

416 Employees

Unit No. 12

COLLECTIVE AGREEMENT

BETWEEN

RUNNYMEDE CHRONIC CARE HOSPITAL

- AND -

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 204
A.F. of L., C.I.O., C.L.C.

SERVICE FULL-TIME AGREEMENT

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INDEX

ARTICLE	PAGE
Article 1 Purpose	1
Article 2 Scope and Recognition	1
2.01 Scope Clause	1
Article 3 Management Rights	1
Article 4 Definitions	2
4.01 Temporary Employees	2
Article 5 Union Security	3
5.01 Union Dues	3
5.02 Interview Period	4
5.03 Employee Lists	4
Article 6 No Strike/Lockout	5
Article 7 Union Representation and Committees	5
7.01 Grievance Committee	5
7.02 Union Stewards	5
7.03 Central Bargaining Committee	6
7.04 Local Negotiating Committee	7
Article 8 Grievance and Arbitration	7
8.05 Policy Grievance	9
8.06 Group Grievance	10
8.07 Discharge Grievance	10
Article 9 Seniority	12
9.01 Probationary Period	12
9.02 Definition of Seniority	12
9.03 Transfer of Service and Seniority	12
9.04 Loss of Seniority	13
9.05 Effect of Absence	13
9.06 Departmental Seniority	14
Article 10 Job Security	15
10.02 Notice	16
10.03 Severance and Retirement Options	18
10.04 Regional Staff Planning Committee	19
10.05 Lay-off and Recall	20
10.06 Benefits on Lay-off	23
Article 11 Job Posting	23
Article 12 No Contracting Out	24

Article 13	Work of the Bargaining Unit	25
	13.01 Work of the Bargaining Unit	25
	13.02 Employment Agencies	26
	13.03 Volunteers	26
	13.04 Ratio of R.N.'s to R.P.N.'s	26
	13.05 Utilization of RNA/RPN Skills	27
Article 14	Technological Change	27
Article 15	Leaves of Absence	28
	15.01 Bereavement Leave	28
	15.02 Education Leave	28
	15.03 Jury and Witness Duty	29
	15.04 Pregnancy Leave	30
	15.05 Parental Leave	31
	15.06 Full-time Union Officer	33
	15.07 Union Leave	34
	15.08 Personal Leave	35
Article 16	Hours of Work	35
	16.01 Daily and Weekly Hours of Work	35
	16.02 Rest Periods	36
	16.03 Time Off Between Shifts	36
	16.04 Weekends Off	36
	16.05 Exchange of Shifts	37
	16.06 Scheduling Committee	37
	16.07 Change and Wash Up Time	37
Article 17	Premium Payment	37
	17.01 Definition of Regular Straight Time Rate of Pay	37
	17.02 Definition of Overtime (Overtime Premium) .	37
	17.03 Reporting Pay	38
	17.04 Standby	38
	17.05 Call Back	38
	17.06 Shift Premium	39
	17.07 Responsibility Outside the Bargaining Unit.	39
	17.08 Overtime - Lieu Time	39
	17.09 Paid Time to Working Time	40
	17.10 Weekend Premium	40
Article 18	Allowances	41
	18.01 Meal Allowance	41
	18.02 Uniform Allowance	41
	18.03 Transportation Allowance	41

Article 19	Health and Safety	41
	19.01 Accident Prevention - Health and Safety Committee	41
	19.02 Protective Clothing	43
Article 20	Paid Holidays	43
Article 21	Vacations	45
	21.01 Entitlement and Calculation of Payment	45
	21.02 Approved Leave of Absence During Vacation	46
	21.03 Scheduling Vacation	46
	21.04 Vacation Pay on Termination	47
Article 22	Health and Insured Benefits	47
	22.01 Insured Benefits	47
	22.02 Change of Carrier	49
	22.03 Pension	49
Article 23	Injury and Disability	49
	23.02 Disabled Employees	49
Article 24	Sick Leave	50
	24.01 Sick Leave and Long Term Disability	50
	24.06 Unemployment Insurance Rebate	50
	24.02 Workers' Safety and Insurance Board Benefits and Sick Leave	51
Article 25	Compensation	51
	25.01 Experience Pay	51
	25.02 Promotion to a Higher Classification	52
	25.03 Temporary Transfer	52
	25.04 Job Classification	52
	25.05 Wages and Classification Premiums	53
Article 26	Relationship	54
	26.01 Union Membership	54
	26.02 Human Rights Code	54
Article 27	Bulletin Boards	54
Article 28	Pay Days	54
Article 29	Miscellaneous	55
	29.01 Official Communications	55
	29.02 Printing Costs	55
Article 30	Personnel Files	55
	30.01 Access to Files	55
Article 31	Duration	56
	31.01 Renewal	56
	31.02 Term	57

Schedule "A"	58
Letter of Intent	61
Letters of Understanding	62
Memorandum of Understanding	63
Memorandum of Understanding	64

COLLECTIVE AGREEMENT

BETWEEN

RUNNYMEDE CHRONIC CARE HOSPITAL
(hereinafter called the "**Hospital**")

- and -

SERVICE EMPLOYEES INTERNATIONAL UNION
Local **204, A.F.L., C.I.O., C.L.C.**
(hereinafter called the "**Union**")

ARTICLE 1 - PURPOSE

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

ARTICLE 2 - SCOPE AND RECOGNITION

2.01 Scope Clause

The Hospital **recognizes** the Union as the sole bargaining agent for all employees at the Hospital in Toronto save and except Professional Medical Staff, Graduate and undergraduate Nurses, graduate and undergraduate Pharmacists, Technical Personnel and Students taking courses which lead to such positions, foremen, supervisors and persons above the rank of foreman and supervisor, office staff, students employed during the school vacation period and persons regularly employed for not more than **24** hours per week.

ARTICLE 3 - **MANAGEMENT** RIGHTS

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

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

ARTICLE 4 - DEFINITIONS

4.01 Temporary Employees

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

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

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

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

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

4.04 A Registered Practical Nurse - Pending (**R.P.N. - Pending**) is a graduate of a Registered Practical Nurses Programme acceptable to the College of Nurses of Ontario and has written the registration examination and is waiting for results. An **R.P.N. - Pending** may be hired for not more than twenty-four (**24**) months from date of hire.

