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No. OF EMPLOYEES	200		
NOMBRE D'EMPLOYÉS	SFC		

COLLECTIVE AGREEMENT

BETWEEN

CAMBRIDGE MEMORIAL HOSPITAL  
(PART-TIME SERVICE)

- AND -

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

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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 . . . . .	2
Article 4 Definitions . . . . .	2
4.01 Temporary Employees . . . . .	2
Article 5 Union Security . . . . .	3
5.03 Employee Lists . . . . .	4
Article 6 No Strikes or Lockouts . . . . .	4
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 . . . . .	6
Article 8 Grievance and Arbitration . . . . .	7
8.05 Policy Grievance . . . . .	8
8.06 Group Grievance . . . . .	9
8.07 Discharge Grievance . . . . .	9
Article 9 Seniority . . . . .	11
9.01 Probationary Period . . . . .	11
9.02 Definition of Seniority . . . . .	11
9.03 Transfer of Service and Seniority . . . . .	12
9.04 Loss of Seniority . . . . .	12
9.05 Effect of Absence . . . . .	13
Article 10 Job Security . . . . .	14
10.02 Notice of Layoff . . . . .	15
10.03 Severance and Retirement Options . . . . .	16
10.04 Regional Staff Planning Committees . . . . .	17
10.05 Layoff and Recall . . . . .	18
10.06 Benefits on Layoff . . . . .	20
Article 11 Job Posting . . . . .	20
Article 12 No Contracting Out . . . . .	22
Article 13 Work of the Bargaining Unit . . . . .	23
13.02 Employment Agencies . . . . .	23
13.03 Volunteers . . . . .	23
13.04 Ratio of RN's to RNA's . . . . .	23
Article 14 Technological Change . . . . .	24
Article 15 Leaves of Absence . . . . .	25
15.01 Bereavement Leave . . . . .	25
15.02 Education Leave . . . . .	26
15.03 Jury and Witness Duty . . . . .	26
15.04 Pregnancy Leave . . . . .	26
15.05 Parental Leave . . . . .	29

	15.06 Union Leave . . . . .	32
	15.07 Personal Leave . . . . .	32
Article 16	Hours of: Work . . . . .	32
	16.01 Daily and Weekly Hours of Work . . . . .	32
	16.02 Rest Periods , . . . . .	33
	16.03 Time Off Between Shifts . , . . . . .	33
Article 17	Premium Payment . . . . .	33
	17.01 Definition of Regular Straight Time Rate of: Pay . . . . .	33
	17.02 Overtime Premium . . . . .	34
	17.03 Reporting Pay . . . . .	34
	17.04 Standby . . . . .	34
	17.05 Call Back . . . . .	34
	17.06 Shift Premium . . . . .	35
	17.07 Responsibility Outside the Bargaining Unit	36
	17.08 Overtime -- Lieu Time . . . . .	36
	17.09 Paid Time to Working Time . . . . .	36
Article 18	Allowances . , . . . . .	36
	18.01 Meal Allowance . . . . .	36
	18.02 Uniform Allowance . . . . .	36
	18.03 Transportation Allowance . . . . .	36
Article 19	Health and Safety , . . . . .	37
	19.01 Accident Prevention - Health and Safety Committee . . . . .	37
	19.02 Protective Clothing . . . . .	38
Article 20	Statutory Holidays . . . . .	38
Article 21	Vacations . . . . .	38
	21.01 Part-time Vacation Pay . . . . .	38
Article 22	Benefits for Part-time Employees . . . . .	39
Article 23	Injury and Disability . . . . .	40
	23.01 Workers' Compensation Injury . . . . .	40
	23.02 Disabled Employees . . . . .	40
	23.03 Pay for Medical Certificates . . . . .	40
Article 24	Progression on the Wage Grid . . . . .	40
Article 25	Compensation . , . . . . .	41
	25.01 Experience Pay . . . . .	41
	25.02 Promotion to a Higher Classification . .	41
	25.03 Temporary Transfer . . . . .	41
	25.04 Job Classification , . . . . .	41
	25.05 Wages and Classification Premiums . , .	42
Article 26	Relationship . . . . .	42
Article 27	Bulletin Boards . . . . .	43
Article 28	Personnel Files and Disciplinary Notations . ,	43
Article 29	Term . . . , . . . . .	44
	Letter of Intent . . . . .	46
	Memorandum of Understanding , . . . . .	47
	Wage Implementation Note . . . . .	48
	Schedule "A" . . . . .	49

