24
13.02	Injury Pay	26
ARTICLE 14	HOURS OF WORK	26
14.01	Daily & Weekly Hours of Work	26
14.02	Rest Periods	26
14.03	Additional Rest Periods	26
ARTICLE 15	PREMIUM PAYMENT	27
15.01	Definition of Regular Straight Time	27
	Rate of Pay	
15.02	Definition of Overtime	27
15.03	No Pyramiding	27
15.04	Time Off in Lieu of Overtime	27
15.05	Reporting Pay	27
15.06	Call-Back	28
15.07	Standby	28
15.08	Temporary Transfer	28
15.09	Shift Premium	28
ARTICLE 16	HOLIDAYS	28
16.01	Number of Holidays	28
16.02	Definition of Holiday Pay & Qualifiers	29
16.03	Payment for Working on a Holiday	29
16.04	Payment for Working Overtime on a Holiday	30
ARTICLE 17	VACATIONS	30
17.01	Full-time Entitlement, Qualifiers, & Calculation of Payment	30
17.02	Work During Vacation	30

17.03	Illness During Vacation	31
ARTICLE 18	HEALTH AND WELFARE	31
18.01	Insured Benefits	31
18.02	Change of Carrier	32
18.03	Pension	32
ARTICLE 19	HEALTH AND SAFETY	32
19.01	Health and Safety Committee	32
19.02	Protective Footwear	33
ARTICLE 20	COMPENSATION	34
20.01	Job Classification	34
20.02	Promotion to a Higher Classification	35
20.03	Wages and Classification Premiums	35
ARTICLE 21	TERM	35
	SIGNING PAGE	37
	SCHEDULE A	38
	SCHEDULE A	39
	SCHEDULE B	40

APPENDIX OF LOCAL PROVISIONS

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE A	RECOGNITION	41
ARTICLE B	MANAGEMENT RIGHTS	41
ARTICLE C	UNION MEMBERSHIP	42
ARTICLE D	DUES DEDUCTION AND REMITTANCE	42
ARTICLE E	UNION REPRESENTATION	43
ARTICLE F	SENIORITY LIST	43
ARTICLE G	SCHEDULING	43
ARTICLE H	HOLIDAYS	44
ARTICLE I	VACATIONS	45
ARTICLE J	CORRESPONDENCE	45
ARTICLE K	PAY DAY	46
ARTICLE L	BULLETIN BOARDS	46
ARTICLE M	UNIFORM ALLOWANCE	46
ARTICLE N	RETIREMENT AGE & PHYSICALLY HANDICAPPED	46
ARTICLE O	STEWARD PINS	46

ARTICLE 1 - PREAMBLE

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

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

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

ARTICLE 2 - DEFINITIONS

2.01 Temporary Employee

Employees may be hired for a specific term not to exceed six (6) months, to replace an employee who will be on approved leave of absence, absence due to W.C.B. disability, sick leave, long term disability or to perform a special non-recurring task. This term may be extended a further six (6) months on mutual agreement of the Union, employee and Hospital. 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.

ARTICLE 3 - NO DISCRIMINATION

3.01 The parties agree that there shall be no discrimination within the meaning of the Ontario Human Rights Code against any employee by the Union or the Hospital by reason of race, creed, colour, age, sex, marital status,

6

nationality, ancestry or place of origin, family status, handicap, sexual orientation, political affiliation or activity, or place of residence. The Hospital and the Union further agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members, because of an employee's membership or non-membership in a Union or because of his activity or lack of activity in the Union.

#### ARTICLE 4 - S I & LC

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

#### ARTICLE 5 - UNION SECURITY

##### 5.01 T4 Slips

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

##### 5.02 Notification to Union

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

##### 5.03 Employee Interview

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

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

5.04 No Other Agreements

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

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

ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES

6.01 Union Activity on Premises and/or Access to Premises

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

6.02 Labour Management Committee

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

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

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

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

It is 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.



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

#### 6.03 Local Bargaining Committee

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

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

#### 6.04 Union Central Bargaining Committee Leave

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

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be seven, 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 seven Hospitals accordingly.

