

# **Collective Agreement**

Between

**The Regional Municipality of York**

and

**Ontario Nurses' Association**

**Begins:**

01/01/2003

**Terminates:**

12/31/2005

06256 (12)

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- 1.01 The general purpose of this Agreement is to establish mutually satisfactory employment relations between the Employer and the Association. It provides means for the settlement of grievances and for the final settlement of disputes. Salaries, hours of work and other conditions of employment are established under this Agreement. It is recognized that nurses wish to work co-operatively with the Employer to provide the best possible community health services.
- 1.02 The Employer recognizes the Association as exclusive bargaining agent for all registered nurses, and graduate nurses employed by the Employer in its Health Services Department, Public Health Divisions, except nurses holding the position of Manager in the Health Services Department and nurses holding any position above this position.
- 1.03 All references to officers, representatives and Committee members of the Association, in this Agreement shall be deemed to mean officers, representatives and Committee members of the Association's duly chartered local, namely, Local 16 - Ontario Nurses' Association. All correspondence sent by the Employer to the Association should be sent to such chartered local.

- 2.01 a) The Employer recognizes a Grievance Committee hereinafter referred to, consisting of three (3) Association representatives and a representative of the Ontario Nurses' Association.
- i) Union agrees to conduct any union business at the Employer's premises in a reasonable manner.
  - ii) The time shall be devoted to the prompt handling of the business.
  - iii) The member concerned shall obtain the permission of his/her immediate manager before leaving her work. Such permission shall not be unreasonably withheld.
  - iv) The Employer reserves the right to limit such time if the time taken is unreasonable.
- b) **Association/Management Committee**
- i) An Association/Management Committee consisting of three (3) representatives from the Association and three (3) representatives from Management shall be instituted to discuss matters of mutual concern related to public health nursing.
  - ii) The purpose of the Committee includes:
    - a) promoting and providing effective and meaningful communication of information and ideas; making recommendations on matters of concern including the quality and quantity of public health nursing;

- b) Deal with workload complaints in accordance with Article 21.02;
  - c) Discussing and reviewing matters relating to orientation and in-service programs;
  - d) Matters that are not the subject of a grievance; and
  - e) Other issues may be considered by mutual consent of the Committee.
- iii) This Committee should meet at mutually satisfactory times. In the event that the parties cannot agree on a time when the Association/Management Committee shall meet, either party shall have the right to give to the other party fifteen (15) days' notice (calendar days) of such meeting. Notice to the Employer shall be given to its Department Head, or designate or her designate. Notice to the Association shall be given to the Bargaining Unit President of the Association. Notice of such meeting shall be given by pre-paid registered mail and shall be deemed to have been given on the date on which the said notice is mailed. The Chairmanship of such meetings will be rotated, and a written record will be maintained of matters discussed by this Committee and the disposition as to these items.
  - iv) A representative of the Ontario Nurses' Association may attend such meeting if requested by either party.
  - v) The Employer further agrees that committee representatives shall suffer no reduction in regular earnings as a result of these meetings with management.

c) **Negotiating Committee**

The Employer shall recognize a Negotiating Committee of four (4) representatives from the Association, whose functions shall be to negotiate renewal Collective Agreements with the Employer.

A representative of the Ontario Nurses' Association may attend if requested by the Association.

The Employer further agrees that Committee representatives shall suffer no reduction in regular earnings as a result of these meetings with management

**2.02** For the purpose of meeting with the Employer, members of the Grievance Committee are permitted to be absent from work without loss of salary on the following conditions:

- a) Such business must be between the Association and the Employer. Nurses having grievances cannot discuss these with the representatives in working hours except in the case of a discharged nurse.
- b) The time shall be devoted to the prompt handling of the said business.

- c) The member concerned shall obtain the permission of her immediate supervisor before leaving her work; such permission shall not be unreasonably withheld.
- d) The time ~~away~~ from productive work shall be reported in accordance with the timekeeping methods of the Employer.
- e) The Employer reserves the right to limit such time if the time so taken is unreasonable.

2.03 The Association may engage in Association activities during working hours or hold meetings at any time on the premises of the Employer with the permission of the Division Director or designate. Permission shall not be unreasonably denied, subject to Articles 2.01 and 2.02.

#### 2.04 **No Discrimination**

The Employer and the Association agree that there shall be no discrimination as defined by the Ontario Human Rights Code, or because of Association membership or non-membership, or activities on behalf of the Association, or because the member exercised her rights under the Collective Agreement.

#### 2.05 **Association Dues**

- a) The Employer will deduct each month from pay due to each nurse who is covered by this Agreement, a sum equal to regular monthly Association dues of each such nurse. The Association shall notify the Employer in writing of the amount of such dues from time to time. The Employer will send to the Ontario Nurses' Association each month its cheque for the dues deducted under this clause, accompanied by a list of those from whom the dues have been deducted. When a new employee is hired, the Employer shall advise the Association of the new employee's social insurance number within two (2) weeks. The new employee must consent to the release of the social insurance number.

The Association shall indemnify and save the Employer harmless with respect to all dues so deducted and remitted.

- b) The Employer will include the amount of annual union dues paid on the income tax (T4) form for each union member.

#### 2.06 **Bulletin Board**

A bulletin board will be made available for the sole use of the Association at each office of the Health Services Department.

#### 2.07 **Association Orientation**

The Employer agrees that a representative of the Association shall be allowed a period of up to twenty (20) minutes during regular working hours to interview newly hired nurses within the first month of their employment. At such interviews, membership forms may be provided.

3.01 The Association acknowledges that it is the exclusive function of the Employer to hire, promote, demote, transfer and suspend nurses, and also the right of the Employer to discipline or discharge any nurse for just cause, provided that a claim by a nurse who has acquired seniority that she has been dealt with contrary to the provisions of this Agreement may be the subject of a grievance and dealt with as hereinafter provided.

3.02 The Association further recognizes the right of the Employer to operate and manage the Public Health Services Department in all respects in accordance with its commitment and its obligations and responsibilities. The right to decide on the number of nurses needed by the Employer at any time, the right to use modern methods, machinery and equipment, and jurisdiction over all of its offices in The Regional Municipality of York, are solely and exclusively the responsibility of the Employer. The Employer also has the right to make and alter from time to time rules and regulations to be observed by the nurses, but before altering any such rules the Employer will discuss same with the Association Executive Committee and give them an opportunity of making representations with regard to such proposed alterations. The Employer agrees that any such rules shall not conflict with the provisions of this Agreement.