Schedule "B" . . . . .	51
Memorandum of Understanding . . . . .	53

BETWEEN:

CAMBRIDGE MEMORIAL HOSPITAL,  
Cambridge, Ontario  
(hereinafter called the "Hospital")  
OF THE FIRST PART

AND

SERVICE EMPLOYEES INTERNATIONAL UNION,  
LOCAL, 204  
Part-time Service  
A.F. of L., C.I.O., C.L.C.  
(hereinafter called the "Union")  
OF THE SECOND PART

NOW THEREFORE THIS agreement witnesseth:

ARTICLE 1 - PURPOSE

1.01 The purpose of the Agreement is to establish an orderly, friendly, collective bargaining relationship between the Hospital and certain classifications of employees represented by the Union which will not interfere with the successful operation of the Cambridge Memorial Hospital as a public service institution incorporated to provide adequate hospital and clinical services to the public as determined by the Board of Directors of the Hospital.

ARTICLE 2 - SCOPE AND RECOGNITION

2.01 Scone Clause

The Hospital recognizes the Union as the sole collective bargaining agent of all employees of the Cambridge Memorial Hospital in Cambridge, Ontario regularly employed for not more than twenty-four hours per week and students employed during the school vacation period, save and except professional medical staff, professional nursing staff, professional paramedical staff and their assistants, technical personnel and their assistants, office staff, supervisors, persons above the rank of supervisor, and persons covered by subsisting collective agreements. The Hospital undertakes that during the lifetime of this Agreement, it will not enter into any other agreement; or contract with employees

represented by the Union either individually or collectively which will conflict with any of the provisions of this Agreement.

### ARTICLE 3 - MANAGEMENT RIGHTS

3.01 The Union acknowledges that it is the exclusive function of the Hospital to hire, discharge, transfer, promote, demote or discipline, provided that a claim of discriminatory promotion, demotion or transfer or claim that an employee has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided.

3.02 The Union further recognizes the right of the Hospital to operate and manage the Hospital in all respects in accordance with its commitments and its obligations and responsibilities. The right to decide on the number of employees needed by the Hospital at any time, the right to use modern methods, machinery and equipment, and jurisdiction over all operations, building and equipment at the Hospital at Cambridge, Ontario, are solely and exclusively the responsibility of the Hospital. The Hospital also has the right to make and alter from time to time rules and regulations to be observed by the employees and will inform the Union of such alterations or changes. The Hospital agrees that any such rules shall not conflict with the provisions of this Agreement.

3.03 Without limiting the generality of the foregoing provisions, it is expressly understood and agreed that a breach of any of the rules or of any of the provisions of this Agreement shall be conclusively deemed to be sufficient cause for discharge or discipline of an employee, provided that nothing herein shall prevent an employee from going through the grievance procedure to determine whether or not such breach took place.

### 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 twelve (12) months where the leave of the person being replaced, extends that far. The period of

employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

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

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

#### **ARTICLE 5 - UNION SECURITY**

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

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

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

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

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

5.02 It is mutually agreed that a Union Representative will be given the opportunity of interview each new employee once upon the completion of his/her 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 designate the time and place for such interview, the duration of which shall not exceed ten minutes . The interview shall take place on the Hospital premises, in a room designated by the Hospital, and the employee shall report to this room for the interview, during the interview period. The Hospital may have a representative present at this interview.

### 5.03 Employee Lists

Seniority lists will be revised every six (6) months (April and October), a copy of which will be given to the Union, posted on the appropriate bulletin board and filed with the Personnel Department. If an employee does not challenge the position of his name on the seniority list within three (3) working days from the date his/her name first appears on the seniority list, provided he/she is at work when the list is posted, then he/she shall be deemed to have proper seniority standing. In the event the employee is not at work, he/she must object to his/her seniority standing within three (3) working days from the day he/she returns to work.

Starting June 1, 1982, the Hospital will maintain a separate record showing the actual time worked since that date for the purpose of progression on the salary grid (Schedule A) .

## ARTICLE 6 - NO STRIKES OR LOCKOUTS

6.01 In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that during the lifetime of this Agreement there will be no strikes, slow-downs or stoppage of work, either complete or partial and the Hospital agrees that there will be no lockout.

If any such action as herein referred to takes place, the Union will immediately instruct the employees concerned to return to work and perform their usual duties and resort to the grievance procedure established herein for the settlement of any conflict or grievances.



## 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 2 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/her duties, a Union Steward

is required to enter an area within the Hospital in which he/she is not originally employed, he/she shall report his/her presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his/her regular duties and responsibilities, such steward shall again report to his/her immediate supervisor. A Union Steward shall suffer no loss of earnings for time spent in performing the above duties during his/her regular scheduled working hours.