**6.05      Union Stewards**

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

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

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

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

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

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

**6.06      Grievance Committee**

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

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

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

#### ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE

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

##### Step No.1

The employee may submit a written grievance signed by the employee to his immediate supervisor. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The immediate supervisor will deliver his decision in writing within nine (9) calendar days following the day on which the grievance was presented to him. Failing settlement, then:

Step No. 2

Within nine (9) calendar days following the decision under Step No. 1, the employee may submit the written grievance to his Department Head who will deliver his decision in writing within nine (9) calendar days from the date on which the written grievance was presented to him. The parties may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. This step may be omitted where the employee's immediate supervisor and Department Head are the same person. Failing settlement, then:

Step No. 3

Within nine (9) calendar days following the decision in Step No. 2, the grievance may be submitted in writing to the Hospital Administrator or his designee. A meeting will then be held between the Hospital Administrator or his designee and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 3 unless extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further understood that the Hospital Administrator or his designee may have such **counsel and assistance as he may desire at such meeting.** The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 3 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.

7.05 Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of

this Article shall then apply with respect to the processing of such grievance.

7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the hospital at Step No. 3 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Hospital's action in dismissing the employee, or
- (b) reinstating the employee with or without full compensation for the time lost; or
- (c) by any other arrangement which may be deemed just and equitable.

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

7.07 Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 3 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No. 3, it will be deemed to have been received within the time limits.

7.08 All agreements reached under the grievance procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.

7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it

shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking arbitration procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.13 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chairman will be final and binding upon the parties hereto and the employee or employees concerned.
- 7.14 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 44 (6) of the Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

ARTICLE 8 - ACCESS TO FILES

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

ARTICLE 9 - SENIORITY

9.01 Probationary Period

A new employee will be considered on probation until he has completed forty-five days of work (or 337.5 hours of work for employees whose regular hours of work are other than the standard work day), 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 extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration.

9.02 Definition of Seniority

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 September **28, 1985** and will thereafter accumulate seniority in accordance with this Article.

9.03 Loss of Seniority

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

- (a) resigns;
- (b) is discharged and not reinstated through the grievance/arbitration procedure;

- (c) is retired;
- (d) is absent from scheduled work for a period of three or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) has been laid off for twenty-four (24) months;
- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall;
- (g) is absent due to illness or disability for a period of thirty (30) months from the time the disability or illness commenced.

9.04

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 benefit 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 employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she 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.C.B. benefits. Effective October 20, 1990, the Hospital will continue to pay its share of the premiums for the initial seventeen (17) weeks from the commencement of leave while an employee is on maternity or adoption leave. Effective October 20, 1990, service shall accrue for the initial seventeen (17) weeks from the commencement of the leave if an



employee is on maternity or adoption leave. 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.C.B. benefits.

- (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 leave or adoption leave, or for a period of eighteen (18) months if an employee's absence is due to disability resulting in W.C.B. benefits or L.T.D. benefits, or for a period of one (1) year if an employee's unpaid absence is due to an illness.

9.05

#### Job Posting

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

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

In matters of promotion and staff transfer, appointment shall be made of the senior applicant able to meet the normal requirements of the job.

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

Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be 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 this Article, and selection shall be made in accordance with this Article.

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

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

The posting will show the classification, department and present hours of work. No posting will be made in the case of temporary vacancies, which vacancies shall include those caused by illness or vacation periods. Probationary employees may not apply for such postings.

Successful applicants of the job bidding procedure will not be permitted to reapply for a posted job for a period of twelve (12) months.

For the purpose of this Article a transfer shall mean a change of classification.

9.06

#### Transfer and Seniority Outside the Bargaining Unit

Effective for employees transferred out of the bargaining unit subsequent to (the effective date as set out in the Local Provisions Appendix).

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

period of time outside the bargaining unit.

Note: Employees outside the bargaining unit as of (the effective date as set out in the Local Provisions Appendix) will be credited with whatever seniority they held under the collective agreement expiring September 28, 1984 should they be returned to the bargaining unit subsequent to (the effective date as set out in the Local Provisions Appendix).

#### 9.08 Notice of Layoff

In the event of a proposed layoff at the Hospital of a permanent or long term nature, the Hospital will

- a) Provide the Union with no less than 30 calendar days notice of such layoff, and
- b) meet with the Union through the Labour Management Committee to review the following:
  - i) the reason causing the layoff
  - ii) the service the Hospital will undertake after the layoff
  - iii) the method of implementation including the areas of cut-back and employees to be laid off.

In the event of a substantial bed cut-back or cut-back in service, the Hospital will provide the Union with reasonable notice. If requested, the Hospital will meet with the Union through the Labour Management Committee to review the reasons and expected duration of the bed cut-back or cut-back in service, any realignment of service or staff and its effect on employees in the bargaining unit.

Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over other terms of layoff in this agreement. Notice of layoff shall be in accordance with the provisions of the Employment Standards Act.

#### 9.09 Layoff and Recall

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.

An employee who is subject to lay-off shall have the right to either:

- (a) accept the lay-off; or
- (b) 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 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: For purposes of the operation of clause (b), 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.

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 complete.

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

An employee recalled to work in a different classification from which he 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.

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

The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day

following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.

Employees on 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.

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.

#### 9.10 Benefits on Layoff

In the event of a lay-off of an employee, the Hospital shall pay its share of insured benefits premiums up to the end of the month in which the lay-off occurs.

The employee may, if possible under the terms and conditions of the insurance benefits programmes, continue to pay the full premium cost of a benefit or benefits for up to three months following the end of the month in which the lay-off occurs. Such payment can be made through the payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule.

#### 9.11 Technological Change

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

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

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills

necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

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

#### ARTICLE 10 - CONTRACTING OUT

- 10.01 The Hospital shall not contract out any work usually performed by members of this bargaining unit if, as a result of such contracting out, a layoff of any employees other than casual part-time employees follows. Contracting out to an employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off with similar terms and conditions of employment is not a breach of this provision.

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

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

#### 11.02 volunteers

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

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

ARTICLE 12 • LEAVES OF ABSENCE12.01 Personal Leave

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

12.02 Union Business

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

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

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

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

12.03(a) Full-Time Position with the Union

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is

understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority shall accumulate for employees during such leave on the basis of what his normal regular hours of work would have been. Service shall accumulate for employees 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.

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

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

(b)

Leave of OCHU President

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

There shall be no loss of service or seniority during such leave of absence and the employee shall accumulate service and seniority on the basis of what his normal regular hours of work would have been. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

The employee agrees to notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay,



subject to any changes which would have occurred had the employee not been on leave.

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

#### 12.04

##### Bereavement

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three consecutive calendar days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse. The Hospital in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave.

#### 12.05

##### Jury & Witness Duty

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

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

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day off, the Hospital will attempt to reschedule the employee's regular day off. 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.

#### 12.06 Maternity Leave

Maternity leave will be granted in accordance with the provision of the Employment Standards Act 1974, except where amended in this provision.

The service requirement for eligibility for maternity leave shall be 10 months of continuous service.

The employee shall give written notification one month prior to the commencement of the leave of her request for leave together with her expected date of return. At such time she shall also furnish the Hospital with her Doctor's certificate as to pregnancy and expected date of delivery.

An employee on maternity leave as provided under this agreement who is in receipt of Unemployment Insurance pregnancy benefits pursuant to Section 30 of the Unemployment Insurance Act, 1971, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five per cent (75%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week unemployment insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment 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.

The employee has the right to extend the maternity leave to six (6) months in total. Written notice by the employee to extend the maternity leave will be given at least two (2) weeks prior to the termination of the

initially approved leave. This notice requirement will be shortened in circumstances where medical complications occur in the two (2) weeks prior to the termination of the initially approved leave.

It is understood that during a maternity leave 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, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted by the entire period of the absence. In addition, the employee will become responsible for full payment of subsidized employee benefits in which she is participating for the period of the absence.

Effective October 20, 1990, credits for service shall accumulate for the initial seventeen (17) weeks from the commencement of the leave while an employee is on maternity leave.

However, credit for seniority shall not be suspended but shall accumulate during such leave.

Effective October 20, 1990, the Hospital will continue to pay its share of the premiums of the subsidized employee benefits in which the employee is participating for the initial seventeen (17) weeks from the commencement of the leave while the employee is on maternity leave. After seventeen (17) weeks and subject to the provision of the master policies governing such plans, employees desiring to maintain such protection through the Employer shall be entitled to remit to the Employer such full premiums as fall due during the leave so as to insure continued coverage.

The employee shall reconfirm her intention to return to work on the date originally provided to the Hospital in by written notification received by the Hospital at least two weeks in advance thereof.

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

## 12.07

### Adoption Leave

Where an employee with at least twelve (12) months of continuous service qualifies to adopt a child, such

employee shall be entitled to a leave of absence without pay for a period of up to three (3) months duration or such greater time as may be required up to a maximum aggregate of six (6) months. Such employee 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.

Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) plan, and effective October 20, 1990, an employee on leave as set out above who is in receipt of Unemployment Insurance adoption benefits pursuant to Section 20 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five per cent (75) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week unemployment insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance adoption 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.