3.03 **Hiring of Registered Nurses Sixty-Five Years and Over**

The Association recognizes the right of the Employer to hire and terminate qualified nurses who have attained the age of sixty-five (65) years and over into casual positions only.

3.04 **Nurses Outside of Bargaining Unit**

The Association recognizes the right of the Employer to hire nurses from outside of the bargaining unit for coverage of vacancies due to illness, leave of absences and/or for peak workload periods. Work will be offered to bargaining unit nurses, except for overtime, prior to non-bargaining unit nurses being called in.

4.01 **Hours of Work**

- a) The normal hours of work will not commence earlier than eight (8) a.m. nor end later than ten (10) p.m. Monday through Friday.
- b) Where a nurse works on Saturday, Sunday or Statutory Holidays, the normal hours of work will not commence earlier than eight (8) a.m. nor end later than six (6) p.m.
- c) For weekends and/or standby/on call, where there is insufficient coverage, nurses shall be assigned on the following basis:
  - i) voluntary; or,



- ii) equitable distribution in reverse order of seniority to those nurses who have not worked the required weekends during the calendar year.
- iii) schedules reflecting such volunteerism or assignment will be posted four (4) weeks in advance of six (6) week schedule.

**N.B.** The same assignment process shall be used for coverage during the week.

- d) **Nurses** who wish to work additional weekends may volunteer for additional weekend work and will indicate their availability in writing to the Manager on a quarterly basis (January 1, April 1, July 1, and October 1) of each year to allow for scheduling as outlined in 4.01c) iii).
- e) Nurses shall not be paid to get to work and to return home from work.
- f) Where a nurse is working an intermittent schedule during the course of any one day, such travel time shall be included as part of the normal hours of work.

#### 4.02 **Definitions**

- a) A regular full-time nurse - is a nurse employed to work seventy (70) hours over a two (2) week pay period on a regular basis.
- b) A regular part-time nurse - is a nurse who makes a commitment to be available to work a predetermined number of hours but less than seventy (70) hours in a two week pay period.
- c) A casual nurse - is a nurse employed on an interim basis and is paid on a hourly basis but will work less than seventy (70) hours in a two (2) week pay period.
- d) A temporary full-time or part-time nurse - is a nurse employed to fill a temporary requirement for a specified period of time.
- e) **Graduate Nurse**
  - i) A graduate nurse pending registration is a nurse who holds a Temporary Certificate of Registration in accordance with the Nursing Act 1991 and its Regulations and must obtain her General Certificate of Registration prior to the expiry of her Temporary Certificate.
  - ii) If the nurse fails to obtain her General Certificate of Registration prior to the expiry of her Temporary Certificate Registration, but in any case not longer than one (1) year from her date of hire, she will be deemed to be not qualified for the position of Registered Nurse and she will be terminated from the employ of the Region. Such termination shall not be the subject of a grievance or arbitration.
  - iii) A nurse who holds a Temporary Certificate of Registration shall be paid at a rate below Step 1 of Schedule "A" at the fixed rate of 95% per hour of the classification rate.

iv) Upon proof of receiving a General Certificate, the rate of pay shall be at Step I.

f) A Childbirth Educator is a nurse hired to provide childbirth education classes as scheduled by the Employer. The Childbirth Educator is classified as casual part-time for the purpose of seniority and is entitled to vacation and paid holidays as per Articles 9 and 18. The overtime provisions in Article 4 do not apply to Childbirth Educators.

#### 4.03 Overtime

- a) Overtime will begin to accrue after seventy (70) hours in a pay period.
- b) Overtime can be taken as paid (at time and one half) or time in lieu (accumulated at the rate of time and one half).
- c) Lieu time off will be taken at a time mutually agreed upon by the Employer and the employee.
- d) Lieu time bank will be limited to seventy (70) hours at any particular point in time. Overtime owing in excess of seventy (70) hours in the lieu time bank will be compensated at the employee's regular hourly rate.
- e) Where the nurse anticipates that she will be in an overtime situation, she shall get prior approval for such overtime from her manager. In exceptional circumstances, where the nurse was unable to obtain prior approval from her manager, she must provide the rationale for such overtime in writing the following day.

#### 4.04 Shift Premium

- a) A shift premium of \$1.05 per hour shall be paid for all hours worked outside of the normal hours of work outlined in 4:01(a)
- b) A shift premium of \$1.05 per hour shall be paid for all hours worked on a Saturday, Sunday or Statutory Holiday.
- c) Shift premium shall not be included as part of the regular working hours for the purpose of calculating overtime.
- d) Shift premium does not apply to Standby/Call Back.

#### 4.05 Flex Time

A nurse may request to flex time her hours of work as long as operational needs can be met. With management approval a nurse may choose to utilize flex time as per Regional policy. Where the nurse chooses to flex hours beyond the hours defined in Article 4.01 as hours of work, shift premiums will not apply.

- 5.01 Prior to making an appointment to a vacant or a new position within the bargaining unit, the Employer shall post notice of such a vacancy or new position on bulletin boards at all of its offices for a period of at least seven (7) working days during which time employees will have the opportunity to apply and be considered for the position before the position is advertised outside the service of the Employer. Job postings will outline the qualifications and responsibilities of the position. Once the job is filled, the Employer shall post the name of the successful applicant for a period of at least three (3) working days.

The Employer may advertise simultaneously when posting, where it believes no current nurse has the qualifications for the position advertised. In the event current employees with the required qualifications do apply, they shall be appointed. External applications will only be considered when no qualified applicant applies.

- 5.02 In all cases of transfer and promotion, the following factors shall be considered:

- a) ability, qualifications and performance; and
- b) seniority.

Where the qualifications of factor a) are relatively equal, factor b) shall govern.