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

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

#### 7.03 Central Bargaining Committee

Not applicable.

#### 7.04 Local Negotiating Committee

(a) The Hospital agrees to recognize a Negotiating Committee comprising of two members to be elected, or appointed from amongst employees in the bargaining unit, who have completed their: probationary period.

(b) Where the Hospital participates in central bargaining, the purpose of the Negotiating Committee shall be to negotiate local issues as defined.

(c) Where the Hospital does not participate in central bargaining, the purpose of the Negotiating Committee shall be to negotiate a renewal of this Collective Agreement.

(d) The Hospital agrees that the members of the Negotiating Committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending such negotiating meetings with the Hospital up to, but not including, arbitration.

(e) Nothing in this provision is intended to preclude the Union Negotiating Committee from having the assistance of

any representatives of the Union when negotiating with the Hospital.

- (f) The number of employees on the Negotiating Committee shall be determined locally.

#### ARTICLE 8 - GRIEVANCE AND ARBITRATION

8.01 For the purposes of this Agreement, a grievance or complaint is defined as a difference arising either between a member of the bargaining unit and the Hospital or between the parties hereto relating to the interpretation, application, administration or alleged violation of the Agreement.

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/she has first given his/her immediate supervisor the opportunity of adjusting his/her complaint. The grievor may have the assistance of a union steward if he/she so desires.

Such complaint shall be discussed with his/her 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 five (5) days, it shall then be taken up as a grievance within five (5) days following his/her immediate supervisor's decision in the following manner and sequence:

### Step

The employee shall submit the grievance, in writing, and signed by him/her, to his/her 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/her. 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/her Department Head, who will deliver his/her decision in writing within five (5) days following the day on which the grievance was presented to him/her.

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/she could have instituted himself/herself 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/her 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/her probationary period, claims that he/she 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 of 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 chairperson of the Arbitration Board. If they are unsuccessful in agreeing upon such a chairperson 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 chairperson.

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 Chairperson, 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 **expenses** of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the Chairperson 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

New employees shall serve as probationary employees for the first 337.5 hours from the last day of hire, and, if retained, their seniority shall date back to their last date of hire. In specific instances where doubt may exist by the Hospital regarding the employee's capabilities or where other circumstances exist, such employee's probation shall be extended by the Hospital and a further 240 hours will be added to the probationary period. It is understood and agreed that dismissal without cause of a probationary employee shall be at the sole discretion of the Hospital and shall not be made the subject of a grievance.

### 9.02 Definition of Seniority

Part-time employees will accumulate seniority on the basis of one (1) year's seniority for each 1725 hours worked in the bargaining unit as of the last date of hire, except as otherwise provided herein.

Seniority will operate on a bargaining unit wide basis.

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.

For purposes of accumulation of seniority, transfer of seniority and service, progression on the wage grid and progression on the vacation schedule, all part-time employee's service and seniority shall be converted as at October 10, 1986 on the following basis:

Employee's hours of service x 1725 = Converted hours  
1950 of service

### 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 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/her intention to return within five (5) working days after he/she has received the notice of recall, and fails to report to work: within ten (10) working days after he/she 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.

- (h) Where a casual employee is offered but is unavailable to work for a continuous period of six (6) months, unless off on an authorized leave of absence.

#### 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 absence, except that the Hospital will continue to pay its share of the premiums for up to eighteen (18) months while an employee is in receipt of W.C.B. benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in W.C.B. benefits.
- (c) It is further understood that: during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or layoff 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 LTD benefits or for a period of one (1) year if an employee's unpaid absence is due to an illness.
- (d) Part-time employees shall accrue seniority for a period of eighteen (18) months and service for a period of

fifteen (15) weeks if absent due to a disability resulting in W.C.B. benefits, on the basis of what the employee's normal regular hours of work would have been.

#### ARTICLE 10 - JOB SECURITY

10.01(a) With respect to the development of any operating or re-structuring plan which may affect the bargaining unit, the Union shall be involved in the planning process from the early phases 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 makeup, 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 reorganisation 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 Notice of Layoff

In the event of a proposed lay-off 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 six (6) months' written notice of the proposed lay-off or elimination of position; and

(ii) provide to the affected employee(s), if any, no less than six (6) months' written notice of lay-off, or pay in lieu thereof.

Note: Where a proposed lay-off 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 lay-off.