It is understood that during an adoption leave 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, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted by the entire period of the absence. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she is participating for the period of the absence.

Effective October 20, 1990, credits for service shall accumulate for the initial seventeen (17) weeks from the commencement of the leave while an employee is on adoption leave.

However, credit for seniority shall not be suspended but shall accumulate during such leave.

Effective October 20, 1990, the Hospital will continue to pay its share of the premiums of the subsidized employee benefits in which the employee is participating for the initial seventeen (17) weeks from the commencement of the leave while the employee is on adoption leave. After seventeen (17) weeks and subject to the provisions of the master policies governing such plans, employees desiring to maintain such protection through the Employer shall be entitled to remit to the Employer such full premiums as fall due during the leave so as to insure continued coverage.

Subject to any changes to the employee's status which would have occurred had she not been on adoption leave, the employee shall be reinstated to her former duties, on the same shift in the same department, at the same rate of pay.

#### 12.08 Education Leave

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

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

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

### ARTICLE 13 SICK LEAVE

#### 13.01 HOODIP

- (a) The Hospital will assume total responsibility for providing and funding a short-term sick leave plan equivalent to that described in the 1984 Hospitals of Ontario Disability Income Plan Brochure.

The Hospital will pay 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 months or more of service shall be deemed to have three months of service.

- (b) Effective the first of the month following the transfer all existing sick leave plans in the affected Hospital shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to pay-out of unused sick leave benefits which are specifically dealt with hereinafter.
- (c) Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The "sick leave bank" shall be utilized to:
  - (1) supplement payment for lost straight time wages on sick leave days under the new program which would otherwise be at less than full wages or no wages and,
  - (2) where a pay-out provision existed under the former sick leave plan in the Collective Agreement, pay-out on termination of employment shall be that portion of any unused sick leave days under the former conditions relating to pay-out,
  - (3) where, as of the effective date of transfer, an employee does not have the required service to qualify for pay-out on termination, his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out.
  - (4) An employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, the Hospital, on application from the employee

will supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.

- (d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or Workers' Compensation benefits.
- (e) The Hospital further agrees to pay employees an amount equal to any loss of benefits under H00DI? for the first two days of the fourth and subsequent period of absence in any calendar year.

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

#### ARTICLE 14 - HOURS OF WORK

##### **14.01** Daily & Weekly Hours of Work

The normal hours of work shall be an average of thirty-seven and one-half (37 1/2) hours per week consisting of seven and one-half (7 1/2) hours per shift exclusive of a one-half hour unpaid meal break. The meal period shall be an uninterrupted period except in cases of emergency. Such hours shall be worked in accordance with shift schedules as determined by the Hospital.

##### **14.02** Rest Periods

The Hospital will schedule one fifteen minute rest period for each full half scheduled shift.

##### **14.03** Additional Rest Periods

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

ARTICLE 15 - PREMIUM PAYMENT15.01 Definition of Regular Straight Time Rate of Pay

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

15.02 Definition of Overtime

Any hours worked by an employee (Normal hours of work for Stationary Engineers shall be in accordance with the letter of understanding dated May 27, 1980) in addition to working a total of seventy-five (75) hours, during a two week pay period, or in addition to working a seven and one-half (7 1/2) hour day, shall be paid for at the overtime rate.

15.03 Overtime Premium and No Pyramiding

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

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

15.04 Time Off in Lieu of Overtime

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

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

15.05 Reporting Pay

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part time employees scheduled to work less than 7 1/2 hours per day will receive a pro-rated amount of reporting pay.



15.06 Call-Back

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

15.07 Standby

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.00 per hour for all hours on standby.

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

15.08 Temporary Transfer

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

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

15.09 Shift Premium

Employees shall be paid a shift premium of forty-five cents (\$0.45) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

ARTICLE 16 - HOLIDAYS

16.01 Number of Holidays

There shall be twelve (12) holidays and these holidays are set out in the Local Provisions Appendix.

Should the Hospital be required to observe an additional

paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall be established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide the number of paid holidays as noted above remains unchanged.

## **16.02** Definition of Holiday Pay & Qualifiers

Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

In order to qualify for holiday pay for any holiday, as set out in the Local Provisions Appendix, or to qualify for a lieu day, an employee must complete her scheduled shift on each of the working days immediately prior to and following the holiday except where absence on one or both of the said qualifying days is due to a satisfactory reason.