ARTICLE 5 - UNION SECURITY

5.01 Union Dues

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

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

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

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

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

5.02 Interview Period

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

The parties agree that Union officials will not interview people without first obtaining prior permission from the Administrator or his appointee.

5.03 Employee Lists

The Hospital is agreeable to including Social Insurance Numbers in checkoff lists and/or seniority lists currently being supplied to the Union pursuant to the provisions of the Collective Agreement where such information is presently available on computer. During the term of the Agreement, the Hospital will attempt to make such information available for each bargaining unit. To the extent that this cannot be reasonably accommodated through the computer system or, where the Hospital is on a manual system, the Union will be provided on a **"one time basis only"** with the Social Insurance Number for each employee in the bargaining unit and such information will be updated with respect to new employees subsequently hired. In addition to the foregoing, the Hospital will supply the Union with the addresses of new employees when they are placed on the checkoff list for the first time.

ARTICLE 6 - NO STRIKE/LOCKOUT

6.01 There shall be no strikes or lockouts so long as this collective agreement continues to operate. The word "**strike**" and the word "**lockout**" shall have the meaning as set forth in the Labour Relations Act, **R.S.O., 1960, Cl. 202**, as amended.

ARTICLE 7 - UNION REPRESENTATION AND COMMITTEES

7.01 Grievance Committee

- (a) The Hospital will **recognize** a Grievance Committee composed of the Chief Steward and not more than three **(3)** employees selected by the Union who have completed their probationary period. A general representative of the Union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out in this Collective Agreement.
- (b) The Union shall keep the Hospital notified in writing of the names of the members of the Grievance Committee appointed or selected under this Article as well as the effective date of their respective appointments.
- (c) A Committee member shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending grievance meetings with the Hospital up to, but not including arbitration. The number of employees on the Grievance Committee shall be determined locally.

7.02 Union Stewards

- (a) The Hospital agrees to **recognize** Union stewards to be elected or 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.
- (b) A Chief Steward may be appointed or elected. The Chief Steward may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.

- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.
- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.
- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice versa.
- (f) The Hospital will **recognize** a Chief Steward and one Steward from each of the following departments of the Hospital:
 - 1. Nursing - R.P.N.
 - 2. Nursing - Assistant
 - 3. Nursing - Orderly
 - 4. Maintenance, Linen Service, CSR, Physio, and O.T.

7.03 Central Bargaining Committee

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

bargaining unit and the Hospital or between the parties hereto relating to the interpretation, application, administration or alleged violation of the Agreement.

8.02 The grievance shall identify the nature of the grievance, the remedy sought, and should, where possible specify the provisions of the Agreement which are alleged to have been violated.

8.03 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right, to the presence of his/her steward. In the case of suspension or discharge, the Hospital shall notify the employee of this right in advance.

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

8.04 It is the mutual desire of the parties hereto that complaints shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. The **grievor** may have the assistance of a union steward if he so desires.

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

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

Step

The employee shall submit the grievance, in writing, and signed by him, to his immediate supervisor. The employee may be accompanied by a Union steward. The immediate supervisor will deliver his decision in writing within five (5) days following the day on which the written grievance was presented to him. Failing settlement then:

Step

Within five (5) days following the decision under Step 1 the employee, accompanied by a union steward, or the union steward shall submit the written grievance to his Department Head, who will deliver his decision in writing within five (5) days following the day on which the grievance was presented to him.

This step may be omitted where the employee's immediate supervisor and Department Head are the same person. Failing settlement then:

Step 3

Within five (5) days following the decision in the immediately preceding step, the grievance shall be submitted in writing to the Chief Executive Officer of the Hospital or the designated Hospital representative.

A meeting will then be held between the Chief Executive Officer or the designated Hospital representative and the designated union representatives who may be accompanied by the general representative of the Union, within five (5) days of the submission of the grievance at Step 3, unless extended by mutual agreement of the parties.

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

8.05 Policy Grievance

A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step 3 within ten (10) days following the circumstances giving rise to the grievance.

It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which he could have instituted himself and the regular grievance procedure shall not be thereby by-passed.

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

8.06 Group Grievance

Where a number of employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance, in writing identifying each employee who is grieving, to the Department Head, or his designate within ten (10) days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated as being initiated at Step 2 and the applicable provisions of this Article shall then apply with respect to the handling of such grievance.

8.07 Discharge Grievance

If an employee, who has completed his probationary period, claims that he has been unjustly discharged, such claim must be submitted by the employee, who may be accompanied by a union steward, or by the union steward at Step 3 of the grievance procedure to the Hospital within five (5) days following the date the discharge is effective.

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

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

8.08 Failing settlement under the foregoing procedure, **any** grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within ten (10) days after the decision under Step 3 is given, the grievance shall be deemed to have been abandoned.

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

8.10 When either party requests that any matter be submitted to Arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at

the same time appoint a nominee. Within five (5) days thereafter, the other party shall appoint its nominee, provided however, that if such party fails to appoint its nominee as herein required, the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees shall attempt to agree upon a chairman of the Arbitration Board. If they are unsuccessful in agreeing upon such a chairman within a period of ten (10) days of the appointment of the second nominee, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

8.11 No person may be appointed to the Arbitration Board who has been involved in an attempt to negotiate or settle the grievance.

8.12 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.

8.13 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.

8.14 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority, and where there is no majority, the decision of the Chairman, will be final and binding upon the parties hereto and the employee or employees concerned.

8.15 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the Chairman of the Arbitration Board.

8.16 Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.

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

ARTICLE 9 - SENIORITY

9.01 Probationary Period

A new employee will be considered on probation until he has completed forty-five (45) days of work within any twelve calendar months. Upon completion of the probationary period he shall be credited with seniority equal to forty-five (45) working days. With the written consent of the Hospital, the probationary employee, and the President of the Local Union or designate, such probationary period may be extended. Any extension agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration and is at the sole discretion of the Hospital.

9.02 Definition of Seniority

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

Seniority will operate on a bargaining unit wide basis.

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

9.03 Transfer of Service and Seniority

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

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

9.04 Loss of Seniority

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

- (a) employee quits;
- (b) employee is discharged and the discharge is not reversed through the grievance and arbitration procedure;
- (c) employee is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing a reason satisfactory to the Hospital;
- (d) employee fails to return to work upon the expiration of a leave of absence or **utilizes** a leave of absence for a purpose other than that for which it was granted;
- (e) employee has been laid off for twenty-four (24) months;
- (f) employee fails upon being notified of a recall to signify his intention to return within five (5) working days after he has received the notice of recall, and fails to report to work within ten (10) working days after he has received the notice of recall;
- (g) employee is absent due to illness or disability which absence continues for thirty (30) calendar months from the time the disability or illness commenced.