- 5.03
- a) **A nurse who is transferred to a position outside the bargaining unit for a period of not more than six (6) months shall not suffer any loss of seniority, service or benefits.**
  - b) **A nurse who is transferred out of the bargaining unit for a period of more than six (6) months but not more than one (1) year shall retain, but not accumulate her seniority held at the time of the transfer. In the event that the nurse is returned to the bargaining unit she shall be credited with seniority held at the time of transfer and resume accumulation from the date of her return to the bargaining unit.**
  - c) **A nurse must remain in the bargaining unit for a period of at least three (3) months before transferring out of the bargaining unit again or she will lose all seniority held at the time of the subsequent transfer.**
  - d) **In the event that the nurse is transferred to a position outside of the bargaining unit for a period in excess of one (1) year she will lose all seniority held at the time of transfer. In the event that the nurse is returned to a position in the bargaining unit, the nurses' seniority will accrue from the date of her return to the bargaining unit. The period of time referred to above may be extended by mutual agreement of the parties.**
  - e) **When a nurse is temporarily transferred to another unionized position outside of ONA's bargaining unit, the nurse shall have the opportunity to return to her former ONA position following the temporary transfer. While in this temporary position, the nurse shall be subject to the terms of the other union's collective agreement including union dues. In the event of an ONA lay-off, this nurse shall retain her ONA lay-off rights.**

- f) When a nurse is temporarily transferred to a non-union and/or management position, she shall continue to be covered by all of the terms of the ONA collective agreement including the payment of union dues.
- g) Nurses in acting management positions will not do progressive discipline.

#### 5.04 **Temporary Assignment**

- a) A nurse selected as a result of a temporary and/or regular vacancy shall not be eligible to have her application for a further vacancy considered for a period of up to six (6) months from the date of selection except for the following situations:
  - i) the opportunity to change from temporary to regular status; or
  - ii) the opportunity to change from regular part-time to regular full-time status; or status of regular full-time to regular part-time; or
  - iii) the vacancy constitutes a promotion; or
  - iv) the employer agrees that having the nurse be considered for the position is mutually beneficial for the nurse and management.
- b) A probationary nurse may be considered for any posted vacancy.

#### 5.05 **Layoff and Recall**

- a) In the case of a lay off the Employer shall lay off nurses on the basis of seniority, provided that probationary nurses shall be laid off first and the most junior nurses shall be laid off thereafter. The nurses remaining after such layoff shall be willing, capable and qualified to perform the available work.
- b) Nurses shall be recalled to positions in the bargaining unit on the basis of seniority.
- c) All nurses who are on layoff will be given job opportunities in the bargaining unit before any new nurse is hired in the bargaining unit.
- d) In the event of a proposed layoff at the Health Services Department of a permanent or long term nature, the Employer will:
  - 1) provide the Association with no less than thirty (30) days notice of such layoff; and
  - 2) meet with the Association to review the following:
    - i) the reasons causing the layoff;
    - ii) the service which the Health Services Department will undertake after the layoff; and

- iii) **the method of implementation including the areas of cutback and the nurses to be laid off.**
- e) Any recall rights contained in Article 5 shall expire twenty-four (24) months from the date of layoff.

**6.01 a) Probation**

A newly hired, regular full or part-time or casual nurse is on probation until she has completed 910 hours of work.

The Employer shall provide a written performance appraisal after 455 hours of work for the purpose of providing feedback and performance expectations.

If retained after the probationary period, the regular full-time or part-time or casual nurse shall be credited with seniority/service from the date of hire.

- b) Where the Employer requests an extension of a probationary period, it will provide notice to the Association at least fourteen (14) calendar days prior to the expected date of expiration of the initial probationary period. Any extension to the probationary period will not exceed an additional four hundred and fifty-five (455) hours worked, and where requested, the Employer will advise the nurse and the Association of the reason for the extension.

**6.02 Seniority/Service**

- a) 1820 hours equals one (1) full year of seniority. The full-time nurse will be credited a maximum of 1820 hours each calendar year. Partial years will be pro-rated.

- b) Part-time nurses will be credited with service and seniority for all paid hours.

- c) When a part-time nurse converts to full-time status, his/her seniority hours shall be capped at 1820 hours per calendar year.

- d) **Temporaries**

A temporary nurse who transfers to regular status will be deemed to have served her probationary period of 910 hours during her temporary position unless she has worked less than the 910 hours.

If retained after the probationary period, the regular nurse shall be credited with seniority and service from her date of hire.

**6.03**

A seniority list showing each nurse's name and professional category shall be posted on bulletin boards in conspicuous places on the Employer's premises and shall be revised every six (6) months. Complaints concerning the accuracy of such list shall be a proper subject for filing of a grievance hereunder provided that if no

complaint is filed as a grievance in accordance with the time limits set out herein such list shall be presumed to be accurate. A copy of such list will be made available to the Association at the time of posting.

6.04 Seniority shall be retained and accumulated when a nurse is absent from work under the following circumstances:

- a) approved leave of absence with pay;
- b) approved leave of absence without pay for a period of up to five (5) continuous work weeks, in any calendar year;
- c) when in receipt of Workplace Safety Insurance Board benefits, as a result of an injury incurred while on duty with the Employer;
- d) when on sick leave up to a period of six (6) months in any calendar year;
- e) when on an approved educational leave of absence of not more than two (2) years' duration.
- f) when on pregnancy/adoption leave.

6.05 Seniority and service shall be retained but shall not accumulate when a nurse is absent from work under the following circumstances:

- a) when on approved leave of absence without pay in excess of five (5) continuous work weeks;
- b) when in receipt of long term disability payments, pursuant to Article 18.07;
- b) during a layoff period.

6.06 Seniority and service shall terminate and a nurse shall cease to be employed by the Employer when she:

- a) leaves of her own accord;
- b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
- c) has been laid off for twenty-four (24) calendar months;
- d) fails to return to work (subject to the provisions of Article 6.04(e) upon termination of an authorized leave of absence without satisfactory reason or utilizes a leave of absence for purposes other than that for which the leave was granted;
- e) is absent from work due to illness or disability for a period of thirty (30) months from the time such absence commenced - not to be applied in a manner inconsistent with the Human Rights Code;

