

PART - TIME

COLLECTIVE AGREEMENT

BETWEEN

MANITOULIN HEALTH CENTRE

(hereinafter called the "Hospital")

and

CUPE LOCAL 2487

(hereinafter called the Union)

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ARTICLE 1- PREAMBLE

1.01 Preamble:

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

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

1.02 Feminine/Masculine Pronouns:

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

ARTICLE 2- DEFINITIONS

2.01 Temporary F _____

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

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

2.02 Part-Time Commitment

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

2.03

For the purpose of interpretation and clarification, part-time employees shall mean any employee who regularly works less than five (5) shifts per week, or who temporarily relieves full-time employees for a fixed term or task not to exceed six (6) months.

- (a) A regular part-time employee shall mean those employees who make a written commitment to the Hospital to be available on a predetermined basis, as required and determined by the Hospital, and in respect of which there is a predetermined scheduling.
- (b) Casual part-time employees shall mean those employees who are employed on a relief or replacement basis and are available for call-in as circumstances demand.

ARTICLE 3- RELATIONSHIP

3.01 No Discrimination:

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

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

ARTICLE 4- STRIKES & LOCKOUTS

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

ARTICLE 5- UNION SECURITY

5.01 T4 Slips:

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

5.02 Notification to Union:

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

5.03 Employee Interview:

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

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

5.04 No Other Agreements:

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

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

ARTICLE 6- UNION REPRESENTATION & COMMITTEES

6.01 Union Activity on Premises and/or Access to Premises:

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

6.02 Labour/Management Committee:

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

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

Any Representative[s] attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

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

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

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

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

6.03 Local Bargaining Committee:

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

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

6.04 Central Bargaining Committee:

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

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

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

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

of their position.”

6.05 Union Stewards:

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

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

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

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

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

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

6.06 Grievance Committee:

The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than [as set out in Local Provisions Appendix] employees selected by the Union who have completed their probationary period. A general representative of the Union may be present at any meeting of the Committee.

The purpose of the Committee is to deal with complaints or grievances **as** set out in this Collective Agreement.

The Union shall keep the Hospital notified in writing of the names of the

members of the Grievance Committee appointed or selected under this Article as well as the effective date of their respective appointments.

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

ARTICLE 7- GRIEVANCE AND ARBITRATION PROCEDURE

7.01

For purposes of this Agreement, a grievance is defined as a difference arising between the Parties relating to the interpretation, application, administration or alleged violation of the agreement including any question as to whether a matter is arbitrable.

7.02

At the time formal discipline is imposed or at any Stage of the Grievance Procedure an employee shall have the right upon request to the presence of his/her Steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.

7.03

It is the mutual desire of the Parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his Immediate Supervisor the opportunity of adjusting his complaint. The grievor may have the assistance of a union steward if he or she so desires. Such complaint shall be discussed with his Immediate Supervisor within nine [9] calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine [9] calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of his Immediate Supervisor's decision in the following manner and sequence:

STEP NO. 1

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to his Immediate Supervisor. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Union and the Hospital may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The Immediate Supervisor will deliver his decision in writing within nine [9] calendar days

following the day on which the grievance was presented to him. Failing settlement or response, then:

STEP NO. 2

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

7.04

A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen [14] calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular Grievance Procedure shall not be thereby bypassed.

7.05

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

7.06

The release or discharge of an employee during the probationary period shall not be the subject of a grievance or Arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written

statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven [7] calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

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

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

7.07

- (a) Failing settlement under the foregoing procedure of any grievance between the Parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to Arbitration as hereinafter provided. If no written request for Arbitration is received within eighteen [18] calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen [16] calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- b) "The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator

7.08

All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.

7.09

When either Party requests that any matter be submitted to Arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other Party to this Agreement, and at the same time name a nominee. Within seven [7] calendar days thereafter the other Party shall name a nominee, provided, however, that if such Party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the Party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a Chairman of the Arbitration Board. If they are unable to agree upon such a Chairman within a period of fourteen [14] calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a Chairman.

7.10

No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance.

7.11

No matter may be submitted to Arbitration which has not been properly carried through **all** requisite Steps of the Grievance Procedure.

7.12

The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

7.13

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

7.14

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

7.15

The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except **by** the written agreement of the Parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section

44 [6] of The Labour Relations Act.

7.16

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

ARTICLE 8- ACCESS TO FILES

8.01 Access to Personnel File:

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

8.02 Clearing of Record:

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

ARTICLE 9- SENIORITY

9.01 Probationary Period:

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

9.02 Definition of Seniority:

Part-time employees, including casual employees, will accumulate seniority on the basis of one (1) year's seniority for each 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 September 28, 1985 and will thereafter accumulate seniority in accordance with this Article.

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

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

9.03 **Loss** of Seniority

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

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

9.04 Effect of Absence:

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

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

9.05 Job Posting:

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

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

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

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

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

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

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

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

A temporary vacancy in a job classification will be deemed to be temporary while the incumbent is absent due to a leave of absence which will not extend beyond a period of six (6) months or longer period than may be agreed to by the parties to this agreement.