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

9.05 Effect of Absence

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.

(b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar **days**, the benefits concerned appropriately reduced on a pro rata basis and the 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.S.I.B.** benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in **W.S.I.B.** benefits.

(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 for a period of eighteen (18) months if an employee's absence is due to a disability resulting in **W.S.I.B.** benefits or **LTD** benefits, or for a period of one (1) year if an employee's unpaid absence is due to an illness.

9.06 Departmental Seniority

An up-to-date copy of each departmental seniority list shall be sent to the Union office and provided to the Chief Steward twice a year in January and July. The following is a list of departments for seniority purposes.

1. Nursing - **R.P.N.**
2. Nursing - Assistant
3. Nursing - Orderly
4. Linen Service
5. Maintenance

ARTICLE 10 - JOB SECURITY

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

(b) Staff Planning Committee

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

(i) identifying and proposing possible alternatives to any action that the hospital may propose taking;

(ii) identifying and seeking ways to address the retraining needs of employees;

(iii) identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period.

Composition and Meetings

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

Meetings of the Committee shall be held during normal working hours. Representatives attending such meetings during their regularly-scheduled hours of work shall not lose regular earnings as a result of such attendance. The Hospital shall make typing and other such clerical assistance available as required.

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

Disclosure

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

Accountability

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

10.02(a) Notice

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

(i) provide the Union with no less than five (5) months' written notice of the proposed layoff or elimination of position; and

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

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

(b) A layoff shall not include a reassignment of an employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:

(i) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualification and training or training requirements;

(ii) the reassignment of the employees does not result in a reduction of the employee's wage rate or hours of work;

(iii) the job to which the employee is reassigned is located at the employees original work site or at a nearby site in terms of relative accessibility for the employee;

(iv) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotations; and

(v) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

10.03 (a) Severance and Retirement Options

- (i) Where an employee resigns within **30** days after receiving notice of layoff pursuant to Article **10.02** (a) (ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of two **(2)** weeks' salary for each year of continuous service to a maximum of twelve **(12)** weeks' pay, and, on production of receipts from an approved educational program, within twelve **(12)** months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand **(\$3,000)** dollars.
- (ii) Where an employee resigns later than **30** days after receiving notice pursuant to Article **10.02** (a) (ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of four **(4)** weeks' salary, and, on production of receipts from an approved educational program, within twelve **(12)** months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty **(\$1,250)** dollars.

(b) Retirement Allowance

Prior to issuing notice of layoff pursuant to Article **10.02** (a) (ii) in any classification(s), the Hospital will offer early-retirement allowance to a sufficient number of employees eligible for early retirement under **HOOPP** within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under Article **10.02** (a) (ii).

- (c) Within thirty **(30)** days from the date of notice of lay-off, an employee who has received notice of lay-off of a permanent or long-term nature may retire provided that the employee is eligible to retire under the terms of the

Hospital of Ontario Pension Plan. An employee who chooses this option forfeits her right to notice and will receive severance pay on the basis of two (2) weeks' pay for each year of service with the Hospital to a maximum of twenty-six (26) weeks on the basis of the employees normal weekly earnings. In addition, full-time employees will receive a lump sum payment equal to \$1,000.00 for every years less than age 65, to a maximum of \$5,000.00.

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

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

(i) whose layoff is permanent, or

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

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

10.04 Regional Staff Planning Committee

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

To achieve this objective the Hospital Staff Planning Committee will forward to the Regional Staff Planning Committee a list of the names and address of laid off employees who have expressed an interest in working at other Participating Hospitals and who have undertaken skills assessment procedures provided by any government training agency, such as **HTAP**, that may be in place.

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

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

10.05 Lay-off and Recall

- (a) In the event of lay-off, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who then have the ability to perform the work.
- (b) An employee who is subject to lay-off shall have the right to either:
 - (i) accept the lay-off; or
 - (ii) displace an employee who has lesser bargaining-unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the employee originally subject to lay-off can perform the duties of the lower or identical classification without training other than orientation. Such employee so displaced shall be laid off.

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

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within **5%** of the laid off employee's straight time hourly rate provided he can perform the duties without training other than orientation. Such employee so displaced shall be laid off.

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

- (c) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided he has the **ability** to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the collective agreement shall not apply until the recall process has been completed.
- (d) In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in an arbitrary or unfair manner.
- (e) **An** employee recalled to work in a different classification from which he was laid off shall have the privilege of returning to the position he held prior to the lay-off should it become vacant within six (**6**) months of being recalled.

- (f) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (g) It is the sole responsibility of the employee who has been laid off to notify the Hospital of his intention to return to work within five (5) working days (exclusive of Saturdays, Sundays and paid holidays) after being notified to do so by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to have been received on the second day following the date of mailing) and to return to work within ten (10) working days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.
- (h) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies that are expected to exceed (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off.
- (i) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.
- (j) In the event that a lay-off commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be **disentitled** thereto solely because of the day on which the lay-off commenced.
- (k) A laid off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of lay-off.

10.06 Benefits on Lay-off

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

ARTICLE 11 - JOB POSTING

11.01 Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted by the Hospital for a period of seven (7) days excluding Saturday, Sunday and holidays. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of three (3) consecutive days excluding Saturday, Sunday and holidays. All applications are to be made in writing within the posting period.

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

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

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

11.05 Vacancies which are not expected to exceed six (6) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to part-time employees in **SEIU** service bargaining units who have recorded their interest in writing, prior to considering persons not employed by the Hospital. In considering such part-time employees the criteria for selection in **.03** shall apply. Part-time employees selected to fill a vacancy under this Article will continue to maintain their part-time status and upon completion of the assignment the employee will return to his former position.

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

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

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

ARTICLE 12 - NO CONTRACTING OUT

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

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

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

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

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

ARTICLE 13 - WORK OF THE BARGAINING UNIT

13.01 Work of the Bargaining Unit

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

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

13.02 Employment Agencies

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

13.03 Volunteers

- (a) The use of volunteers to perform bargaining unit work shall not be expanded beyond the extent of existing practice as of June 1, 1986.