- f) if a nurse fails to return to work following a lay-off within fourteen (14) calendar days after the mailing to her of notification by prepaid registered mail, addressed to her last known address, unless failure is occasioned by sickness or other reasonable cause. It will be the responsibility of the nurse to keep the Employer informed of her current postal address.
  - g) retires.
- 6.07 If a nurse is absent without pay, for a period in excess of five (5) continuous work weeks, she will not accumulate seniority or service during the period of the leave in excess of five (5) continuous work weeks. It is understood, however, that all seniority or service up to five (5) continuous work weeks following the commencement of the leave of absence shall be retained by the nurse. In the case of pregnancy leave, seniority and service shall be retained and accumulated during the first seventeen (17) weeks, but shall not accumulate thereafter. Similarly in the case of a parental leave, seniority or service shall be retained and accumulate for up to thirty-five (35) weeks of such leave.
- 6.08 a) A nurse who is hired from another Health Unit shall have her service hours recognized from the date on which the nurse was first employed continuously with other Health Units. The service shall be recognized for the purpose of vacation and the sick leave plan.
- b) A nurse who is hired from the hospital sector and who has relevant Public Health experience within one (1) year of employment with the Region shall have her service hours recognized from the date of her continuous public health experience. The service shall be recognized for the purpose of vacation and the sick leave plan.
- 6.09 In recognition of past agreements, nurses hired prior to January 1, 1998 and who were transferred to The Regional Municipality of York from the Oshawa Department of Health, the York County Health Unit, the York County District Health Unit, or the York Regional Health Unit, shall have their seniority/service hours recognized from the date on which the nurses were first employed continuously by these Employers.

- 7.01 The salaries and professional classifications shall be as set forth in Appendix "A" and shall remain in effect for the duration of this Agreement. The bi-weekly salary indicated is the official salary rate. Annualized and hourly rates are for information and administrative purposes only.
- a) A regular full-time nurse shall proceed to the next step of the salary schedule Appendix "A" on her anniversary date.
  - b) A regular part-time nurse shall proceed to the next step of the salary schedule of Appendix "A" after completing 1820 hours of work.
  - c) A job-sharer (part-time) and a casual part-time nurse shall proceed to the next step of the salary schedule of Appendix "A" after completing 1600 hours of work.

d) In the event of a promotion from Registered Nurse to Public Health Nurse, the nurse shall advance twelve (12) months after the date of the promotion, subject to Article 7.03. The nurse's date of hire will be used to determine sick leave and vacation entitlement.

7.02 The Employer agrees that the establishment of any new classification shall be on the basis of fairness and equity and will apply to only newly created positions or the revision of present positions where there has been a significant change in responsibilities. The salary for such new classifications shall be negotiated with the Association. If the parties are unable to agree, such dispute would be submitted to Arbitration in accordance with Article 14.

7.03 On promotion to a higher classification, a nurse shall receive a salary according to the first step in the higher classification which is greater than the salary she was receiving immediately prior to her promotion. Thereafter, for purposes of progression to the next higher step within the new classification, the nurse shall proceed to the next step twelve (12) months after the effective date of her promotion.

7.04 All nurses shall be paid earned salaries on a biweekly basis. The Employer shall determine the method of payment (by cheque or by direct deposit) but any changes in the current method of payment shall be discussed with the Association at least sixty (60) days in advance of any such change, and the Employer shall give due consideration to any concerns raised by the Association during discussions.

7.05 Related experience in nursing or related job experience, which in the opinion of the Employer adds to the value of the nurse's service, will be recognized by the Employer as follows. Such opinion shall not be exercised in an unreasonable manner.

The related experience in nursing or related health job experience will be on the basis of one step for each year of service.

8.01 a) The days to be designated as holidays in each year during the term of this agreement shall be the following:

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

b) The Employer will also recognize any other day proclaimed as a public holiday by the Government of Canada, or Ontario, or by the Council of The Regional Municipality of York.



- c) in addition to the above, regular employees (i.e. those employees who have completed their probationary period) shall be entitled to two (2) Float Holidays. Float Holidays shall not be cumulative.
- d) One of the Float Holidays will be taken on a date to be determined annually by the Employer and Union to accommodate corporate closings associated with designated holidays.

The Employer agrees to sponsor a Remembrance Day Service on November 11<sup>th</sup> each year should Remembrance Day occur on a day other than Saturday or Sunday.

Note: Should Remembrance Day be declared a Statutory Holiday, the Float Holiday identified in paragraph d) above will be eliminated.

The second Float Holiday will be taken on a date mutually acceptable to the Employer and employee.

Temporary and casual employees are not entitled to Float Holidays.

- 8.02 A nurse will receive public holiday pay in compliance with Employment Standards Act (ESA). A nurse who is required to work on any of the above holidays shall be paid at the rate of time and one-half (1%) and shall receive a day off in lieu of such holiday, or shall be paid for such holiday at the rate of time and one-half (1%) plus regular time.
- 8.03 When any of the above holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday, whichever is selected by the Employer, shall be recognized as a day off with pay.
- 8.04 A paid holiday occurring while an employee is on vacation or sick leave with pay shall not be deducted from the employee's vacation entitlement or sick leave credits.

**9.01 Vacation Eligibility**

- a) Each regular full-time employee, and regular part-time employees on a pro-rata basis based on normal scheduled hours, shall be eligible for vacation days with pay according to the following scale:

<u>During Year</u>	<u>Days</u>
1	20
2	20
3	20
4	20
5	20
6	21
7	21

<u>During Year</u>	<u>Days</u>
8	22
9	22
10	23
11	23
12	24
13	24
14	25
15	25
16	26
17	26
18	27
19	27
20	28
21	28
22	29
23	29
24	29
25	30

b) **Vacation Entitlement**

For all regular full-time, the determination of annual service for the purposes of calculating vacation entitlement under Article 9.01 a) shall have as its reference point the employee's date of hire.

Vacation days shall be credited monthly and may be taken as earned subject to Article 9.01 a).

c) **Vacation Pay Eligibility**

Temporary full-time, temporary part-time and casual employees shall be eligible for vacation pay at a rate of eight (8%) of all paid hours, paid bi-weekly.

d) **Vacation Entitlement (PPT)**

Regular part-time nurses will be entitled to similar vacations on a pro-rata basis, based on the number of hours per week worked by the full-time nurse.

e) **Vacation Owing on Termination**

When a nurse's employment is terminated for any reason, she shall be entitled to a terminal vacation allowance covering vacation earned but not taken.