An employee who is not successful in his application for a vacancy or new position in the bargaining unit may inquire through the Department Head or her designate as to the reasons why he was unsuccessful.

9.06 - Transfer and Seniority Outside the Bargaining Unit

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

Implementation Note:

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

9.07 Transfer of Seniority and Service:

Effective April 2, 1985, and for employees who transfer subsequent to April 2, 1985:

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

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

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

"The above amendments will be effective for **any** transfer that occurs 90 days after the ratification by both parties of the Memorandum of Settlement."

9.08 Notice and Redeployment Committee:

(a) Notice

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

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

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

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

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

- (i) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualifications and training or training requirements;
- (ii) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
- (iii) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- (iv) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotation; and
- (v) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

(d) Redeployment Committee

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

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

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

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union. The number of representatives will be determined locally. Where for the purposes of HTAP (the Ontario Hospital Training and Adjustment Panel) there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the Redeployment Committee shall serve on any such hospital-wide staffing committee

established with the same or similar terms of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital in relation to other staff groups.

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

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

(iii) **Disclosure**

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

(iv) **Alternatives**

The Redeployment Committee, or where there is no consensus, the committee members shall propose alternatives to cutbacks in staffing to the Hospital's Chief Executive Officer and to the Board of Directors.

At the time of submitting any plan concerning rationalization of services and involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union."

9.09 **Layoff and** _____

An employee in receipt of notice of layoff pursuant to 9.08[a][ii] may:

- [a] accept the layoff; or
- [b] opt to receive a separation allowance as outlined in Article 9.11; or
- [c] opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan [HOOPP] as outlined in Article **18.02**;
or

- [d] displace another employee who has lesser Bargaining Unit seniority in the same or a lower or an identical-paying classification in the Bargaining Unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08.

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

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

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

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

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

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

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

she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six [6] months of being recalled.

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

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

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

No full-time employee within the Bargaining Unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees. In the event of a layoff of an employee, the Hospital shall pay its share of insured benefit premiums for the duration of the five-month notice period provided for in Article 9.08.

9.10

Retraining:

[a] ~~Retraining or Positions within the Hospital:~~

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

- [i] Opportunities to **fill** vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to **fill** vacancies outside of CUPE Bargaining Units may be offered by the Hospital in its discretion.

- [ii] The Hospital and the Union will co-operate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the assistance of the Hospital Training and Adjustment Panel [HTAP] to cover the cost of tuition, books and any travel.
- [iii] Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six [6] months.
- [iv] Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

[b] Placement:

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

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

[c] Regional Redeployment Committee:

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

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

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

9.11 Separation Allowances:

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

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

9.12 Portability of Service:

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

9.13 Technological Change:

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

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

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The Employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to ~~six~~ months. Employees with one [1] or more years of continuous service who are subject to layoff under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the notification to the Union as above set forth and the requirements of the applicable law.

9.14 – Professional Responsibility – Scope of RPN Practice

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

9.15 – Professional Responsibility – Workloads

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

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

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

ARTICLE 10- CONTRACTING OUT

10.01 Contracting Out:

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

10.02 Contracting Out:

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

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

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

10.03 - Contracting In

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

ARTICLE 11- WORK OF THE BARGAINING UNIT

11.01 Work of the Bargaining Unit

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

emergencies when regular employees are not readily available.

11.02 Volunteers:

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

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

ARTICLE 12- LEAVES OF ABSENCE

12.01 Personal Leave:

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

12.02 Union Business:

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

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

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

benefits within thirty [30] days of billing.

Notwithstanding the above, time spend by the eight [8] Executive Board members of the Ontario Council of Hospital Unions to fulfil the duties of the position shall be in addition to leave for Union business under this Clause.

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

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

12.03 [a] **Full-Time Position with the Union:**

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

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

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

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

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

“Upon application in writing by the Union on behalf of the employee to the Hospital, a leave of absence without pay shall be granted to such

employee(s) elected to the positions of the President of the Ontario Council of Hospital Unions or the Secretary-Treasurer of the Ontario Council of Hospital Unions for period(s) of up to two (2) years. It is understood, however, that during such leave the employee(s) shall be deemed to be an employee of the Union.

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

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

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

12.04 - Bereavement Leave

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

12.05 Jury & Witness Duty

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

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

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

12.06 Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the Employment *Insurance Act* shall be

paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent **to** the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

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

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

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (**17**) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been
- (9) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- (g) Subject **to** any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay."

12.07 Parental Leave

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

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

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

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

Insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

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

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

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

12.08 **Education I P—**

If required by the Hospital, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write

examinations to upgrade his or her employment qualifications.

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

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

12.09 **Pre-Paid Leave Plan**

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

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

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

deductions from the employee's pay. Such agreement will include:

- [i] A statement that the employee is entering the pre-paid leave program in accordance with this Article of the Collective Agreement.
- [ii] The period of salary deferral and the period for which the leave is requested.
- [iii] The manner in which the deferred salary is to be held.