### 10.03 Severance and Retirement Options

#### (a) Severance Pay

Within the lesser of thirty (30) days from the date of notice of lay-off, or the notice provided above, an employee with more than twelve (12) months service with the Hospital who has received notice of lay-off of a permanent or long-term nature may resign, forfeiting the right to notice. Such employees will receive the balance of the notice as severance pay.

Note: In accordance with the Mitchnick Board's supplementary award date February 24, 1997, notwithstanding Article 10.02, notice for the purposes of severance pay under Article 10.03 (a) is to be calculated on the basis of 2 weeks per year of service to a maximum of 12 weeks. Thus the balance of the notice referred to above will be the balance of up to 12 weeks as applicable.

#### (b) Retirement Allowance

Prior to issuing notice of lay-off pursuant to Article 10.02(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 lay-off under Article 10.02(ii).

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

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

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

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

(i) whose lay-off is permanent, or

(ii) who is laid off for 26 weeks in any 52 week period, and who has not elected to receive a severance payment under either (a) or (b) of this Article,

shall be entitled to severance pay equal to the greater of two weeks' pay or one week's pay per year of service to a maximum of 26 weeks' pay. This entitlement shall not be in addition to any entitlement to severance pay under the Employment Standards Act, but at the same time, shall not preclude an employee from claiming any greater entitlement which that Act may at some point come to provide.

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

#### 10.04 Regional Staff Planning Committees

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

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

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

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

#### 10.05 Layoff and Recall

- (a) In the event of layoff, 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 layoff shall have the right to either:
  - (i) accept the layoff; 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 layoff 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/she 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 layoff to an available opening, in order of seniority, provided he/she has the ability to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the collective agreement shall not apply until the recall process has been 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/she was laid off shall have the privilege of returning to the position he/she held prior to the layoff 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/her 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/her proper address being on record with the Hospital.

- (h) Employees on layoff or notice of layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.
- (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 layoff 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 layoff commenced.
- (k) A laid off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of layoff.

#### 10.06 Benefits on Layoff

In the event of a layoff 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 layoff occurs or until the laid off employee is employed elsewhere, whichever occurs first.

### ARTICLE 11 - JOB POSTINGS

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

11.03 Employees shall be selected for positions under either Article .01 or .02 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 .02 and selection shall be made in accordance with Article .03 above.

11.05 Vacancies which are not expected to exceed six (6) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to part-time employees in SEIU service bargaining units who have recorded their interest in accordance with .02 above, 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/her former position.

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

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

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

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

13.01 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

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

The use of volunteers shall not be expanded beyond the extent of existing practice as of June 1, 1986.

Where a Hospital. plans a drive to increase the number of volunteers, the Union must have given at least thirty (30) days' notice of these plans and a special meeting of the Union/Management committee must be convened at least three (3) weeks prior to the initiation of such a drive.

#### 13.04 Ratio of RN's to RPN'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.

13.05(a) The Hospital supports utilizing RPNs for the skills which the Hospital requires them to perform in the areas involved.

(b) The Hospital agrees to provide education for current RPNs for the additional skills which the Hospital requires them to perform.

#### ARTICLE 14 - TECHNOLOGICAL CHANGE

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

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

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

employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.

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

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

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

## ARTICLE 15 - LEAVES OF ABSENCE

### 15.01 Bereavement Leave

An employee who notifies the Hospital as soon as possible following a bereavement shall be granted up to three (3) consecutive days off, without loss of his/her regular pay for his/her scheduled hours from the date of death up to and including the date of the funeral of a member of his/her 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 is 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 for any scheduled shift because of such attendance provided that the employee:

- (a) notifies the Hospital immediately on the employee's notification that 'he/she will be required to attend at a 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.

#### 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) THE FOLLOWING APPLIES ONLY TO EMPLOYEES WHOSE EARNINGS (AS DEFINED IN THE 'TORONTO HUMBER MEMORIAL HOSPITAL SETTLEMENT) ARE LESS THAN \$30,000 (LICO) FOR THE CALENDAR YEAR, OR SUCH OTHER LOCALLY AGREED ANNUAL PERIOD FOR DETERMINING LICO STATUS.

EFFECTIVE FEBRUARY 28, 1995, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance pregnancy benefits pursuant to Section 18 of the Unemployment 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 Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Unemployment Insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours 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 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.

THE FOLLOWING APPLIES ONLY TO "NON-LICO" EMPLOYEES AS DEFINED BY THE SOCIAL CONTRACT ACT, 1993

Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, any employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance pregnancy benefits pursuant to Section 18 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five percent (75%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Unemployment Insurance waiting period, and receipt, by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on pregnancy leave.