- (b) Where a Hospital plans a drive to increase the number of volunteers, the Union must be given at least thirty (30) **days'** notice of these plans and a special meeting of the local joint job security committee must be convened at least three (3) weeks prior to the initiation of such a drive.

13.04 Ratio of R.N.'s to R.P.N.'s

At the time of considering whether or not to alter the ratio of R.N. 's to R.P.N.'s in any department, the Hospital agrees to consult with the Union in advance of any decision being made and, again in advance of any decision being made, the senior administrator of the Hospital agrees to meet with and to entertain submissions from the Union with respect to the merits of maintaining the existing ratio.

In addition to the above process and apart from it where a change in the ratio is planned by the Hospital and it does not arise because of employee retirement, resignation or death then it can only be carried out following a full and complete disclosure to the Union of the plan of the Hospital and the reasons for it. After full and complete disclosure to the Union the Hospital and Union are to meet and discuss the plan and the reasons with a view to possibly modifying them including maintaining the existing ratio. The planned change in the ratio cannot be implemented by the Hospital for a period of forty-five (45) days from the date of full and complete disclosure to the Union; and only implemented if there has been the consultative process required by this clause carried out in good faith by the Hospital.

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

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

ARTICLE **15** - LEAVES OF ABSENCE

15.01 Bereavement Leave

An employee who notifies the Hospital as soon as possible following bereavement shall be granted up to three **(3)** consecutive days off, without loss of his regular pay for his scheduled hours from the date of death up to and including the date of the funeral of a member of his immediate family. "Immediate **family**" means parent, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent.

15.02 Education Leave

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

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

15.03 Jury and Witness Duty

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

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

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

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

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

15.04 Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) An employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance Act, pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting

period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on pregnancy leave.

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

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

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

15.05 Parental Leave

- (a) Parental leaves will be granted in accordance with the provisions of the Employment Standards Act, except where

amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.

- (b) An employee, who qualified for parental leave, other than an adoptive parent, shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- (c) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee who is an adoptive parent may extend the parental leave for such greater time as may be required by the adoption agency concerned up to a maximum aggregate of six (6) months. Written notice by the employee for such extension will be given at least two (2) weeks prior to the termination of the initially approved leave.

- (d) An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) An employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting

period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on parental leave.

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

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

- (f) Credits for service and seniority shall accumulate for a period of up to eighteen (18) weeks while an employee is on parental leave.
- (g) The Hospital will continue to pay its share of the premiums of the **subsidized** employee benefits, including pension, in which the employee is participating for a period of up to eighteen (18) weeks while the employee is on parental leave.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.

15.06 Full-time Union Officer

Upon application by the Union, in writing, the Hospital will give reasonable consideration to a request for leave of absence, without pay, to an employee elected or appointed to full time Union

office. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if granted, shall be for a period of one (1) calendar year (in the case of the Union President, two (2) calendar years) from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

15.07 Union Leave

- (a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes or other Union business provided that such leave will not interfere with the efficient operation of the Hospital.
- (b) In requesting such leave of absence for an employee or employees, the Union must give at least twenty-one (21) clear days notice in writing to the Hospital.
- (c) 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 as provided elsewhere in the current local sections of the Agreement (unless altered by local negotiations).
- (d) It is mutually agreed that the Employer will upon request of the Union grant leave of absence to not more than three (3) employees at any one time for attendance at Union conventions, provided that not more than one (1) employee will be absent from any one (1) work area and provided that such absence does not interfere with the efficient operations. Under this clause, no leave of absence will be for a period in excess of two weeks.
- (e) In addition to the leave of absence set out above, members of the Union Executive Board and/or Council employed by the Hospital will be entitled to an additional cumulative leave of absence, without pay, not

to exceed ten (10) days per contract year, subject to the conditions set out above, for the purpose of attending Executive and/or Council meetings.

15.08 Personal Leave

The employer may grant leave of absence without pay to any employee for legitimate personal reasons, including illness and accident upon written application by the employee. Such leave shall be confirmed in writing by the hospital and shall specify the date on which the employee is required to return to work. Seniority shall continue to accumulate during the first month of such leave and shall retain thereafter provided that the employee returns to work on the date specified.

15.09 It is understood that such leave will be granted with due regard to the proper coverage in the department from which the employee is requesting leave.

ARTICLE 16 - HOURS OF WORK

16.01 Daily and Weekly Hours of Work

The regular **bi-weekly** work period for all employees shall be seventy-five (75) hours, exclusive of all meal times. This means that employees must report to their respective Supervisors in uniform and remain in uniform for the full working shift. The normal daily hours shall be 7.5 exclusive of meal times.

It is understood normal hours include those required to accommodate the change from Daylight Saving Time to Standard Time and vice versa to which the other provisions of the Articles dealing with Hours of Work and Overtime do not apply. It is further understood that the amount of regular pay for a full normal shift worked shall not be affected by reason of the change in the number of normal hours worked in consequence of such change from Daylight Saving Time to Standard Time and vice versa. The provisions of this Article are intended only to provide a basis for calculating time worked and shall not constitute a guarantee of hours of work per shift or per week or for any period whatsoever nor a guarantee of working schedules.

16.02 Rest Periods

- (a) All employees will be allowed fifteen (15) minutes relief at approximately the middle of each one-half shift period.
- (b) When an employee performs **authorized** overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration.

16.03 Time Off Between Shifts

In the case of departments where employees are required to rotate on the day, evening and/or night shifts, the employer will endeavour to arrange shifts such that there will be a minimum of twenty-three (23) hours between the beginning of shifts and change over of shifts and of thirty-nine (39) hours if there is one (1) day off and of sixty-three (63) hours if there are two (2) days off between the change over of shifts.

16.04 Weekends Off

In scheduling shifts, the Hospital will endeavour to arrange schedules so as to provide for a minimum of eight (8) weekends off in every twenty-four (24) week period, and, in any event, at least one weekend off in each three week period. Where a weekend off is not granted within a three week period, time worked on such third weekend but not subsequent weekends shall be paid at the rate of time and one-half unless the Hospital, notwithstanding its best efforts, was unable to meet this standard. This standard shall not apply where:

- (i) such weekend work was performed by the employee to satisfy specific days off requested by such employee; or
- (ii) such employee has requested weekend work, or was advised at the time of hire or when the job was posted that the regular schedule normally requires continuous weekend work; or
- (iii) such weekend is worked as a result of an exchange of shift with another employee; or

(iv) the Hospital is unable to comply due to a prohibition against scheduling split days off.