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

13.01 Injury Pay

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

13.02 Payroll Deduction for Union Sponsored LTD Plan

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

ARTICLE 14 - HOURS OF WORK

14.01 Daily & Weekly Hours of Work

The following provisions designating regular hours of work on a shift and over a work schedule shall not be construed to be a guarantee of the hours of work to be performed on each shift or during each schedule.

The normal daily shift shall **be** seven and one-half hours exclusive of a half-hour unpaid meal period. The meal period shall be an uninterrupted period except in the case of an emergency.

14.02 Rest Periods

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

14.03 Additional Rest Periods

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

ARTICLE 15 - PREMIUM PAYMENT

15.01 Definition of Regular Straight Time Rate of Pay

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

15.02 Definition of Overtime

Where an employee is authorized to work in excess of the hours set out in 14.01, he shall receive overtime premium.

15.03 Overtime Premium and No Pyramiding

The overtime rate shall be time and one-half (1 1/2) the employee's straight-time hourly rate. (Note: this clause is subject to the application of superior conditions).

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

15.04 Time Off in lieu of Overtime

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

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

15.05 Reporting Pay

Employees who report for any scheduled shift will be guaranteed **at** least four (4) hours of work, or if no work **is** available **will** be paid at least four (4) hours expect when work is not available due to conditions beyond the

control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7 1/2) hours per day will receive a pro-rated amount of reporting pay.

15.06 Call-Rack

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 (1 1/2) their regular hourly earnings. Superior provisions shall remain.

15.07 Standby

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.50 per hour for all hours on standby.

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

15.08 Temporary Transfer

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (1/2) of a shift, he shall be paid the rate in the higher salary range immediately above his current rate from the commencement of the shift on which he was assigned the job.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit for a period in excess of one-half (1/2) of one shift, the employee shall receive an allowance of \$4.00 for each shift from the time of the assignment.

15.09 Shift and Weekend Premium

Employees shall be paid a shift premium of fifty-five cents (55c) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours. The same fifty-five cents (55c) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties. The shift and weekend premiums shall be increased to sixty cents (60¢) effective September 29, 2002, and sixty-five (65¢) effective September 29, 2003."

ARTICLE 16 - HOLIDAYS

16.01 If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1 ½) her straight time hourly rate of pay for all hours worked on such holiday.

16.02 Payment for Working Overtime on a Holiday

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

ARTICLE 17 - VACATIONS

17.01

a) Part-Time Vacation Entitlement, Qualifiers & Calculation of P

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

A part-time employee who has completed 3,450 hours but less than 8,625 hours of continuous service shall receive 6% vacation pay.

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

A part-time employee who **has** completed 25,875 hours but less than 39,675 hours of continuous service shall receive 10% vacation pay.

A part-time employee who has completed 39,675 hours of continuous service or more shall receive 12% vacation pay.

A part-time employee who has completed 51,750 hours of continuous service shall receive an additional 2% vacation **pay** in the year it is achieved.

A part-time employee who has completed 60,375 hours of continuous service shall receive an additional 2% vacation pay in the year it is achieved.

b) Progression on Vacation Schedule (Part-Time)

“Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each 1725 hours worked.

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

17.02 Work During Vacation

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

17.03 - Bereavement During Vacation

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

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

ARTICLE 18 - BENEFITS FOR PART-TIME EMPLOYEES

18.0 - Benefits for Part-Time Employees

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

18.02 Retirement Allowance

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

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

18.03 – Union Education

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

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

ARTICLE 19 - HEALTH & SAFETY

19.01 Protective Footwear

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

ARTICLE 20 - COMPENSATION

20.01 (a) Job Classification

When a new classification (which is covered by the terms of this collective agreement) is established by the Hospital, the Hospital shall determine the

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

When the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay. If the matter is not resolved following the meeting with the Union the matter may be referred to Arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

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

20.01(b) - Job Descriptions

“A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification

which is covered by terms of this collective agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01(a) above."

20.02 - Job Classification

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

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

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

20.03 Promotion to a Higher Classification

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

20.04 Wages and Classification R————

The wage rates in effect during the term of this Agreement shall be those set forth in the wage schedule attached to and forming part of this Agreement.

20.05 – Progression on the Wage Grid

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

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

ARTICLE 21 - HOSPITAL OPERATING PLAN

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

ARTICLE 22 - DURATION

22.01 - Term

"This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party

of its desire to bargain for amendments within ninety (90) days prior to the termination date of September 28, 2004. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining."

22.02 - Central Bargaining

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

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

Dated at Picton , Ontario, this 27th day of September 2001.

FOR THE UNION

FOR THE HOSPITAL

WORKLOAD REVIEW FORM

Employees to complete every section

Date/Time of Occurrence _____

Date Form Submitted to Employer _____

Site/Location _____ Department/Unit _____

Type of Work Being Performed

Number of Staff of Duty _____ Usual Number of Staff on Duty _____

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

To correct this problem, I/we recommended:

Name/Title of Immediate Supervisor Notified:

Date/Time of Notification

Response

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

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

Letter of Understanding

Regarding the Utilization of RPN Skills

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

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

Dated at Picton this 27th day of June, 2001

FOR THE UNION

FOR THE HOSPITALS

Letter of Understanding

Re: Apprenticeship Pilot Programme

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

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

Dated at Picton, Ontario, this 21st day of June, 2001.