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



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

15.05 Parental Leave

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

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) THE FOLLOWING APPLIES ONLY TO EMPLOYEES WHOSE EARNINGS (AS DEFINED IN THE TORONTO HUMBER MEMORIAL HOSPITAL SETTLEMENT) ARE LESS THAN \$30,000 (LICO) FOR 'THE CALENDAR YEAR, OR SUCH OTHER LOCALLY AGREED ANNUAL PERIOD FOR DETERMINING LICO STATUS.

EFFECTIVE FEBRUARY 28, 1995, any employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance parental benefits pursuant to Section 20 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Unemployment Insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance 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 of 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.

THE FOLLOWING APPLIES ONLY TO "NON-LICO" EMPLOYEES AS DEFINED BY THE SOCIAL CONTRACT ACT, 1993

Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, any employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance parental benefits pursuant to Section 20 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five percent (75%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Unemployment Insurance waiting period, and receipt, by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance 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 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 on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay its share of the contributions of the pension plan in which the employee

is participating, for a period of 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 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) days clear 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 and 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) .

#### 15.07 Personal v e

Not applicable.

### ARTICLE 16 - HOURS OF WORK

#### 16.01 Daily and Weekly Hours of Work

The normal working day shall consist of seven and one-half (7 ½) hours excluding the meal period. The said seven and one-half (7 ½) hours shall be completed within an eight (8) hour period after commencing work.

The hours of work will be as scheduled by the Hospital, but the Hospital does not guarantee to provide employment or work for normal hours or for any other hours. The arrangement of the work schedule is governed by the efficient operation of the Hospital, and by the decision of the Hospital as to the number of staff

required to be on duty at any one time. The Hospital will post three week work schedules for regular scheduled part-time employees at least one week prior to the commencement of the schedule and will endeavour to have posted three weeks of schedules. Once schedules are posted they will not be changed except in an emergency or by mutual consent. An exchange of shifts by employees for their own personal convenience requires the consent of the Department Head, providing that the Hospital shall not be responsible for the payment of overtime arising out of the change of shift.

16.02 Restr i o d s

- (a) Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes for each three and three-quarter (3 3/4) hours of work during their shift.
- (b) When an employee performs authorized overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration.

16.03 Time Off Between Shifts

Not applicable.

16.04 The changing of Daylight Saving Time to Standard Time or vice versa shall not be the cause of paying more or less than the normal scheduled daily hours during the week in which such changes take place. There shall be no pyramiding of overtime premiums under the provisions of the Collective Agreement.

16.05 Employees must report in to their respective supervisor, in uniform at the commencement of their shift and remain in uniform for the full working shift.

16.06 Photocopies of the original schedules will be given to the Chief Steward when the schedules are posted.

**ARTICLE 17 - PREMIUM PAYMENT**

17.01 Definition of Regular Straight Time Rate of Pay

See Full-time S.E.I.U., Schedule "A".

17.02 Overtime - - -

Employees shall be entitled to payment of time and one-half the employee's basic straight time hourly rate for all authorized overtime work in excess of seven and one-half (7.5) hours in a tour of duty or in excess of the average full-time hours of work over the period scheduled by the Hospital. Such period for this purpose shall not exceed two (2) weeks.

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 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

Part-time employees who report for any scheduled shift will be guaranteed work for at least one-half (½) the regular shift, or, if no work is available, will be paid for at least one-half (½) the regular shift 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) hours 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/her regular shift, (a) shall apply.
- (c) Notwithstanding the foregoing an employee who has worked his/her full shift on a holiday and is called back shall receive the greater of 2 ½ times his/her 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/her straight time hourly rate, subject to the other provisions set out above.

17.06 (a) Shift Premium

Employees shall be paid retroactive to October 11, 1987 a shift premium of forty-five cents (\$0.45) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

(b) 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.

17.07 Responsibility Outside the Bargainins Unit

When an employer temporarily assigns an employee to carry out the assigned responsibilities of a higher paying classification outside of the bargaining unit: for a period in excess of one-half of one (1) 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

Not applicable.

17.09 ~~Paid Time~~ Working Time

Not applicable.

**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/her normal shift, he/she shall be provided with a hot meal or five dollars (\$5.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

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

18.02 Uniform Allowance

Not applicable.