9.02 A nurse shall have an additional day's vacation for each paid holiday falling within the nurse's vacation period.

9.03 Vacation pay shall be at the rate effective immediately prior to the vacation period.

- 9.04 Vacations may be requested at any time of the year and the Department Head or designate will grant requests where possible provided that vacation quotas shall not be unduly restrictive to the operations of the Health Services Department and vacations shall not be unreasonably withheld. Requests for vacation time in June, July or August shall be made in writing to the Employer not later than April 30th in that year.
- 9.05 Sick leave may be substituted for vacation in the case of any employee who establishes by medical certificate that she was qualified for sick leave while on vacation. The period of vacation so displaced shall, upon mutual agreement, either be added to the vacation period or reinstated for use at a later date.
- 9.06 An employee who qualifies for bereavement leave or any other approved leave during her vacation, shall not suffer any deduction from vacation credits for such absence. The period of vacation so displaced, shall upon mutual agreement, either be added to the vacation period or reinstated for use at a later date.

- 10.01 The purpose of sick leave is to provide benefits to the employee who is both eligible for the benefit and unable to work due to sickness and/or disability.

The duration of the short-term sick benefits varies according to terms outlined in Article 10 of the collective agreement and covers the elimination period until long-term disability benefits are available for the eligible employee.

Short-term leave will apply to disabilities lasting up to one hundred and thirty (130) days and pay will be continued in accordance with the following schedule:

<u>Length of Service</u>	<u>Amount Payable</u>	
	<u>@ 100%</u> <u>Pay</u>	<u>Pay</u>
From completion of three (3) consecutive calendar months of service to end of first year of service	--	75 days
After first full year of service as at anniversary date	10 days plus	120 days
After second full year of service and after January 1st	15 days plus	115 days
After third full year of service and after January 1st	20 days plus	110 days
After fourth full year of service and after January 1 <sup>st</sup>	25 days plus	105 days
After fifth full year of service and after January 1 <sup>st</sup>	30 days plus	100 days
After sixth full year of service and after January 1 <sup>st</sup>	35 days plus	95 days

<u>Length of Service</u>	<u>Amount Payable</u>	
	<u>@ 100% Pay</u>	<u>@ 70% Pay</u>
After seventh full year of service and after January 1 <sup>st</sup>	40 days	plus 90 days
After eighth full year of service and after January 1 <sup>st</sup>	45 days	plus 85 days
After ninth full year of service and after January 1 <sup>st</sup>	50 days	plus 80 days
After tenth full year of service and after January 1 <sup>st</sup>	55 days	plus 75 days
After eleventh full year of service and after January 1 <sup>st</sup>	60 days	plus 70 days
After twelfth full year of service and after January 1 <sup>st</sup>	65 days	plus 65 days
After thirteenth full year of service and after January 1 <sup>st</sup>	70 days	plus 60 days
After fourteenth full year of service and after January 1 <sup>st</sup>	75 days	plus 55 days
After fifteenth full year of service and after January 1 <sup>st</sup>	80 days	plus 50 days
After sixteenth full year of service and after January 1 <sup>st</sup>	85 days	plus 45 days
After seventeenth full year of service and after January 1 <sup>st</sup>	90 days	plus 40 days
After eighteenth full year of service and after January 1 <sup>st</sup>	95 days	plus 35 days
After nineteenth full year of service and after January 1 <sup>st</sup>	100 days	plus 30 days
After twentieth full year of service and after January 1 <sup>st</sup>	105 days	plus 25 days
After twenty-first full year of service and after January 1 <sup>st</sup>	110 days	plus 20 days
After twenty-second full year of service and after January 1 <sup>st</sup>	115 days	plus 15 days
After twenty-third full year of service and after January 1 <sup>st</sup>	120 days	plus 10 days
After twenty-fourth full year of service and after January 1 <sup>st</sup>	125 days	plus 5 days
After twenty-fifth full year of service and after January 1 <sup>st</sup>	130 days	—

**Note:** This schedule shall be renewed subject to the terms and conditions outlined in the collective agreement.

10.02 The following is the administrative criteria with respect to sick leave entitlements:

- a) Except for sick leave entitlement during the first year of service, sick leave increments and re-accumulations occur only on January 1<sup>st</sup> of each year and

after the employee's individual anniversary date, according to the schedule outlined in Article 10;

- b) Where an employee exhausts her full sick leave credits of one hundred and thirty (130) days she must return to work on full time hours for at least fifteen (15) consecutive working days before the January 1<sup>st</sup> sick leave credits referred to in Article 10.1 are implemented;and
- c) In **the** following situations, an employee's sick leave credits would **not** be refreshed to the **full** amount and he/she would not receive the January 1<sup>st</sup> increase for sick leave credits:
  - i) the employee remains on sick leave before and after January 1<sup>st</sup> ;
  - ii) the employee is on modified hours; or
  - iii) the employee is not able to work full-time hours for fifteen (15) consecutive days.

#### **10.03 Sick Credits During Leave of Absence Without Pay**

Subject to Article 10.02(c), when an employee is given leave of absence without pay for any reason or is laid off on account of lack of work, and returns upon the expiration of any such period, he/she shall, upon return to work, retain any credits outstanding prior to the commencement of such leave or layoff. If such leave or layoff commences prior to the January 1<sup>st</sup> re-accumulation date and ends on or after the January 1<sup>st</sup> re-accumulation date, the employee will receive their full sick leave credit commensurate with their service date if they return prior to June 30<sup>th</sup> and fifty percent (50%) of each of their 100% days and their 70% days if they return on or after July 1<sup>st</sup>.

Where an employee exhausts his/her full sick leave credits (130 days) he/she must return to work on full-time hours for at least fifteen (15) working days before the sick leave credits are restored.

Where the provision of Article 10.02(b) apply, and the employee is required to complete fifteen (15) working days as provided above, the amount of sick leave entitlement to be credited shall **be** determined by the day the employee returned to work, not the day the employee completed the fifteen (15) working days.

#### **10.04 Termination of Employment**

Sick leave credit accumulation ceases on termination of employment for any reason.

#### **10.05 Illness Exceeding Sick Leave Credits**

Whenever an employee's days of illness exceed her cumulative sick leave credit, the excess days of illness shall not be carried forward but shall be regarded as days without pay.

10.06 In calculating salary or wages for days of sick leave standing to the credit of any employee, five (5) days' sick leave shall represent the equivalent of one (1) week of employment.

10.07 Sick Leave Credits

a) Short-term sick leave will apply to disabilities lasting up to one hundred and thirty (130) days and pay will be continued in accordance with the schedule set out under Article 10.01 above, subject to Article 10.02.

b) Use Of Credits

Sick leave credits shall be reduced by one-half (½) hour for each one-half (½) hour that an employee remains on the payroll because of absence due to illness. The employees shall remain on the payroll at his/her usual rate of pay, or until sick leave credits are exhausted.