FOR THE UNION

FOR THE HOSPITALS

Letter of Intent

Re: Extended Tours

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

Dated at Picton, Ontario, this 21st day of June, 2001.

FOR THE UNION

FOR THE HOSPITALS

SCHEDULE "A"

September 29, 2001

CLASSIFICATION	START	1 YEAR	2 YEAR	3 YEAR
RPN	\$18.46	\$18.84	\$19.24	\$19.64
ORDERLY	\$15.99	\$16.35	\$16.71	\$17.09
AIDES (Hskpng, Laundry, Dietary)	\$14.88	\$15.20	\$15.54	\$15.89
COOK	\$15.99	\$16.35	\$16.71	\$17.09
PHYSIO ASSISTANT	\$15.99	\$16.35	\$16.71	\$17.09
DIETARY CLERK	\$14.88	\$15.20	\$15.54	\$15.89
STUDENTS	\$11.06			
CSR AIDE	\$15.99	\$16.35	\$16.71	\$17.09
NURSE AIDE/ASSISTANT	\$14.88	\$15.20	\$15.54	\$15.89
STORES	\$15.99	\$16.35	\$16.71	\$17.09
MAINTENANCE	\$18.46	\$18.85	\$19.24	\$19.64

September 29, 2002

CLASSIFICATION	START	1 YEAR	2 YEAR	3 YEAR
RPN	\$19.01	\$19.41	\$19.82	\$20.23
ORDERLY	\$16.47	\$16.84	\$17.21	\$17.60
AIDES (Hskpng, Laundry, Dietary)	\$15.33	\$15.66	\$16.01	\$16.37
COOK	\$16.47	\$16.84	\$17.21	\$17.60
PHYSIO ASSISTANT	\$16.47	\$16.84	\$17.21	\$17.60
DIETARY CLERK	\$15.33	\$15.66	\$16.01	\$16.37
STUDENTS	\$11.39			
CSR AIDE	\$16.47	\$16.84	\$17.21	\$17.60
NURSE AIDE/ASSISTANT	\$15.33	\$15.66	\$16.01	\$16.37
STORES	\$16.47	\$16.84	\$17.21	\$17.60
MAINTENANCE	\$19.01	\$19.42	\$19.82	\$20.23

September 29, 2003

CLASSIFICATION	START	1 YEAR	2 YEAR	3 YEAR
RPN	\$19.99	\$20.41	\$20.84	\$21.28
ORDERLY	\$16.96	\$17.35	\$17.73	\$18.13
AIDES (Hskpng, Laundry, Dietary)	\$15.79	\$16.13	\$16.49	\$16.86
COOK	\$16.96	\$17.34	\$17.73	\$18.13
PHYSIO ASSISTANT	\$16.96	\$17.35	\$17.73	\$18.13
DIETARY CLERK	\$15.79	\$16.13	\$16.49	\$16.86
STUDENTS	\$11.73			
CSR AIDE	\$16.96	\$17.35	\$17.73	\$18.13
NURSE AIDE/ASSISTANT	\$15.79	\$16.13	\$16.49	\$16.86
STORES	\$16.96	\$17.35	\$17.73	\$18.13
MAINTENANCE	\$19.58	\$19.99	\$20.41	\$20.84

APPENDIX OF LOCAL ISSUES

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

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

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

IMPLEMENTATION NOTE RE PREEXISTING CLAUSES

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

APPENDIX I LOCAL ISSUES

ARTICLE B RECOGNITION

The Hospital recognizes the Union as the exclusive bargaining agent for **all** employees of Manitoulin Health Centre at Little Current, Ontario, regularly employed for not more than twenty-four **(24)** hours per week and students employed during school vacation period save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, undergraduate pharmacists, graduate and student dietitians, professional personnel, supervisors, persons above the rank of supervisor, office, clerical and clerical and technical personnel, and persons covered by subsisting collective agreements.

ARTICLE C MANAGEMENT RIGHTS

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

- (a) maintain order, discipline and efficiency
- (b) hire, assign, retire, discharge, direct, classify, transfer, promote, demote, layoff, and suspend, or otherwise discipline employees provided that a claim by an employee who has completed his probationary period of discharge without just cause may be the subject of a grievance and dealt with as hereinafter provided;
- (c) establish and enforce reasonable rules and regulations to be observed by employees provided that they are not inconsistent with the provisions of this Agreement;
- (d) generally to operate the Hospital and, without restricting the generality of the foregoing, to determine all work procedures, kinds of equipment **to** be used, methods to be used, classification, the allocation and number of employees required from time to time, overtime, the standards of performance for all employees, the hours of work, work assignments and all other matters concerning the Hospital's operations not otherwise specifically dealt with elsewhere in this Agreement.