18.03 Transportation Allowance

When an employee is required to travel to the Hospital or to return to his/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 his/her regular shift) or at any time while on standby, the Hospital will pay transportation costs either by taxi or by his/her own vehicle at the rate of thirty-five cents (\$0.35) 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 and Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to cooperate reasonably in providing necessary information to enable the Committee to fulfill its functions.
- (e) Meetings shall be held every second month or more frequently at the call of the Chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his/her 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

Not applicable

ARTICLE 20 - STATUTORY HOLIDAYS

20.01 The following shall be considered paid holidays:

New Year's Day	Labour Day
Third Monday in February	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	First Monday in June

Where an employee is required to work on one of the above named holidays, the employee will be compensated at the rate of one and one-half (1 ½) times his/her basic straight time hourly rate of pay for the hours actually worked.

ARTICLE 21 - VACATIONS

21.01 Part-time Vacation Pay

A part-time employee who has completed less than 3,450 hours of continuous service shall receive 4% of gross earnings.

A part-time employee who has completed 3,450 hours but less than 13,800 hours of continuous service shall receive 6% of gross earnings.

A part-time employee who has completed 8,625 hours but less than 25,875 hours of continuous service shall receive 8% of gross earnings.

A part-time employee who has completed 25,875 hours but less than 43,125 hours of continuous service shall receive 10% of gross earnings.

A part-time employee who has completed 43,125 hours of continuous service or more shall receive 12% of gross earnings.

For the purpose of this Article, gross earnings include, in part, percentage in lieu of benefits and exclude vacation pay.

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

21.02 All eligible employees shall be given their appropriate percentage vacation pay in each pay period. Regularly scheduled part-time employees will be allotted a two week unpaid leave of absence for annual vacation. Employees may request additional unpaid time off, equal to their entitlement.

## ARTICLE 22 - **BENEFITS** FOR PART-TIME EMPLOYEES

22.01 A part-time employee who has been on the active payroll of the Hospital for a period in excess of 10 weeks from the last day of hire, shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or part by the Hospital, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call back pay, reporting pay, responsibility allowance, jury and witness duty, bereavement pay and maternity supplemental unemployment benefits) an amount equal to 14% of his/her regular straight time hourly rate for all straight time hours paid.

Without limiting the generality of the foregoing, the 14% in lieu of all benefits shall include pension, sick leave, lieu days for statutory holidays, dental plan, extended health care,

O.H.I.P., life insurance, long term disability; semi-private coverage or any other plans the Hospital has or may enter into.

22.02 All employees covered by this Agreement may, upon approval of the Hospital, enter into any health and welfare scheme provided by the Hospital if applicable. All costs of any scheme will be borne by the participating employee.

#### ARTICLE 23 - INJURY AND DISABILITY

##### 23.01 Worker's Compensation

Where an employee has reported and commenced employment for the shift, if an accident occurs compensable by Workers' Compensation, the said employee will be paid for the balance of the shift.

##### 23.02 Disabled

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

##### 23.03 Pay for Medical Certificates

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

#### ARTICLE 24 - PROGRESSION ON THE WAGE GRID

24.01 Collective Agreements currently containing a part-time wage grid shall continue such wage grids in effect. Effective October 10, 1986 employees shall progress on such grid on the basis that 1725 hours worked equals one (1) year of service.

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

## 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 year's service for every one year's 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

Not applicable.

### 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/she shall be paid the rate immediately above his/her current rate in the higher classification to which he/she was assigned from the commencement of the shift on which he/she was assigned the job.

### 25.04 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 Premium

The Hospital agrees to pay and the Union agrees to accept for the term of this Agreement the wages as set out in Schedule "A" attached hereto which is hereby made a part of this Agreement.

#### ARTICLE 26 - RELATIONSHIP

26.01 The parties hereto agree that any employee of the Hospital covered by this Agreement may become a member of the 'Union if he/she wishes to do so, and may refrain from becoming a member of the Union if he/she so desires.

26.02 The Hospital agrees that no employee shall in any manner be discriminated against or coerced, restrained or influenced on account of membership or non-membership in the Union.

26.03 The Union agrees it will not discriminate against, coerce, restrain or influence any employee because of his/her membership or non-membership, his/her activity or his/her lack of activity in the Union and recognizes that membership in the Union is a voluntary act on the part of the employee concerned.

26.04 The Union will not engage in Union activities during working hours and will not hold meetings at any time on the premises of the Hospital without the permission of Hospital Administration.

#### ARTICLE 27 - BULLETIN BOARDS

27.01 The Union shall have the privilege of posting Union notices on Bulletin Boards provided by the Hospital for such purposes. The Hospital agrees to supply an adequate number of such Boards for the Union's use. Such notices must be submitted to and be approved by the Hospital's appointee for such purposes before the posting occurs. Union notices shall be confined to these Bulletin Boards.