An employee who was scheduled to work on a holiday, as set out in the Local Provisions Appendix, and is absent shall not be entitled to holiday pay or to a lieu day to which she would otherwise be entitled unless such absence was due to a satisfactory reason.

An employee who qualifies to receive pay for any holiday or a lieu day will not be entitled, in the event of illness, to receive sick pay in addition to holiday pay or a lieu day in respect of the same day.

## **16.03** Payment for Working on a Holiday

If an employee is required to work on any of the holidays set out in the Local Provisions Appendix the employee shall be paid at the rate of time and one half (1 1/2) her regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.04. In addition, if the employee qualifies in accordance with Article 16.02 the employee will receive a lieu day off with pay in the amount of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

Note: Other provisions if any, relating to the scheduling of lieu days or relating to the payment of holiday pay instead of receiving a lieu day off are located in the Local Provisions Appendix.

16.04 Payment for Working Overtime on a Holiday

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

ARTICLE 17 - VACATIONS

17.01 Full-time Vacation Entitlement

Effective September 29, 1989, vacation entitlement shall be as follows:

An employee who has completed one (1) year, but less than two (2) years continuous service 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 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 shall be entitled to four (4) weeks annual vacation, with pay.

An employee who has completed fifteen (15) years but less than twenty-five (25) years of continuous service shall be entitled to five (5) weeks annual vacation, with pay.

An employee who has completed twenty-five (25) years or more of continuous service 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 Article 9.04, Effect of Absence.

17.02 Work During Vacation

Should an employee who has commenced his scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1 1/2) times his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked.

17.03 Illness During Vacation

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

Where an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.

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.

#### ARTICLE 18 • HEALTH & WELFARE

##### 18.01 Insured Benefits

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

- (a) The Hospital agrees to pay 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 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan (as amended below) 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. Effective October 1, **1990 \$15** (single) and **\$25** (family). In addition to the standard benefits, coverage will include vision care (maximum \$60.00 every 24 months) as well as a hearing aid allowance (lifetime maximum \$300.00 per individual). Effective October 1, **1990** vision care maximum **\$90** every **24** months and hearing aid allowance **\$500.00** lifetime maximum.
- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under H.O.O.G.L.I.P. or such other group life

insurance plan currently in effect.

- (d) The Hospital agrees to contribute 50% 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 October 1, 1990, the Hospital's contribution to the Dental Plan will be 75%.

#### 18.02 Change of Carrier

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 not in total decreased. 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 programmes contracted for and in effect for employees covered herein.

#### 18.03 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.

### ARTICLE 19 - HEALTH & SAFETY

#### 19.01 Health & Safety Committee

- (a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention - Health & Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and

hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.

- (d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions.
- (e) Meetings shall be held every 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 calendar year from the date of appointment which may be renewed for further periods of one year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health & Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable.
- (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) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- (i) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

## 19.02 Protective Footwear

Effective January 1, 1989 and on that date for each subsequent calendar year, the Hospital will provide \$35 per calendar year to each full-time employee who is required by the Hospital, as delineated below, to wear

safety footwear during the course of his duties.

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

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

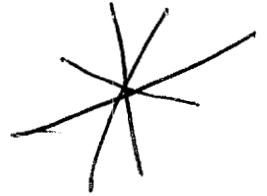
## ARTICLE 20 - COMPENSATION

### 20.01 Job Classification

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

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

If the matter is not resolved following the meeting with the Union the matter may be referred to Arbitration as provided in the agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration



(or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

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

#### 20.02 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).

#### 20.03 Wages and Classification Premiums

Occupational classifications and wage rates in effect for the duration of this Collective Agreement shall be as set forth in Schedule "A" which is attached hereto and forms part of this agreement.

### ARTICLE 21

#### 21.01 Term

This agreement shall be binding and continue in effect: and shall continue from year to year unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the ~~termination date of September 28, 1991~~. Upon receipt: ~~of such~~ notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.



21.02 Central Bargaining

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

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

37

Dated at Guelph, Ontario, this                      day of                      1991.