It is understood and agreed that there shall be no pyramiding of overtime premiums under the provisions of the Collective Agreement arising out of the foregoing undertakings.

The foregoing shall have no application where other scheduling arrangements are provided acceptable to the employer and the employee affected and approved by the Union.

16.05 Exchange of Shifts

The Employer may allow an exchange of shifts at the request of two (2) employees provided that its approval is obtained in advance and that no additional cost of the Employer results from such exchange of shifts.

16.06 Scheduling Committee

The Scheduling Committee will consist of equal representatives from management and Union. Terms of reference to be established at the Union-management Committee meeting plus the discussion of the part-time scheduling.

16.07 Change and Wash Up Time

A wash-up time of ten (10) minutes will be granted at the end of every completed shift.

ARTICLE 17 - PREMIUM PAYMENT

17.01 Definition of Regular Straight Time Rate of Pay

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

17.02 Definition of Overtime (Overtime Premium)

Authorized time worked in excess of the normal daily hours or normal **bi-weekly** hours of the Hospital shall be paid at the rate of one and one-half times the employee's basic hourly straight time

rate of pay, provided no overtime premium will be paid for overtime on an exchange of shifts mutually agreed to between two (2) employees where approved by the Hospital. It is understood and acknowledged that the Hospital has the right to require employees to perform reasonable **authorized** overtime work. Call-back shall not be considered as hours worked for the purposes of this Article. Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week and also as hours for which the overtime premium is paid.

17.03 Reporting Pay

Full-time employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received not less than one **hour's** prior notice not to report for work.

17.04 Standby

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

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

17.05 Call Back

- (a) Where employees are called back to work after having completed a regular shift and prior to the commencement of their next regular shift they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half their regular hourly earnings. Where call back is immediately prior to the commencement of their regular shift the call back pay will only apply to the point of commencement of a regular shift at the rate of time and one-half after which they shall revert back to the regular shift.
- (b) Call back pay shall cover all calls within the minimum four (4) hour period provided for under (a). If a second

call takes place after four (4) hours have elapsed from the time of the first call, it shall be subject to a second call back premium but in no case shall an employee collect two call back premiums within one such four (4) hour period, and to the extent that a call back overlaps and extends into the hours of his regular shift, (a) shall apply.

- (c) Notwithstanding the foregoing an employee who has worked his full shift on a holiday and is called back shall receive the greater of 2 ½ times his regular straight **time** hourly rate for all hours actually worked on such call-back or four (4) hours pay at time and one-half his straight **time** hourly rate, subject to the other provisions set out above.

17.06 Shift Premium

Employees shall be paid retroactive to October 11, 1987 a shift premium of forty-five cents (45 cents) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

17.07 Responsibility Outside the Bargaining Unit

Where an Employer temporarily assigns an employee to carry out the assigned responsibilities of a higher paying classification outside the bargaining unit for a period in excess of one-half of one shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.

17.08 Overtime - Lieu Time

- (a) Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where the applicable rate is time and one-half, then time off shall be at one and one-half times). Where an employee chooses the latter option, such time off must be taken within the succeeding two pay periods of the occurrence of the overtime at a time mutually agreeable to the Hospital and the employee, or payment in accordance with the former option shall be made.

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

17.09 Paid Time to Working Time

- (a) Employees absent on approved leave, paid by the Employer or by the Workers' Safety and Insurance Board, shall for the purposes of computing overtime pay during the work schedule in which the absence occurred, be considered as having worked their regularly scheduled hours during such leave of absence. No pyramiding shall result from the application of this provision.
- (b) The foregoing shall also apply in cases of short term leaves of absence for Union business approved by the Employer under the applicable provisions of the Collective Agreement where payment is made to the employee by the Union.
- (c) **Authorized** leave of absence for Union business, sick leave, vacations and statutory and civic holidays shall be considered as time worked in the computation of overtime pay.

17.10 Weekend Premium

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

ARTICLE 18 - ALLOWANCES

18.01 Meal Allowance

When an employee is required to and does work for three (3) or more hours of overtime after his normal shift he shall be provided with a hot meal or five (5) dollars if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

Notwithstanding the foregoing, where the overtime assignment is for a period of three (3) hours, no more or less, the employee is not required to take a hot meal, if available, and may claim the five (5) dollars payment.

18.02 Uniform Allowance

Where uniforms are required, the Hospital shall either supply and launder uniforms or provide a uniform allowance of \$70.00 per year in a lump sum payment in the first pay period of November of each year.

18.03 Transportation Allowance

When an employee is required to travel to the Hospital or to return to her home as a result of reporting to or off work between the hours of 2400-0600 hours, (other than reporting to or off work for her regular shift) or at any time while on standby, the Hospital will pay transportation costs either by taxi or by her own vehicle at the rate of thirty-five cents (35 cents) per mile [to a maximum of fourteen dollars (\$14.00)] or such greater amount as the Hospital may in its discretion determine for each trip between the aforementioned hours. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

ARTICLE 19 - HEALTH AND SAFETY

19.01 Accident Prevention - Health and Safety Committee

- (a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.

- (b) **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 (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to **fulfill** its functions.
- (e) Meetings shall be held every second month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one 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 **15.04**.

- (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 Clothing

The Hospital agrees to continue its present practices with respect to the provision of protective clothing and safety devices to employees, subject to the provision set out below with respect to safety footwear, the Hospital further agrees to meet directly with the representative of the Union or through the Accident Prevention Committee to discuss the need for any protective clothing or safety equipment in addition to that which the Hospital is presently providing.

Effective September 1, 1988 and on that date for each subsequent year, the Hospital will provide \$35.00 per year to each full-time employee who is required by the Hospital to wear safety footwear during the course of their duties.

ARTICLE 20 - PAID HOLIDAYS

20.01 The following shall be **recognized** as paid statutory, civic, **or** government holidays:

New Year's Day	Civic Holiday
*Heritage Day (see note below)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Dominion Day	

*Each employee shall be entitled to one additional holiday with pay each year. This day will be the third Monday in February unless the Government declares Heritage Day as a paid holiday at which time that would then become the **11th** Paid Holiday in the Collective Agreement.