#### ARTICLE 28 - PERSONNEL FILES AND DISCIPLINARY NOTATIONS

28.01 Copies of all disciplinary actions will be kept in the employee's personnel file and will be removed after twenty--four (24) months if the employee has been discipline free.

28.02 An employee who refuses work offered, unless a reason acceptable to the Hospital is given shall be subject to the following:

- (a) First offence - the employee will be given a verbal acknowledgement of the refusal.
- (b) Second offence within twelve (12) months - The employee will be given a written acknowledgement of the refusal.
- (c) Third offence within twelve (12) months - The employee will be suspended from work, without pay, for a period of one full shift.

- (d) Fourth offence within twelve (12) months - The employee shall be subject to discipline up to and including termination.

#### ARTICLE 29 - TERM

29.01 This Agreement shall continue in full force and effect until the 10th day of October 1995, and shall continue in full force from year to year thereafter, unless in any year within the period of ninety (90) days prior to October 10th either party gives notice in writing to the other party that it desires to amend or terminate this Agreement.

In the event of such notification given as to the amendment of the Agreement, negotiations between the parties shall begin within fifteen (15) days following such notification.

Pursuant to such negotiations, **if an agreement for the renewal or amendment of** this Agreement is not reached prior to the expiration date, this Agreement shall expire at such termination date, unless it is extended for a specific period by mutual agreement of the parties.



DATED at Cambridge, this 9th day of July 19 98.

Cathy Ad

Janice B...  
Janet Campbell

JB/KO

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.

DATED at Cambridge, this *9<sup>th</sup>* day of *July* 19 *98*.

CAMBRIDGE MEMORIAL HOSPITAL INC.,  
CAMBRIDGE, ONTARIO

SERVICE EMPLOYEES INTER-  
NATIONAL UNION, LOCAL 204  
AFL-CIO--CLC

\_\_\_\_\_  
*Cathy Fack*  
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\_\_\_\_\_  
*Jane Bush*  
*Janet Campbell*  
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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 are paying a shift premium on the 11:00 a.m. to 7:00 p.m. shift under a former position will not make any retroactive deduction from the date of effecting the change to October 11, 1987.

DATED at Cambridge, this *9th* day of *July* 19*88*.

CAMBRIDGE MEMORIAL HOSPITAL INC.,  
CAMBRIDGE, ONTARIO

SERVICE EMPLOYEES INTER-  
NATIONAL UNION, LOCAL 204  
AFL-CIO--CLC

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*Cathy [Signature]*

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*Jane Bushby*

*Janet Campbell*

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### Wage Implementation Note

In order to comply with the requirements of the Social Contract Act, 1993 and the award, employees eligible to be paid as per Wage Schedule "A" are those employees whose earnings (as defined in the Toronto Humber Memorial Hospital settlement) are less than \$30,000 (LICO) for the calendar year, or such other locally agreed annual period for determining LICO status. Employees determined as "non-LICO" will be paid as per Wage Schedule "B".

If, at the end of the calendar year it is determined that a "non-LICO" employee's earnings as per the LICO definition were less than \$30,000 annually, the employee shall receive a retroactive wage payment to the extent that the total of the items included for the purposes of earnings under the LICO definition, including wages, does not exceed \$30,000 for the calendar year.

If, at the end of the calendar year it is determined that a "LICO" employee's earnings as per the LICO definition were greater than \$30,000 annually, such employee shall repay to the Hospital the overpayment of wages received in the calendar year to the extent that to do so does not reduce annual LICO earnings below \$30,000. The Hospital may recover the money by payroll deduction, and the employee and the Union agree that this repayment is hereby consented to, for the purposes of the Employment Standards Act.

SCHEDULE "A"