These rights shall not be exercised in a manner inconsistent with this Agreement.

ARTICLE D HOURS OF WORK

D.01 SCHEDULING

- (i) Prescheduled shifts shall be scheduled on the basis of equal distribution.
- (ii) Shift schedules for each department shall be prepared by the Hospital and endeavour to meet the following objectives for employees regularly working seven and a half (7.5) hours or less per shift:

- (a) Schedules shall be posted two (2) weeks in advance and shall cover a six (6) week period. Once posted, no change of schedule may be made by the Employer without the agreement of the employee or employees affected. Where there is a master rotation, prior to implementing any changes to the master rotation, the Employer will meet with the Union to allow for input into ways and means of effecting the changes.

A scheduled shift may be cancelled by the employer without penalty, with at least twenty-four (24) hours notice to the employee. If this shift is reinstated the shift will be offered to the cancelled employee before utilizing the circled employee. Cancellation of a shift is not a change of schedule.

- (b) In those departments where it is practical to do so, the Hospital will endeavour to continue its present practice of scheduling more than the minimum of three (3) days off to include Christmas or New Years Day. The normal scheduling between December 15 and January 15 will be waived to accommodate this arrangement. For the nursing department, scheduling for this period shall be in accordance with Letter of Understanding#2.

- (c) Part-time employees, with the exception of students and those who request weekend work, will be scheduled for at least every third weekend off. If such employees are scheduled to work such third weekend, they shall be paid premium rates for all hours worked on the weekend and each subsequent weekend until next weekend off occurs.

Any additional unscheduled hours worked on a third or subsequent weekend will not result in premium payment.

A weekend for the purpose of this article is defined as the period following the end of the employees days shift on Friday until the beginning of the employees day shift on Monday.

- (d) A minimum of sixteen (16) consecutive hours will be scheduled off between shift changes (ie days, evenings, nights).

Employees who must return to the Hospital to work, when **less** than sixteen (16) hours have elapsed between shift changes shall be paid overtime for all hours worked on the second shift.

- (e) Not more than six (6) consecutive shifts will be scheduled unless mutually agreed otherwise between the employee and the Hospital.
- (e) The Employer will not schedule employees to work more than two (2) types of shift in any one seven (7) consecutive day period unless mutually agreed otherwise between the employee and the Hospital.

D.02 MUTUAL EXCHANGES

An employee may exchange shifts with another employee provided that such exchange meets with the approval of the immediate supervisor of the employees concerned and such requests are to be submitted in writing signed by both employees and further provided that the Hospital is not required to pay overtime premium as a result of such exchange. **The** request for such exchange shall not be unreasonably withheld.

D.03 DAYLIGHT SAVING TIME

Overtime premium shall not be paid for additional time worked as a result of a changeover to Daylight Saving Time from standard Time or vice-versa.

Regular straight-time payment will be made for actual hours worked.

D.04 SENIORITY

- (a) Additional shifts shall be offered to regular part-time employees who are willing and qualified to perform the work on the basis of equal distribution, before being offered to casual employees and when the part-time list is exhausted then full-time employee will also be called by seniority (by utilizing the "tick-sheet").

It is recognized that the Hospital shall not be required to assign any hours which may result in overtime or premium payment. The Union shall be provided with the copy of such "tick-sheet" at the Labour/Management meeting.

- (b) If an R.P.N. requests time off for any reason, then the employee who has the circled shift shall have the circled shift made a definite shift.

In all other circumstances, seniority shall apply (by utilizing "tick-sheet").
See Letter of Understanding#3.

D.05 CIRCLED SHIFTS

Employees required to work "circled shifts" shall be notified as follows:

FOR A **DAY** SHIFT: 1900 hours the previous day

FOR AN **AFTERNOON** SHIFT: 1000 hours the day of the shift.

If an Employer cancels the above noted "circled shift" and then reschedules the circled shift, the employee who was originally scheduled to work, will be the employee called in to work.

See Letter of Understanding#3.

ARTICLE E PAID HOLIDAYS

The Holidays set out in Article 16.01 are listed below:

New Years Day

Civic Holiday

Good Friday

Labour Day

Victoria Day

Thanksgiving Day

Dominion Day

Christmas Day

Boxing Day

The provisions set out in Article 16.01 and this Article apply only when the Employee meets the following criteria:

- 1) Has been employed for and worked 337.5 hours.
- 2) Works his/her scheduled shifts, if any before and after the Holiday.

A casual part-time employee will be paid for working on Statutory Holidays in accordance with the Employment Standards Act, Section 27(1).

ARTICLE F VACATION

The date for determining vacation entitlement shall be January 1. Vacations shall be scheduled as follows:

- a)
 - i) A vacation request list shall be posted by January 15th of each calendar year.
 - ii) All employees shall indicate their vacation preference by February 28th.
 - iii) Finalized vacation schedule shall be posted by March 31st and cover the months of June, July and August.