20.02 All employees are granted one additional day annually in conjunction with his/her anniversary date of employment. This is a day to be provided by the Hospital within sixty (**60**) days after the actual anniversary date.

20.03 In order to qualify for payment for the above named holidays under the provisions of this Agreement, an employee must work the employee's last scheduled shift immediately before the holiday and his first scheduled shift immediately after the holiday. If an employee's absence on either of these shifts is due to illness as confirmed by medical certificate, he will qualify for holiday pay.

20.04 An employee required to work on any of the above named holidays within this collective agreement shall be paid in the following manner:

(a) They shall be paid at their regular **day's** pay for the holiday or another day off with pay to be taken at a mutually agreeable time within sixty (**60**) days after the holiday.

(b) In addition to the regular days pay the employee will be paid time and one-half of their regular rate for each and every hour worked on the said holiday.

20.05 If a paid holiday falls within a period in which an employee is drawing sick pay, the employee will be paid for such paid holiday, but the paid holiday shall not be charged as sick leave time, but rather paid as a paid holiday. This shall be limited to one (**1**) paid holiday in any one period of absence due to illness.

20.06 If one of the above-named holidays occur on an employee's regular day off or during their vacation period the employee shall receive an additional day off with pay in lieu thereof.

20.07 For the purpose of this Article the night shift shall be the last shift of the day.

20.08 Where an employee is required to work **authorized** overtime in excess of his regularly scheduled hours on a paid holiday subject to the scheduling of lieu time for New Year's Day in conjunction with Christmas (but not including hours on a subsequent regularly scheduled shift) such employee shall receive two and one-half times his regular straight time hourly rate for such additional **authorized** overtime.

ARTICLE 21 - VACATIONS

21.01 Entitlement and Calculation of Payment

Subject to maintaining any superior conditions concerning entitlement, vacation entitlement shall be as follows:

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

An employee who has completed one (1) year but less than three (3) years of continuous service as of his anniversary date of hire shall be entitled to two (2) weeks' annual vacation with pay.

An employee who has completed three (3) years but less than eight (8) years of continuous service as of his anniversary date of hire shall be entitled to three (3) weeks' annual vacation with **pay**.

Effective in the vacation year where the date for determining vacation entitlement in the individual Hospital falls on or after January 1, 1990, the service requirement for three (3) weeks vacation shall be two (2) or more years of full-time continuous service.

An employee who has completed eight (8) years but less than fifteen (15) years of continuous service as of his anniversary date of hire shall be entitled to four (4) **weeks'** annual vacation with **pay**.

Effective in the vacation year where the date for determining vacation entitlement in the individual Hospital falls on or after January 1, 1990, the service requirement for four (4) weeks vacation shall be six (6) or more years of full-time continuous service.

Effective in the vacation year where the date for determining vacation entitlement falls on or after January 1, 1991, the service requirement for four (4) weeks vacation shall be five (5) or more years of full-time continuous service.

An employee who has completed fifteen (15) years but less than twenty-five (25) years of continuous service as of his anniversary date of hire shall be entitled to five (5) **weeks'** annual vacation with pay.

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

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

21.02 Approved Leave of Absence 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 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 that is deemed to be sick leave under the above provision will not be counted against the employee's vacation credits.

21.03 Scheduling Vacation

- (a) The vacation year shall run from January **1st** to December **31st**. The date for determining the vacation entitlement in a vacation year shall be the employee's anniversary date. The vacation entitlement will be posted by January **2nd**.

All vacation entitlement must be completed by December **31st**, save and except for the application of (d) below.

- (b) Vacation time will be granted between the months of May and September inclusive, if possible, and in order of employee's seniority, unless some other time is mutually arranged between the individual employees and the Employer, provided this does not interfere with efficient operations. The Employer shall attempt to schedule vacations to commence on Monday, provided that this does not interfere with efficient operations.
- (c) Where an employee has accumulated vacation with pay credits of three or four weeks, the employee may be required to split vacation into a two-week and one-week period, or a two-week and two-week period, to be taken at different times in order that the operation of the hospital may not be affected and in order that the desirable vacation time of the year may be more equitably distributed.
- (d) The Hospital will consider requests for vacation leave which include the Christmas-New Year holidays provided this does not interfere with the efficient operation of the Hospital. Such requests are to be made by August **15th** and the Hospital's decision would be communicated to the employee by September **15th**. In granting such requests the senior employee applying for such leave will be given preference on a rotating basis.

21.04 Vacation Pay on Termination

That on termination employees shall be entitled to vacation pay based on outstanding vacation credits accrued in accordance with the provision of the agreement.

ARTICLE 22 - HEALTH AND INSURED BENEFITS

22.01 Insured Benefits

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

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

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

- (c) The Hospital agrees to contribute one hundred percent (**100%**) of the billed premium towards coverage of eligible employees in the active employ of the Hospital under **HOUGLIP** or such other group life insurance plan currently in effect.
- (d) The Hospital agrees to contribute fifty percent (**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 the first of the month following the date of ratification of the Memorandum of Settlement by both parties, the Hospital's contribution to the Dental Plan will be **75%**.

(f) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees. The early-retired employee's share towards the early-retired employee's share towards the billed premium of the insured benefit plans will be deducted from his or her monthly pension cheque.

22.02 Change of Carrier

The Hospital may at any time substitute another carrier for any Plan (other than O.H.I.P.) provided that the benefits provided thereby are substantially the same.

22.03 Pension

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

ARTICLE 23 - INJURY AND DISABILITY

23.01 Not applicable.

23.02 Disabled Employees

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

23.03 The Hospital agrees to provide the employee, upon their request, with a copy of the Workers' Safety and Insurance Board Form 7 at the same time as it is sent to the Board.

ARTICLE 24 - SICK LEAVE

24.01 Sick Leave and Long Term Disability

.01 The Hospital will assume total responsibility for providing and funding a short-term sick leave plan at least equivalent to that described in the 1987 Hospitals of Ontario Disability Plan (HOODIP) brochure.

.02 The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long-term disability portion of the plan (HOODIP or an equivalent plan), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long-term portion of the disability program, employees will be credited with their actual service.

.03 There shall be no pay deduction from an employee's regular scheduled shift when the employee has completed any portion of the shift prior to going on sick leave benefits or Workers' Safety and Insurance Board benefits.