S.E.I.U. PART-TIME SERVICE

Effective: January 1, 1994

<u>Classification</u>	<u>s t a r t</u> 6 months		<u>1 Year</u>	<u>- 2 Years</u>
Journey person Lic.	17.806	18.354		
Mechanic	2893.28	2982.53		
Electrician, Plumber, AC & R	3421.70	35790.30		
Maintenance A	16.659	17.207		
	2707.09	2796.14		
	32485.05	33553.65		
Ambulance Driver/ Attendant EMCA	17.595	17.701	17.861	18.319
	2859.19	2876.41	2902.41	2976.84
	34310.25	34516.95	34828.95	35722.05
Maintenance B	15.853	15.954	16.154	16.352
	2576.11	2592.53	2625.03	2657.20
	30913.35	31110.30	31500.30	31886.40
Operating Room Technician	16.913		17.052	17.207
	2748.36		2770.95	2796.14
	32980.35		33251.40	33553.65
R.P.N.	16.915		17.053	17.207
	2748.69		2771.11	2796.14
	32984.25		33253.35	33553.65
Health Care Aide	14.407	14.620	14.833	15.047
	2341.14	2375.75	2410.36	2445.14
	28093.65	28509.00	28924.35	29341.65
Non-Reg. P.N.	14.347			
	2331.39			
	27976.65			
Team Leader, Processing	15.073	15.203	15.295	15.399
Team Leader, Food	2449.36	2470.49	2485.44	2502.34
Service	29392.35	29645.85	29825.25	30028.05

Cook	14.452	14.544	14.686	14.875
	2348.45	2363.40	2386.48	2417.19
	28181.40	28360.80	28637.70	29006.25
Storekeeper/Printer	14.256	14.347	14.450	14.638
	2316.60	2331.39	2348.13	2378.68
	27799.20	27976.65	28177.50	28544.10
Cleaner	14.075	14.164	14.256	14.399
C. s. s. Porter	2287.19	2301.65	2316.60	2339.84
	27446.25	27619.80	27799.20	28078.05
C. s. s, Aide	14.073	14.203	14.295	14.399
	2286.86	2307.99	2322.94	2339.84
	27442.35	27695.85	27875.25	28078.05
Dietary Service Worker	14.123	14.213	14.305	14.399
Patient Service Worker	2294.99	2309.61	2324.56	2339.85
Cleaning Aide	27539.85	27715.35	27894.75	28078.05
Linen Aide				

SCHEDULE "B"

S.E.I.U. PART-TIME SERVICE

Effective: January 1, 1994

<u>Classification</u>	<u>s t a r t</u> 6-months		<u>1 Year</u>	<u>2 Years</u>
Journeyperson Lic.	17.806	18.354		
Mechanic	2893.28	2982.53		
Electrician, Plumber, AC & R	3421.70	35790.30		
Maintenance A	16.659	17.207		
	2707.09	2796.14		
	32485.05	33553.65		
Ambulance Driver/ Attendant EMCA	17.595	17.701	17.861	18.319
	2859.19	2876.41	2902.41	2976.84
	34310.25	34516.95	34828.95	35722.05
Maintenance B	15.853	15.954	16.154	16.352
	2576.11	2592.53	2625.03	2657.20
	30913.35	31110.30	31500.30	31886.40
Operating Room Technician	16.913		17.052	17.207
	2748.36		2770.95	2796.14
	32980.35		33251.40	33553.65
R.P.N.	16.915		17.053	17.207
	2748.69		2771.11	2796.14
	32984.25		33253.35	33553.65
Health Care Aide	14.407	14.620	14.833	15.047
	2341.14	2375.75	2410.36	2445.14
	28093.65	28509.00	28924.35	29341.65
Non-Reg. P.N.	14.347			
	2331.39			
	27976.65			
Team Leader, Processing	15.073	15.203	15.295	15.399
Team Leader, Food Service	2449.36	2470.49	2485.44	2502.34
	29392.35	29645.85	29825.25	30028.05

Cook	14.452	14.544	14.686	14.875
	2348.45	2363.40	2386.48	2417.19
	28181.40	28360.80	28637.70	29006.25
Storekeeper/Printer	14.256	14.347	14.450	14.638
	2316.60	2331.39	2348.13	2378.68
	27799.20	27976.65	28177.50	28544.10
Cleaner	14.075	14.164	14.256	14.399
C . s . s . Porter	2287.19	2301.65	2316.60	2339.84
	27446.25	27619.80	27799.20	28078.05
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	2286.86	2307.99	2322.94	2339.84
	27442.35	27695.85	27875.25	28078.05
Dietary Service Worker	14.123	14.213	14.305	14.399
Patient Service Worker	2294.99	2309.61	2324.56	2339.85
Cleaning Aide	27539.85	27715.35	27894.75	28078.05
Linen Aide				



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.

Signed at Toronto this \_\_\_\_\_ day of \_\_\_\_\_ 199 .

FOR THE PARTICIPATING LOCAL 'UNION  
HOSPITALS

FOR THE PARTICIPATING

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Local 204

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Local 478

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Local 183

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Local 777

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Local 532

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Local 268

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SEE ORIGINAL SIGNED AGREEMENT