FOR THE LOCAL UNION

FOR THE HOSPITAL AND THE HOME

\_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_

\_\_\_\_\_  
President & Chief Executive  
officer

\_\_\_\_\_

\_\_\_\_\_  
Vice-president - Support  
Services

\_\_\_\_\_

\_\_\_\_\_

## SCHEDULE "A" Effective September 29, 1990 (retroactive to Sept. 29, 1989)

<u>CLASSIFICATIONS</u>	<u>STARTING SALARY</u>	<u>AFTER 9 MONTHS</u>	<u>AFTER 18 MONTHS</u>
Cleaner 1, Laundry Aide, Dietary Aide	11.58	11.73	11.89
Presser, Linen Checker, Seamstress, X-Ray Asst., Physio Asst., Pharmacy Asst., Lab. Asst., O.R. Asst.	11.73	11.89	12.02
Nursing Aide, Occ. Therapy Asst., Supply Asst., Special Diet Cook, Salad Maker, Cashier, Sr. Dietary Aide, Senior Maid, Resident Aide, Health Care Aide, Activities Assistant	11.89	12.02	12.17
Senior Laundry Aide	11.98	12.17	12.29
Cooks Helper, Dark Room Assistant	12.27	12.39	12.56
Lab/Autopsy Assistant	12.39	12.51	12.66
Cleaner 2, Sorter, Porter, Groundsman, Dish Machine Opr., Pot Washer	12.48	12.64	12.74
Pastry Cook, Cook 1	12.73	12.86	13.02
Pharmacy Attendant	12.78	12.99	13.08
Cook 2	12.90	13.02	13.19
Storekeeper	13.07	13.18	13.36
Washman, Mechanic 1	13.18	13.36	13.45
R.N.A., O.R. Tech., Orderly, Adjuvant	13.47	13.58	13.76
Fracture Room Attendant	13.74	13.87	14.05
Stationery Storekeeper	13.64	13.96	14.35
Stationary Engineer (4th Class)	15.00	15.12	15.25
Mechanic 2	14.73	15.10	15.44
Painter	15.00	15.35	15.63
Carpenter	15.69	16.04	16.34
Stationary Engineer (3rd Class), Millwright	15.69	16.03	16.31
Plumber, Electrician	16.04	16.34	16.74

## SCHEDULE "A" Effective September 29, 1990

<u>CLASSIFICATIONS</u>	<u>STARTING SALARY</u>	<u>AFTER 9 MONTHS</u>	<u>AFTER 18 MONTHS</u>
Cleaner 1, Laundry Aide, Dietary Aide	12.39	12.55	12.72
Presser, Linen Checker, Seamstress, X-Ray Asst., Physio Asst., Pharmacy Asst., Lab. Asst., O.R. Asst.	12.55	12.72	12.86
Nursing Aide, Occ. Therapy Asst., Supply Asst., Special Diet Cook, Salad Maker, Cashier, Sr. Dietary Aide, Senior Maid, Resident Aide, Health Care Aide, Activities Assistant	12.72	12.86	13.02
Senior Laundry Aide	12.82	13.02	13.15
Cooks Helper, Dark Room Assistant	13.13	13.26	13.44
Lab/Autopsy Assistant	13.26	13.39	13.55
Cleaner 2, Sorter, Porter, Groundsman, Dish Machine Opr., Pot Washer	13.36	13.52	13.63
Pastry Cook, Cook 1	13.62	13.76	13.93
Pharmacy Attendant	13.67	13.90	14.00
Cook 2	13.80	13.93	14.11
Storekeeper	13.98	14.10	14.30
Washman, Mechanic 1	14.10	14.30	14.39
R.N.A., O.R. Tech., Orderly, Adjuvant	14.41	14.53	14.72
Fracture Room Attendant	14.70	14.84	15.03
Stationery Storekeeper	14.59	14.94	15.35
Stationary Engineer (4th Class)	16.05	16.18	16.32
Mechanic 2	15.76	16.16	16.52
Painter	16.05	16.42	16.72
Carpenter	16.79	17.16	17.48
Stationary Engineer (3rd Class), Millwright	16.79	17.15	17.45
Plumber, Electrician	17.16	17.48	17.91

SCHEDULE "B"

STEWARDS AND THE ZONE WITHIN WHICH THEY ARE RECOGNIZED:

<u>Number of Stewards</u>	<u>Zones</u>
1	Dietary
1	Maintenance and Engineers
1	Housekeeping - Hospital
1	Housekeeping - Home
1	R.N.A.'s (Active), X-Ray, Laboratory, Pharmacy
1	R.N.A.'s (Continuing Care), Orderlies, Aides, Physiotherapy
1	Central Service, Stores
1	Laundry
1	Health Care Aides, Resident Aides, R.N.A.'s (Home)

NOTE: The number of Stewards and the arrangement of zones may be varied by mutual consent of the parties.