10.08 Temporary employees shall not come within the provisions of the sick leave plan nor will they be granted sick leave with pay, subject to Article 10.13.

10.09 Paid holidays referred to in Article 8.01 shall not form part of the illness period or be chargeable against the accumulated sick leave.

10.10 Sick leave credits may be taken for reasons of sickness as earned. However, the Employer is authorized to deduct from the final pay cheque any sick leave payments made to a probationary employee released from employment during the probationary period.

10.11 Any employee whose illness extends to the fifth working day shall, on or before the fifth working day, file a doctor's certificate with the Division Director or designate.

10.12 The three (3) month service requirement provided for in Article 18.09 shall be completed as of the anniversary of the first day of the calendar month following the date of commencement of employment, and no sick pay shall be authorized for the period prior to such anniversary.

10.13 An employee who has worked continuously for three (3) full continuous months as a temporary full-time employee, and who subsequently transfer to regular full-time without a break in service, will be credited upon such transfer with sick leave on a pro-rata basis and the employee shall be permitted immediate access to the sick leave plan upon transfer.

10.14 Doctor's Certificate

A medical certificate shall be filed with the Division Director by the employee when twenty-eight (28) days have elapsed and every twenty-eight (28) days thereafter, since the commencement of the illness, or the date of the last medical certificate, for the duration of the illness.

In the event of continued absence due to illness, extending to twenty-eight (28) days, at the same time that the affected employee submits the requisite medical certificate, he/she will arrange to have his/her physician complete the Region's Fitness to work form

which will provide information confirming the employee's inability to work; prognosis for recovery; expected return to work date; and any limitations that would prevent the employee from doing his/her job. This Fitness to Work form will be used to assist in developing a return to work plan and accommodating any disability which creates a barrier to successful return to the employee's job, where such a plan and/or accommodation is possible.

#### 10.15 Ill Dependant Leave

An employee entitled to sick leave credits may utilize **not** more than six (6) working days per calendar year in order to care for ill dependants of the employee within the employee's immediate family. Such absences shall be deducted from the employee's available sick credits.

#### 10.16 Accumulated Sick Leave Bank

Employees who have a sick leave bank, in accordance with the "Sick Leave Transition" Letter of Understanding attached to this agreement, may utilize their bank to "top-up" the sick leave provided under Article 10.01 as follows:

- a) When an employee exhausts 100% days, he/she will be paid at the 70% rate for absences. If the employee has a top-up bank his/her sick pay will be topped up to 100% on a seven (7) hour work day this will result in 2.1 hours drawn from their top-up bank of being paid at the 70% rate or "topping-up" to 100%.
- b) When an employee exhausts all sick leave credits and is subject to being placed on hours without pay in accordance with Article 10.01, he/she will have the option to "top-up" from his/her sick leave bank.

#### 10.17 Pay While Awaiting WSIB Ruling

An employee who is injured on duty and who is unable to work as a result of such injury, shall, provided he/she has passed his/her probationary period, be paid an amount equal to his/her full net pay while the employee is off work which will be deducted from the employee's sick leave credits, until such time as a ruling has been made by the Workplace Safety Insurance Board upon the employee's claim including all appeals resulting from the claim. Such payment shall continue until "100% day" sick leave credits are exhausted, at which time the employee will have the option to have unused vacation and/or lieu time deducted; or to use their accumulated sick leave bank; or to take an unpaid leave of absence. "Net pay" is straight time regular wages, less legally required deductions.

If a Workplace Safety Insurance Board claim is subsequently approved, payment will continue from the "100% day" sick leave credits, and the Employer will apply the employee's entitlement from the Workplace Safety Insurance Board to the employee's "100% day" sick leave credits to replenish those credits on a pro-rata basis.

Such payment shall continue until "100% day" sick leave credits are exhausted, at which time the employee will have the option to have unused vacation and/or lieu time and/or accumulated sick leave bank time deducted and replenished on the same pro-rata basis as sick leave credits.

Where sick leave credits and/or, where the employee has opted to use vacation, lieu time and/or accumulated sick leave bank time, and these sources are depleted, the employee will receive his/her benefit directly from the Workplace Safety Insurance Board.

#### 10.18 **When Claim is Not Approved**

Where the claim is subsequently not approved, there will be no replenishment of the employee's sick leave credits, vacation, lieu time and/or accumulated sick leave bank.

- 11.01 a) Where a nurse is required to use her privately owned motor vehicle on Regional business she shall be compensated at the fixed rate of forty-two cents (0.42¢) per kilometre.

The fixed rate of forty-two cents (0.42¢) shall be maintained for the duration of this collective agreement unless the non-taxable cap kilometer rate established yearly by (Canada Customs and Revenue Agency) is increased. Any increase in the non-taxable cap shall be the new fixed mileage rate.

- b) Parking and public transit expenses incurred by a nurse while on Regional business shall be reimbursed, upon submission of receipts, along with her mileage allowance.
- 11.02 All nurses shall be assigned a home base office. Mileage shall be calculated from the home base office or home, whichever is less.
- 11.03 Nurses will be reimbursed for ETR tolls costs, when on York Regional business.
- 11.04 Nurses receiving mileage allowance shall disclose to their insurers that they are using their motor vehicles for business purposes and shall obtain third party liability insurance coverage in the minimum amount of one million dollars (\$1,000,000.00) inclusive coverage and shall file a certificate of such insurance coverage with the Employer.
- 11.05 The Employer shall provide for non-owned motor vehicle insurance coverage with respect to motor vehicles used by nurses employed by the Employer in the carrying out of their duties.

- 12.01 The parties to this Agreement believe that it is important to address complaints and grievances as quickly as possible. Notwithstanding any provision contained in this Article, any nurse and/or Association may present a complaint at any time without recourse to the formal written procedure described herein.



- 12.02 A grievance shall be defined as a complaint regarding the interpretation or alleged violation of this Agreement, or, in the case of a nurse who has acquired seniority under this Agreement, a complaint that she has been discharged or disciplined without just cause.
- 12.03 No grievance shall be considered:
- a) which usurps the function of the Employer as set out in this Agreement, or
  - b) where the circumstances giving rise to it occurred or originated more than ten (10) full working days before the filing of the grievance; in the case of a grievance involving computation of pay, the grievance may be filed within ten (10) days after receipt of pay.
- 12.04 The following grievance process shall apply. It is agreed that the time limits may be extended by mutual agreement of the parties.