Where no request for vacation time is received by such time, vacation time shall be scheduled at a time mutually agreeable between the employee and the Department Head or designate. If no request is received by September 15, the employee's vacation will be scheduled at the discretion of the Department Head or designate.

- b) The Hospital shall grant vacation request subject to the staffing requirements of the Hospital.
- c) In the case of conflicting vacation requests, the Hospital shall give preference to the most senior employee, it being understood that an employee may exercise her seniority for vacation preference only once on any vacation schedule.
- d) Vacation shall be taken in the calendar year in which it becomes due and cannot be accumulated over to the following year. Vacation may not be taken until earned.
- e) In order that the Hospital maintain a high standard of patient care during the entire year, it is not possible to release all employees during peak summer months. Summer vacation request in excess of three (3) weeks will be considered on an individual basis and the needs of the Hospital. Employees are not allowed a leave of absence to extend a vacation during the peak summer months of June, July and August.

Requests for vacation between December 15 and January 15 **will** be considered and will depend on availability of staffing. Priority will be given first to the granting of paid holidays and then to employees who did not take vacation during this period in the previous year.

- f) If for any reason an employee has received vacation that has not been earned and terminated prior to earning such vacation, an amount equal to the amount paid for the unearned vacation shall **be** deducted from the final pay cheque.
- g) On termination of employment, the vacation with pay entitlement shall be as follows:
 - i) Employees having less than one **(1)** year of service will receive payment in lieu of vacation equal to **4%** of their earnings.

- ii) Employees having one (1) year or more of continuous full-time employment will receive vacation credit extended pro rated from their anniversary date.
- h) A vacation week shall be defined as beginning at 2330 hours Sunday and end at 2330 hours the following Sunday.
- i) The Hospital shall endeavour to schedule at least four (4) R.P.N.'s (including CSR) off at the same time, it being understood that this is total between both full-time and part-time. Furthermore, the Hospital shall endeavor to schedule at least one (1) Dietary Aide off at a time, it being understood that this is a total between both full-time and part-time.

ARTICLE G UNION SECURITY

- 1) The Hospital will deduct from each employee in the bargaining unit who has completed his probationary period an amount equal to the regular Union Dues uniformly levied by the Union.
- 2) Such dues shall be deducted from each pay and remitted to the National Secretary treasurer of the Union monthly.
- 3) The amount of the regular monthly dues shall be those authorized by the Union in accordance with the provisions of its by-laws and constitution. The Union shall notify the Hospital of any changes in the dues and such notification shall be the Hospital's conclusive authority to make the deduction specified.
- 4) In consideration of the deducting and forwarding of Union dues by the Hospital, the Union agrees to indemnify and save harmless the Hospital against any and all claims or liabilities arising or resulting from the operation of this Article.
- 5) In remitting the dues deducted under this Article, the Hospital shall provide a list of employees from whom deductions were made including deletions and additions from the preceding month and their social insurance numbers.
- 6) The Parties recognize that it shall be the sole responsibility of the employee to promptly advise the Hospital and the Union in writing of any changes in their address and telephone number.

ARTICLE H REPRESENTATION AND COMMITTEES

The Parties agree that employee representation and Committee members may be from either the full-time or part-time bargaining unit, except if indicated otherwise elsewhere in this article, and shall represent both bargaining units. The names of Committee members shall be provided to the Hospital on an annual basis and only those named shall be recognized by the Hospital. It is understood that the total number of employee(s) representative shall not exceed the following:

i) **LABOUR/MANAGEMENT COMMITTEE (6.02)**

There shall be a Labour/Management Committee consisting of three (3) representatives of the Union and three (3) representatives of the Hospital, however, not more than two (2) Union representatives will be from any one department and where possible there will be representation from the part-time unit.

ii) **LOCAL NEGOTIATING COMMITTEE (6.03)**

There shall be local Negotiating Committee consisting of up to three (3) Union Representatives. Not more than two (2) Union representatives will be from any one department and there will be representation on the committee from both the full-time and part-time bargaining units.

iii) **UNION STEWARDS (6.05)**

The Hospital agrees to recognize three employees to be known as "stewards". The stewards shall be distributed as follows:

Dietary/Housekeeping/Laundry	1
Nursing	2

The Union shall designate one of the stewards as "Chief Steward".

iv) **GRIEVANCE COMMITTEE (6.06)**

There shall be a Grievance Committee consisting of the stewards of which no more than two (2) committee members shall meet with management at any one time.

v) **HEALTH AND SAFETY COMMITTEE**

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

- b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention Health 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 regular or premium rate as may be applicable.
- g) The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
- h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.

- i) Where the hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at **no** cost to the employees, a Hepatitis B vaccine.

- vi) **REDEPLOYMENT COMMITTEE**
The Redeployment committee shall consist of three (3) Union representatives determined by the local and up to three (3) representatives of the Employer. Not more than two (2) Union representatives will be from any one department.

ARTICLE I UNION BUSINESS LEAVE OF ABSENCE

The Union undertakes that it will not request leave for more than three (3) employees at any one time and that such request will be limited to not more than two (2) employees from the Nursing Department and/or not more than one (1) employee from any of the other Departments.