APPENDIX OF LOCAL PROVISIONSARTICLE A - RECOGNITION

The Hospital agrees to recognize the Union as the sole and exclusive bargaining agent of all the lay employees of the Hospital and the Home, save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, undergraduate pharmacists, graduate dietitians, student dietitians, technical personnel, supervisors, persons above the rank of supervisors, office staff and persons regularly employed not more than twenty (20) hours per week.

ARTICLE B - MANAGEMENT RIGHTS

B-1 The Union acknowledges that it is the exclusive function of the Hospital to manage and direct its operations and affairs in all respects except as specifically abridged, delegated, granted or modified by this agreement.

B-2 Without limiting the generality of the foregoing, the Hospital's functions shall include:

- (a) the right to maintain order, discipline and efficiency and, in connection therewith to make, alter and enforce from time to time rules and regulations, policies and practices to be observed by its employees, and the right to discipline or discharge employees for cause, subject to the grievance procedure herein provided;
- (b) the right to select, hire, discipline, discharge, transfer, assign to shifts, promote, demote, classify, layoff, recall, suspend and retire employees (subject to the regulations of the pension plan in effect) and select employees for positions excluded from the bargaining unit, provided that no employee shall be transferred out of the bargaining unit against his wishes, and further provided that a claim of improper classification or a claim of discriminatory promotion, demotion, transfer, discipline or suspension, or a claim by an employee that he has been discharged without reasonable cause, may become the subject of a grievance and be dealt with as herein provided;

- (c) the direction of the working forces, the right to plan, direct and control the operation of the Hospital, the right to introduce new and improved methods and facilities, equipment, the amount of supervision of personnel necessary, work schedules, establishment of standards of quality, the determination of the extent to which the Hospital will be operated, and the increase or decrease in employment arising therefrom;
- (d) the sole and exclusive jurisdiction over all operations, buildings, machinery, equipment and tools.

#### ARTICLE C - UNION MEMBERSHIP

- C-1 Present employees who are members of the Union, or who join the Union, shall retain their membership as a condition of employment. New employees shall be required, as a condition of employment, to become Union members within thirty (30) calendar days of their date of employment, and shall maintain their membership.
- C-2 It is understood that refusal by the Union to accept an employee as a member or to continue an employee's membership will not be cause for dismissal by the Hospital.

#### ARTICLE D - DUES DEDUCTION AND REMITTANCE

- D-1 All employees shall be required, as a condition of employment, to pay once each month by payroll deduction an amount equal to the regular monthly Union dues as amended from time to time in accordance with the Union constitution. For new employees such deductions shall commence in the month following the month in which the employee is hired. The amount deducted shall not include special assessment or levies of any kind. Deductions made under this provision shall be remitted monthly to the properly authorized Union official together with a list of the employees' names from whose pay such deductions were made.
- D-2 The Union agrees to refund to the Hospital any amount paid to the Union in error as a result of the check off provisions, and further agrees not to hold the Hospital liable for any dues inadvertently missed.

ARTICLE E - UNION REPRESENTATION

- E-1 With reference to Article 6.05 the number of stewards will be nine (9) in accordance with Schedule "B" which is attached hereto and forms part of this agreement.
- E-2 With reference to Article 6.03 the number of employees on the negotiating committee shall not be more than four (4), preferably not more than one of whom shall be from any one work unit.
- E-3 With reference to Article 6.06 the number of employees on the Grievance Committee shall be not more than three (3).

ARTICLE F - SENIORITY

- F-1 The Hospital will provide the Union with a seniority list in April and October of each year showing each employee's name, classification, and the date upon which his/her seniority commenced. Copies of this seniority list shall be posted.
- F-2 With reference to Article 9.06 the effective date is April 1, 1985.

ARTICLE G - SCHEDULING

- G-1 No employee shall be scheduled to work more than seven (7) consecutive days in a row without mutual agreement.
- G-2 The Hospital will schedule at least one weekend off in two for employees other than Nursing Personnel and Stationary Engineers, and shall pay time and one-half for each second consecutive weekend worked by such employees. The Hospital will schedule at least one weekend off in three for Nursing Personnel and shall pay time and one half for each third consecutive weekend worked by such employees. This provision shall not apply in the case of employees who work weekends at their own request. A weekend shall be defined as those shifts in which the majority of hours fall between midnight on Friday and midnight on Sunday.
- G-3 Scheduled hours of work and days off shall be posted at least two (2) weeks in advance. In the case of a change in the posted shift at the request of the Hospital with less than twenty-four (24) hours notice, the employee affected shall be paid time and



one-half (1 1/2) of his regular straight time rate of pay for the first shift of the new schedule. Such premium shall not apply when the change is requested by an employee and consented to by the Hospital.