### **Complaint Stage**

Prior to the submission of a grievance, the nurse affected shall discuss her complaint with her manager in order to provide the manager with an opportunity to rectify the problem.

The nurse shall discuss the complaint with her manager within five (5) working days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the nurse.

Failing settlement within ten (10) working days, the complaint may then be taken up as a grievance within five (5) working days following the manager's decision. The grievance shall be processed in the following manner and sequence:

#### **Step #1**

The nurse may submit a written grievance, signed by the nurse, to the Director of his/her division (or designate). The grievance shall identify the nature of the grievance and the remedy sought and shall identify the provisions of the Agreement which are alleged to be violated.

The Director of his/her division (or designate) will meet with one or more members of the grievance committee and/or the nurse and will deliver a decision in writing within ten (10) working days following the day on which the grievance was presented.

Failing settlement, then:

#### **Step #2**

Within five (5) working days following the decision under Step #1, the nurse may submit the written grievance to the Department Head (or designate).

The Department Head (or designate) will meet with the grievance committee and/or the nurse and will deliver a decision in writing within ten (10) working days from the date on which the written grievance was presented.

Failing settlement, then:

### **Step #3**

Within five (5) working days following the decision in Step #2, the grievance may be submitted in writing to the Chief Administrative Officer (or designate).

The Chief Administrative Officer (or designate) will meet with the grievance committee and/or the nurse and will deliver a decision in writing within ten (10) working days from the date on which the written grievance was presented.

Should no settlement be reached within five (5) working days, then the next step in the Grievance Procedure may be taken within five (5) working days thereafter.

- 12.05** If a final settlement of the grievance is not completed within ten (10) working days after the grievance has been submitted in writing at Step No. 3 of the Grievance Procedure, and if the grievance is one concerning the interpretation or alleged violation of this Agreement, or is a claim by a nurse that she has been discharged or disciplined without just cause, the grievance may be referred by either party to a Board of Arbitration or sole Arbitrator as provided in Article 14 at any time within ten (10) days thereafter, but not later.

- Note: i) Any of the time allowances provided above may be extended by mutual agreement between the parties.
- ii) Saturdays, Sundays and Paid Holidays shall not be counted in determining the time in which any action is to be taken or completed in any step of the Grievance and/or Arbitration Procedure.

- 13.01** In the event of an employee who has attained seniority being discharged or suspended from employment, and the employee feeling that an injustice has been done, the case may be taken up as a grievance.

- 13.02** A claim by a nurse who has attained seniority and is covered by this Agreement, that she has been discharged or suspended, without just cause, shall be treated as a grievance, if a written statement of such grievance is lodged at Step No. 3 of the Grievance Procedure within ten (10) days after the occurrence of such discharge or suspension. The Employer shall notify the nurse of her right to have an Association representative present at any meeting to be held with the Employer where a discussion of her discharge or suspension takes place. If the nurse is to be discharged or suspended, a copy of the letter of discharge or suspension shall be forwarded to the Association. The Employer agrees to provide written reasons within a reasonable period of time to the affected nurse in the case of a discharge or suspension.

- 13.03 Such special grievances may be settled by confirming the Employer's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties.

- 14.01 Both parties to this Agreement agree that any dispute or grievance concerning the interpretation or alleged violation of this Agreement which has been properly carried through all the steps of the Grievance Procedure outlined in Article 12 and which has not been settled, will be referred to a Board of Arbitration at the request in writing of either of the parties hereto.

The parties agree to a sole Arbitrator where the grievance concerns:

- i) Selection decisions on job vacancies
- ii) Premiums
- iii) Scheduling issues
- iv) Compensation issues
- v) Entitlement leaves, including vacation
- vi) Discipline up to, but not including discharge
- vii) Short term layoffs
- viii) Dues issues
- ix) Any other issues agreed by the parties.

The matter shall be determined by a sole arbitrator unless the parties agree to proceed to a Board of Arbitration.

When either party requests that such matter be submitted to a sole arbitrator it shall make such request in writing to the other party to this Agreement and at the same time, it shall propose the name of a sole arbitrator. Within seven (7) calendar days thereafter, the other party shall agree in writing or propose an alternate name(s). If there is no agreement in writing within fourteen (14) calendar days, the Minister of Labour for the Province of Ontario shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. The decision of the sole arbitrator shall be final and binding on both parties.

- 14.02 The Board of Arbitration will be composed of one person appointed by the Employer, one person appointed by the Association, and a third person to act as Chairperson chosen by the other two members of the Board of Arbitration.
- 14.03 Within five (5) days of the request by either party for a Board of Arbitration each party shall notify the other of the name of its appointee. Should the recipient of the above request fail to appoint an appointee within the five (5) days, the Minister of Labour of the Province of Ontario will be asked to make the appointment.
- 14.04 Should the persons chosen by the Employer and the Association to act on the Board of Arbitration fail to agree on a third person within seven (7) days of the notification mentioned in Section 14.03, the Minister of Labour of the Province of Ontario will be asked to appoint a person to act as Chairperson.

- 14.05 The decision of a Board of Arbitration, or a majority thereof, constituted in the above manner, shall be final and binding on both parties. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board.
- 14.06 The Board of Arbitration or sole Arbitrator shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.
- 14.07 Each of the parties to this Agreement will bear the expenses of the arbitrator appointed by it and of its own witnesses, and the parties will jointly bear the expenses, if any, of the Chairperson.
- 14.08 No person shall be selected as arbitrator who has been directly involved in attempts to negotiate or settle the grievance.

15.01 It is understood that the Employer may submit to the Association any complaint with respect to the conduct of the Association, its officers or members, or any complaint that a contractual obligation undertaken by the Association in this Agreement has been violated. Such complaint, if not resolved by verbal discussion, shall be reduced to writing and delivered or forwarded to the Chairperson or other officer of the Association, whereupon it shall be discussed at Step No. 3 of the Grievance Procedure. Failing a satisfactory settlement within ten (10) days after the filing of such grievance, the Employer may refer it to Arbitration in accordance with the provisions of Article 14.