No leave will be for a longer period than one (1) week at a time.

The total leave for all employees shall not exceed forty (40) days in a calendar year.

It is understood that this time will not include the training of Health and Safety certified workers.

ARTICLE J GENERAL

J.01 UNIFORMS

The hospital will provide uniforms where they are required.

J.02 MEAL ALLOWANCE

Meal allowance provisions for personnel on Ambulance escort shall be **as** follows:

- first meal shall be provided by the Employer **in** the form of a packaged lunch
- second meal, if required, will be purchased by the employee and the Employer will reimburse the receipted expense up to **\$7.35**

Employees required to work two (2) or more hours of overtime on the same day they have worked a full tour shall be given a meal ticket, to be used at the employee's discretion to a maximum value of four dollars (**\$4.00**).

J.03 BULLETINBOARD

The Hospital shall provide space for a bulletin board for the posting of notices related to Union business. **All** such notices must be signed by a member of the Local Union Executive and approved by the Executive Director or his designate, of the Hospital. Such approval shall not be unreasonably withheld.

J.04 SENIORITY LIST

Seniority lists are to be posted twice yearly. Post in January for seniority up to December 31 and in July for seniority up to June 30. A copy of the seniority list shall be provided to the Union. If no objection to the seniority list is received within thirty (30) working days of its posting, it shall be deemed correct.

J.05 COLLECTIVE AGREEMENT

The Parties shall share equally the cost of printing the New Collective Agreement at a cost; in a size and in a format acceptable to both Parties.

J.06 EMPLOYEE INFORMATION

- a) Employees shall be notified once yearly, in January, of information pertinent to their status with the Employer e.g. Vacation entitlement and accumulated sick bank in hours (the sick time accumulation hours will be attached to the pay stubs).
- b) The Hospital shall provide to the Recording Secretary of the Local Union, on a semi-annual basis, a mailing list including current addresses and phone numbers for all members of CUPE Local 2487. The Union shall notify the Hospital of Union members who **do** not want the Union to have this information.

J.07 CERTIFICATE OF COMPETENCE

A Registered Practical Nurse is required to present to the Director of Nursing or designate before February **15th** of each year his/her current Certificate of Competence. Such time shall be extended for satisfactory reasons. Failure to provide proof of certification by the above date (or extended date if approved) shall result in the RPN being reverted to the salary status **of** an aide. Reinstatement to the status of RPN shall be effective the first pay period following the date of the presentation of proof of certification **as** above.

J.08 SKILL UTILIZATION

The Hospital undertakes to encourage Registered Practical Nurses (RPN's) to upgrade their skills to the present level of those being acquired by the graduating RPN's. Further, the Hospital will, where practicable, encourage and permit the utilization of the upgraded skills.

Should the Hospital require those skills on the work units, the Hospital will pay for attendance at such training at regular wages and will also pay for tuition and materials.

J.09 WORKING IN MULTIPLE CLASSIFICATIONS

Where an employee works on a regular basis in more than one classification, he shall be paid his regular rate except where he is assigned to perform the duties and assumes the responsibilities of another position in the bargaining unit for a period in excess of half (1/2) of a shift. He shall than be paid the wage rate of the other position from the commencement of the shift.

Movement on the wage grids will be based on paid hours in each classification.

J.10 ABUSE/HARASSMENT

The Employer and the Union recognize that the workplace should be free of abuse/harassment.

The Employer shall provide the Union with a copy of its policy. The Employer further agrees that prior to any changes to the Policy being implemented, the Parties shall meet to **discuss** the proposed changes. The Union shall be allowed input in regards to such proposed changes.

The Employer further agrees that any disputes surrounding the Policy or an employee's claim that his/her rights have been violated under such Policy, may be the subject of a grievance under the grievance/arbitration procedure.

Such grievance shall be initiated at Step 2 of the grievance procedure.

J.11 MODIFIED WORK

Prior to any members returning on a modified/light/alternate work program, the Employer will notify the CUPE representative to the Modified Work Committee. The Committee will meet with the employee to jointly design a back to work program for the employee.

It is understood that the employee requires written medical authorization to participate in such program.

Upon receiving notification from the WSIB of the essential duties or alternative suitable work notice, the Employer agrees to inform the CUPE Committee representative.

The Employer further agrees to supply the CUPE Committee representative with a copy of the WSIB Form 7 at the same time as the form is sent to the Board. If requested, the committee representative shall be given the opportunity to meet with the Employer to discuss and amend any errors or omissions found in the Form 7.

Dated at Yonge Street, Ontario this 6th day of October ~~August~~, 2004

For the Union

For the Hospital

Kim Huck
Gregain
Charles

Joe Kelly
Kim Hannaway
Debra Bennett

LETTER OF UNDERSTANDING #1

Between

MANITOULIN HEALTH CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2487

The parties agree that this letter provides the terms and language to apply the Collective Agreement to extended shifts.