- G-4 No Nursing Personnel shall be scheduled split days off without consent.
- G-5 When scheduling normal shift rotation changes there shall be not less than fifteen (15) hours between the finish and start of such changes except with consent of the employee concerned. When scheduled less than fifteen (15) hours between shifts an employee shall be paid time and one half (1 1/2) of his regular straight time rate of pay for the first shift. However, premium pay shall not apply when such scheduling is at the request of the employee.
- G-6 The Hospital does not guarantee normal or other hours of work. The Hospital will communicate to the Union committee any proposed change in the starting and stopping times of shifts before the change becomes effective and will be prepared to discuss such changes with the committee.
- G-7 When an employee is required to work for four (4) or more hours overtime after his normal shift he shall be provided with a meal or \$4.00 if the Hospital is unable to provide the meal.
- G-8 Any employee who because of injury or sickness is unable to report in person to work must notify the Hospital prior to the normal starting time of his shift. Failure to so notify the Hospital shall result in the employee being recorded as absent without pay unless the employee provides the Hospital with a satisfactory reason for such failure.

#### ARTICLE H - HOLIDAYS

- H-1 With reference to Article 16.01, the twelve (12) holidays are:

New Year's Day	Civic Holiday
2nd Monday in February	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	2nd Monday in
Victoria Day	November
Canada Day	Christmas Day
	Boxing Day

- H-2 In the event of a paid holiday falling within an employee's vacation period, such employee shall have the holiday added to his vacation or shall be granted an additional days vacation at a time mutually agreed upon.
- H-3 An employee who is not scheduled to work on a holiday but who is required to work more than his normal hours by the Hospital during the same two week pay period in which such holiday occurs, shall have the hours he would have otherwise worked on the holiday counted as hours worked for the sole purpose of computing any overtime premium entitlement.
- H-4 With reference to Article 16.03 a lieu day off will be arranged at a time mutually satisfactory to the Hospital and the employee but in any event within thirty five (35) calendar days of the holiday.

#### ARTICLE I - VACATIONS

Vacations will be scheduled at such time of the year as is found most suitable considering both the wishes of the employees and the Hospital; however, they will be scheduled in such a manner as to provide a fair distribution of the number of employees absent at one time. Employees with the greater length of service with the Hospital will have first choice of vacation dates provided that they indicate their preference to the Hospital before March 15 in order that the vacation schedule may be posted by April 1. However, an employee may exercise his seniority rights on a once only basis during each vacation year. Vacations shall not be accumulated from year to year except 'under special circumstances which shall be decided at the discretion of the Hospital. A request to carry over vacation credits must be made in writing stating the special circumstances to be considered by the Hospital, and when in the following year the carried over vacation will be taken. Any vacation carried over to the following year will be paid at the wage rate existing in the earning year.

#### ARTICLE J - CORRESPONDENCE

All correspondence between the parties hereto, arising out of this agreement or incidental thereto shall pass to and from the Director of Personnel or his appointee, and the President and Secretary of the Union, and the Union Representative at present address.

ARTICLE K - PAY DAY

Employees will be paid every second week.

ARTICLE L - BULLETIN BOARDS

The Union shall have the privilege of posting Union notices on five (5) bulletin boards, the location of which shall be mutually agreed upon. Such notices must be submitted to and approved by the Director of Personnel or his designate before posting. Such approval shall not be unreasonably withheld.

ARTICLE M - UNIFORM ALLOWANCE

Employees who are required to wear uniforms which are not supplied by the Hospital will be paid an allowance for uniforms of \$56.00 per year, payable in two equal instalments of \$28.00 in April and October providing the employee has been in the service of the Hospital at least six (6) months at the date of each payment.

ARTICLE N - RETIREMENT AGE AND PHYSICALLY HANDICAPPED

The normal retirement age for employees shall be sixty-five (65) years. The Hospital may, however, employ on a month to month basis any person after he has attained retirement age at an occupation which takes into consideration the ability and physical and mental condition of such employee.

ARTICLE O - STEWARD PINS

Stewards shall be permitted to wear Steward Pins. The President of the Local Union shall be permitted to wear a pin denoting her position as President.

Article P - Union Business

With reference to Article 12.02 the cumulative total leave of absence shall not exceed fifty (50) days in any one year and where there is leave for more than one (1) employee it will not interfere with leave for any other such employee.

91