.04 The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two days of the fourth and subsequent period of absence in any calendar year.

.05 Absences due to pregnancy related illness shall be considered as sick leave under the sick leave plan.

.06 Unemployment Insurance Rebate

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

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

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

24.02 Workers' Safety and Insurance Board and Sick Leave

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

ARTICLE 25 - COMPENSATION

25.01 Experience Pay

An employee hired by the Hospital with recent and related experience, may claim at the time of hiring on a form supplied by the Hospital consideration for such experience. Any such claim shall be accompanied by verification of previously related experience. The Hospital shall then evaluate such experience during the probationary period. Where, in the Hospital's opinion such experience is relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) year of related experience in the classification on the completion of the employee's probationary period. It is

understood and agreed that this shall not constitute a violation of the wage schedule of the Collective Agreement.

25.02 Promotion to a **Higher** Classification

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

25.03 Temporary Transfer

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

25.04 Job Classification

- (a) When a new classification (which is covered by the terms of this Collective Agreement) is established by the Hospital, the Hospital shall determine the rate of pay for such new classification and notify the local Union of the same within seven (7) days. If the local Union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Hospital. If the parties are unable to agree, the dispute concerning the new rate

may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

- (b) When the Hospital makes a substantial change during the term of this Agreement in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.
- (c) If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.
- (d) The parties further agree that any change mutually agreed to or awarded as a result of arbitration shall be retroactive only to the date that the Union raised the issue with the Hospital.

25.05 Wages and Classification Premiums

During the lifetime of this Agreement, the employer agrees to pay and the Union agrees to accept the scale of wages as set out in Schedule "A" attached hereto, which is hereby made a part of this Agreement.

25.06 Registered Practical Nurses must present a current Certificate of Competence to the Hospital by February **15th** of each year.

ARTICLE 26 - RELATIONSHIP

26.01 Union Membership

The Hospital and the Union 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 the Union or because of his activity or lack of activity in the Union or otherwise.

26.02 Human Rights Code

The Hospital and the Union shall comply with the Human Rights Code of Ontario and any complaint shall be handled thereunder if a satisfactory settlement cannot be reached by the parties thereto.

ARTICLE 27 - BULLETIN BOARDS

27.01 The employer agrees to supply bulletin boards in strategic locations for the purpose of posting union notices pertaining to meetings, conventions and other union activities.

27.02 Before notices are posted they shall bear the signature of the **authorized** officer of the Union and the signature or initials of an **authorized** representative of the Hospital.

ARTICLE 28 - PAY DAYS

28.01 The Employer agrees that wages shall be paid on Thursday each two weeks except when interfered with by the occurrence of a paid holiday. In this case the regular pay day may be delayed one day.

28.02 Employees will be paid during the working hours and usually during the last shift worked prior to the regular pay day.

ARTICLE 29 - MISCELLANEOUS

29.01 Official Communications

Except where otherwise provided, official communications in the form of correspondence between the employer and the union shall **be** given by prepaid registered mail as follows:

To the Employer:

President/C.E.O.
Runnymede Chronic Care Hospital
274 St. John's Road
Toronto, Ontario
M6P 1V5

To the Union:

Union Representative
Service Employees International Union
1 Credit Union Drive
Toronto, Ontario
M4A 2S6

29.02 Printing Costs

The Employer and the Union agree that the cost of printing this agreement shall be shared equally by them.

ARTICLE 30 - PERSONNEL FILES

30.01(a) Access to Files

Each employee may, upon request to and in the presence of their immediate supervisor, have access, during regular business hours, to their personnel file maintained in the Administration Office, for the purpose of reviewing any evaluation or written disciplinary notations contained therein.

The Union Steward may be present if the employee so requests.

(b) Evaluations

Each employee shall be given a copy of his/her evaluation, if requested at the time the evaluation is completed.

(c) Letters of Reprimand

Letters of reprimand will be removed from the employee's personnel file two years from the date of reprimand, provided no other offence of a similar nature was committed within the period.

(d) Disciplinary Letters

All copies of disciplinary letters will be forwarded to the Chief Steward.

ARTICLE 31 - DURATION

31.01 Renewal

- (a) If pursuant to such negotiations, an agreement on the renewal or amendment of this agreement is not reached prior to the current expiration date, this agreement shall be automatically extended until consummation of a new Agreement.
- (b) Notwithstanding the foregoing provisions, in the event the parties to this agreement agree to negotiate for its renewal through the process of central bargaining, either party to this agreement may give notice to the other party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this agreement not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this agreement. Upon receipt of such notice by one party from the other, both parties will meet within fifteen (15) days thereafter for the purpose of bargaining on local matters.

It is understood and agreed that 'local matters' means those matters which have been determined by mutual agreement between the Central Negotiating Committees respectively representing each of the parties to this

agreement as being subject for local bargaining directly between the parties to this agreement. It is also agreed that local bargaining shall be subject to such procedures as may be determined by mutual agreement between the Central Negotiating Committees referred to above.

31.02 Term

- (a) This agreement shall continue in effect until October 10, 2001, and shall continue automatically thereafter from year to year each unless either party gives notice in writing to the other party within ninety (90) days prior to the expiration date that it desires to amend or terminate this Agreement.
- (b) In the event of such notification being given as to amendment of the Agreement, negotiations between the parties shall begin within fifteen (15) days following such notification.

DATED at Toronto this 8th day of January, 2001. ~~2000.~~

FOR THE UNION

FOR THE HOSPITAL

Robert Davich
L. J. H.