EXTENDED SHIFT SCHEDULING R.P.N'S

There shall be 225 hours in a 6-week period for Full-time employees. It is further understood that there shall be a minimum of twelve (12) consecutive hours off between scheduled shifts and that variable pay periods may occur.

A maximum of three (3) consecutive extended shifts will be scheduled, a minimum of two (2) consecutive days off will be scheduled unless otherwise agreed.

Employees shall be paid 11.25 hours at their regular straight time hourly rates for each extended shift worked.

Hours of Work

The hours of work for extended shifts will cover twelve (12) continuous hours.

Each extended shift will consist of 11.25 hours and forty-five (45) minutes of unpaid mealtime.

Employees shall be entitled, subject to the exigencies of patient care, to be paid relief periods during the shift of a total of forty-five (45) minutes.

Paid Holidays

Full-time employees working on holidays listed in Article J will be paid at time and one half (1.5) times their regular hourly rates for all scheduled hours worked on a holiday; and they will receive seven and one half (7.5) hours in accordance with Article 16 towards a lieu day off. If the holiday falls on a regularly scheduled day off, she shall receive 7.5 hours towards

lieu day off in accordance with Article 16.

Part-time employees will be paid in accordance with Article 16 of the Part-time Agreement.

Overtime

Overtime will be paid for authorized hours worked outside of a scheduled 11.25 hour shift.

Overtime does not apply as a result of approved schedule changes requested by the employee.

Bereavement Leave

An employee shall be entitled to a maximum of 22.5 hours for the purposes of Bereavement as outlined in Article 12.04

Shift Premium

Employees working the extended shifts shall be paid shift premium in accordance with the terms of the Collective Agreement.

Sick Leave

In accordance with Article 13.01, sick leave credits stated in days are to **be** converted to hours on the basis of one day equals 7.5 hours.

Vacations - Full-Time

It is understood that vacation **will** be calculated in equivalent hours, (i.e. one week at 37.5 hours). Vacation entitlement shall be posted in weeks and hours and vacation paid according to hours scheduled.

Vacations - Part-Time

Vacation entitlement shall be posted in weeks.

Scheduling Changes

Prior to implementing any changes to the master rotation, the employer will meet with the union to allow **for** input into **ways** and means of effecting the changes.

Extended shifts may be discontinued in the Hospital when:

1. Fifty-five (55%) percent of the employees in the department involved, so indicate by secret ballot, or
2. The Hospital because of:
 - a) adverse effect on patient care, or
 - b) by inability to provide a workable staffing schedule states its intention to discontinue the extended shift schedule.
3. When notice of discontinuation is given by either Party in accordance with paragraph 1 or 2 above then:
 - i) the parties shall meet within two (2) weeks of the giving of the notice to review the request for discontinuation; and
 - ii) where it is determined that the extended shift schedule will **be** discontinued, affected employees shall be given sixty (60) days notice before the schedules are **so** amended.

In the event that this Memorandum fails to properly determine the basis of applying any term of the existing CBA, the Parties agree that employees working the extended hours schedule shall receive no less **and** no more than that to which they would be entitled had they been scheduled on the basis of the normal 7.5 hour shift.

The Hospital will not be required to pay overtime rates for any hours by an employee in excess of the normal number where such excess hours are made necessary only to accommodate the transition to or from the extended shift schedule. Similarly, no penalty payment resulting directly from the transition to or from the extended schedule will **be** paid.

Any disputes arising from the application of this Letter of Understanding may be subject to the grievance and arbitration procedure.

Dated at Talent, Ontario, this 6th day of October 2004.

FOR THE LOCAL UNION

Kim Huck
Wategrain
Alkanat

FOR THE HOSPITAL:

Paul Kelly
Kim Hanaway
Heather Bennett

LETTER OF UNDERSTANDING # 2

Between

MANITOULIN HEALTH CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2487 (PART-TIME)

CHRISTMAS SCHEDULE re Article D.01b)

In the nursing department only, the following process shall be followed:

1. If requests are not balanced between the two holiday periods, seniority shall be the deciding factor.
2. All staff members are expected to work either Christmas or New Years.
3. The Employer is not required to schedule an employee for specific shifts during the period they are required to work.
4. No employee shall be required to work two (2) Christmas' in a row.
5. Cancelled circled **shifts** during the Christmas/New Years schedule shall not count as being off for the implementation of #4.
6. An employee may choose to work both Christmas and New Years.

Dated at Timmins Ontario, this 6th day of October 2004.

FOR THE LOCAL UNION

Kim Huck

Albanes

Kateganis

FOR THE HOSPITAL

Jan Obley

Kim Hanaway

John Bennett

LETTER OF UNDERSTANDING #3

**BETWEEN
MANITOULIN HEALTH CENTRE
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2487
(PART-TIME)**

RE: CIRCLED SHIFTS

The Parties agree to establish a committee to discuss the issue of Circled Shifts during the term of this collective agreement.

Dated at Little Current, Ontario, this 6th day of October 2004

For the Local Union

For the Hospital

Kim Huck
Matezain
Charles

Julie Kelly
Kim Haraway
Debra Bennett