J. M. Lawrence
Colleen Righeroes
S. P. J. K.

RD/SP

S.E.I.U. LOCAL 204 SERVICE FULL-TIME

SCHEDULE "A"

Classification	Level	APR. 1/96 PE	APR. 1/96	JAN. 1/97 PE	APR. 1/97	OCT. 11/97
Registered Practical Nurse	Start	16.874	16.874	17.172	17.344	17.431
	1 year	17.005	17.005	17.303	17.476	17.564
	2 years	17.165	17.165	17.463	17.638	17.727
Registered Practical Nurse (Pending)	Start		14.512		14.658	14.732
	1 year		14.694		14.841	14.916
Nursing Assistant	Start		13.947		14.087	14.158
	1 year		14.224		14.367	14.439
Ward Aide	Start		13.536		13.672	13.741
	1 year		13.826		13.965	14.035
Orderly 1	Start		14.939		15.089	15.165
	1 year		15.152		15.304	15.381
Orderly 2	Start		14.515		14.661	14.735
	1 year		14.794		14.942	15.017
Linen Room Aide	Start		13.947		14.087	14.158
	1 year		14.224		14.367	14.439
Maintenance General	Start		16.122		16.284	16.366
	1 year		16.425		16.590	16.673
Maintenance Helper	Start		14.914		15.064	15.140
	1 year		15.232		15.385	15.462
Maintenance Mechanic	Start		17.390		17.564	17.652
	1 year		17.706		17.883	17.973
Physio, CSR, OT Assistant	Start		13.947		14.087	14.158
	1 year		14.224		14.367	14.439
Activity Assistant	Start		14.939		15.089	15.165
	1 year		15.152		15.304	15.381
Porter	Start		13.536		13.672	13.741
	1 year		13.826		13.965	14.035

S.E.I.U. LOCAL 204 SERVICE BULL-TIME

SCHEDULE "A"

Classification	Level	JAN. 1/98 PE	APR. 1/98	OCT. 11/98	APR. 1/99	OCT. 11/99
Registered Practical Nurse	Start	17.652	17.829	18.008	18.188	18.370
	1 year	17.798	17.976	18.156	18.338	18.521
	2 years	17.973	18.153	18.335	18.519	18.704
Registered Practical Nurse (Pending)	Start		14.880	15.029	15.180	15.332
	1 year		15.066	15.217	15.370	15.524
Nursing Assistant	Start		14.300	14.443	14.588	14.734
	1 year		14.584	14.730	14.878	15.027
Ward Aide	Start		13.879	14.018	14.159	14.301
	1 year		14.176	14.318	14.462	14.607
Orderly 1	Start		15.317	15.471	15.626	15.782
	1 year		15.535	15.691	15.848	16.006
Orderly 2	Start		14.883	15.032	15.183	15.335
	1 year		15.168	15.320	15.474	15.629
Linen Room Aide	Start		14.300	14.443	14.588	14.734
	1 year		14.584	14.730	14.878	15.027
Maintenance General	Start		16.530	16.696	16.863	17.032
	1 year		16.840	17.009	17.179	17.351
Maintenance Helper	Start		15.292	15.443	15.600	15.756
	1 year		15.617	15.774	15.932	16.091
Maintenance Mechanic	Start		17.829	18.008	18.188	18.370
	1 year		18.153	18.335	18.519	18.704
Physio, CSR, OT Assistant	Start		14.300	14.443	14.588	14.734
	1 year		14.584	14.730	14.878	15.027
Activity Assistant	Start		15.317	15.471	15.626	15.782
	1 year		15.535	15.691	15.848	16.006
Porter	Start		13.879	14.018	14.159	14.301
	1 year		14.176	14.318	14.462	14.607

RUNNYMEDE CHRONIC CARE HOSPITAL

WAGE SCHEDULE "A"

**EFFECTIVE OCTOBER 11, 2000
(2% Increase)**

CLASSIFICATION	START	1 YEAR	2 YEARS
Registered Practical Nurse	18.737	18.891	19.078
Registered Practical Nurse (Pending)	15.639	15.834	
Nursing Assistant ((Trained)	15.029	15.328	
Ward Aide	14.587	14.899	
Orderly 1	16.098	16.326	
Orderly 2	15.642	15.942	
Linen Room Aide	15.029	15.328	
Maintenance General	17.373	17.698	
Maintenance Helper	16.071	16.413	
Maintenance Mechanic	18.737	19.078	
Physio, CSR, OT Assistant	15.029	15.328	
Activity Assistant	16.098	16.326	
Porter	14.587	14.899	
Maintenance Helper Junior	14.576		

LETTER OF INTENT

Re: Liability Insurance

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

FOR THE UNION

FOR THE HOSPITAL

Robert Dwyer

L. J. [unclear]

M. [unclear]

Colleen [unclear]

[unclear]

LETTERS OF UNDERSTANDING

1. (i) Those individuals who are currently required to rotate will only be required to rotate on two (2) shifts:

Day/Evening or Day/Nights

(ii) Those on permanent shift who are required to rotate for orientation and evaluation, to do so for a maximum period of three (3) consecutive weeks every twelve (12) months. Rotation to be as in (i)

2. Prior to affecting any changes in rules or policies that affect employees covered by this Agreement, the Hospital will provide a copy to the Union.

FOR THE UNION

FOR THE HOSPITAL

Robert Danich

[Signature]

[Signature]

Colleen Lightner

[Signature]

MEMORANDUM OF UNDERSTANDING

Re: Shift Premium

This letter shall be attached to and form part of the collective agreement.

This letter is to confirm the parties understanding that:

1. The 11:00 a.m. to 7:00 p.m. shift would not be eligible for shift premium payments.
2. In the event that a Hospital is continuing to pay a shift premium for the 11:00 a.m. to 7:00 p.m. shift, the practice will terminate on _____.
3. Hospitals who were paying a shift premium on the 11:00 a.m. to 7:00 p.m. shift under a former provision will not make any retroactive deduction from the date of effecting the change to October 11, 1987.

Signed at Toronto this 8th day of January, 2001, ~~2000~~.

FOR THE UNION

Robert Davidge
[Signature]

FOR THE HOSPITAL

[Signature]
Colleen DeGroot
[Signature]

MEMORANDUM OF UNDERSTANDING

This letter shall be attached to and form part of the collective agreement.

Pursuant to the award of the Mitchnick board dated November 18, 1992, the Board will remain seized of any dispute between the parties regarding the implementation of Article 10.01 and 10.04 while the terms of this collective agreement remain in effect.

Pursuant to the award of the Adams Board dated October 5, 1999 in the event of any dispute between the parties regarding the implementation of Article 10.01 and 10.04 the matter shall be referred to a Board of Arbitration chaired by G. Charney, and nominees J. Sack and R. Filion.

Signed at Toronto this *Bth* day of *January* 200*0*.

FOR THE PARTICIPATING LOCAL UNION

FOR THE PARTICIPATING HOSPITALS

Local 204

Local 478

Local 183

Local 777

Local 532

Local 268

SEE ORIGINAL SIGNED AGREEMENT