15.02 **Association Grievance**

The Association may file a grievance as defined in this Agreement which involves all or a substantial number of the nurses covered by this Agreement. Such grievance shall be submitted at Step No. 3 of the Grievance Procedure.

15.03 **Group Grievance**

Where a number of nurses have a similar grievance and each nurse would be entitled to grieve separately, they may present a group grievance in writing identifying each nurse who is grieving to the Director or his/her designate, within seven (7) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the nurses. 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 proper assessing of such grievance.

16.01 There shall be no strikes ~~a~~ lockouts during the term of this Agreement. The term "strikes" and "lockouts" shall be as defined in the Labour Relations Act of the Province of Ontario and amendments thereto.

16.02 The Association further agrees that it will not involve any nurse of the Employer during working hours, or the Employer itself, in any dispute which may arise between any other Employer and the nurses of such other Employer.

17.01 a) When a death occurs in the immediate family of a regularly employed nurse, she shall be granted not more than five (5) working days' leave of absence with pay.

b) Where the funeral in respect of the death referred to in sub-paragraph (a) takes place outside Ontario, a nurse shall be granted, in addition to the leave of absence referred to in subparagraph (a), reasonable leave of absence for travelling time not to exceed six (6) days for the purpose of attending the funeral.

c) For the purposes of this Article, immediate family is defined as: parents, spouse including same sex partner, child, brother, sister, grandparents, grandchildren, parents of the spouse, sister-in-law, brother-in-law, son-in-law, and daughter-in-law, or any of them, of a nurse.

d) For the purposes of this Article, "parent" shall mean a person who has demonstrated a settled intention to treat the employee as a child of his or her family.

#### 17.02 Leave to Attend a Funeral

An Employee may, on application to the Division Director, or designate, or to a person delegated by him, be granted one (1) day's leave with pay to attend a funeral.

#### 17.03 Educational Leave

a) As it is recognized that substantial contributions can be made to the total public health program through the dissemination of information obtained during educational leave and short courses, each nurse should be given equal opportunity to participate in courses which the Employer decides to participate in.

Information concerning such courses and/or workshops pertaining to any aspect of nursing shall be posted as far as possible in advance so that nurses may make application for leave. During attendance at such courses the Employer will continue the nurse's salary and shall pay at its sole discretion such further amounts on account of pay, travel and reasonable living expenses as it deems advisable.

- b) The Employer, upon request, may grant a two (2) year leave of absence without loss of seniority, to a nurse making such a request for the purpose of furthering her education. Flexible scheduling of hours of work may be considered as an option to accommodate the nurses' desire to further her education. Requests for such leave or flexible scheduling options shall not be unreasonably denied.
- c) Where the Director or her/his designate request a nurse to attend an education or training course in the interest of the Employer and where such course is related to the activities within the Department in which the nurse is engaged, attendance at such course shall involve no expense to the nurse concerned for tuition, fees, transportation according to Regional policy, meals and out-of-pocket expenses directly related to the course and her salary while on course shall continue. The same shall apply when the course is taken through correspondence and shall involve no absence from the nurse's regular duty.

17.04 When a nurse has completed a course relevant to her duties she shall be granted leave of absence with pay to write the required examination.

17.05 Leave of absence with pay to attend professional meetings (e.g. OPHA, RNAO) of up to five (5) days per year shall be granted at the discretion of the Employer.

17.06 a) Personal Reasons

Requests for leaves of absence without pay for personal reasons will be considered on an individual basis by the Division Director or designate. Such requests are to be made as far as possible in advance, and the said Division Director or designate will reply in writing except in cases of emergency.

- b) A nurse may use up to a maximum of six (6) days, if available, from the sick leave plan of her sick leave credits per calendar year to attend to her sick spouse or dependants. The Employer is entitled to require proof of illness of the said spouse or dependants before authorizing payment.

17.07 Professional Leaves

- a) Leave of absence without pay to attend Association business will be granted at the discretion of the Division Director, or designate, provided that such leaves will not be unreasonably withheld. During the leaves of absence the nurse's salary and applicable benefits shall be maintained by the Employer and the Association agrees to reimburse the Employer in the amount of the full cost of such salary and applicable benefits.
- b) A nurse who is elected to the office of President of the Ontario Nurses' Association, shall be granted, upon request, leave(s) of absence without loss of seniority and service up to two (2) years. The nurse agrees to notify the Employer of her intention to return to work within two (2) weeks following termination of office.
- c) A nurse who is elected to the Board of Directors of the Ontario Nurses' Association other than to the office of President, shall be granted leave of absence without pay such leaves of absence as he/she may need to fulfill the

duties of the position. There shall be no loss of seniority or credits for the purposes of salary advancement or vacation entitlements or other benefits during such leave of absence. Leave of absence for Board members of the Ontario Nurses' Association will be separate from the Association leave provided in Article 17.07 a).

Such leaves will be subject to approval of the Division Director or Designate. Such leaves will not be unreasonably denied.

- d) Professional leave with pay, will be granted to nurses who are elected to the College of Nurses to attend regularly scheduled meetings of the College of Nurses.

Such leaves will be subject to approval of the Division Director or Designate. Such leaves will not be unreasonably denied.

- e) **ONA Provincial Committee**

A nurse who is elected to a provincial committee of the Ontario Nurses' Association, may, subject to the efficient operations of the Employer, be granted a leave of absence to fulfil the duties of her position. Reasonable notice shall be given to the Employer for such leave of absence. Such leave shall not be unreasonably denied. There shall be no loss of seniority or service during such leave of absence. Leave of absence under this provision shall be in addition to the Association leave provided elsewhere in this agreement. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Employer and the Association agrees to reimburse the Employer in the amount of the full cost of such salary and applicable benefits.

#### **17.08 Parental Leave (Pregnancy, Parental and Adoption)**

Parental Pregnancy Leave will be granted in accordance with the Employment Standards Act (E.S.A.), as amended from time to time as follows:

- a) The service requirement for eligibility for parental or pregnancy leave shall be thirteen (13) weeks. Nurses possessing the service requirement will be eligible for pregnancy leave of up to fifteen (15) weeks and a two (2) week waiting period and a subsequent parental leave of up to thirty-five (35) weeks, total leave to fifty-two (52) weeks, immediately following the pregnancy leave.
- b) The nurse shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and four (4) weeks notice of the expected date of return. This notice shall be waived in the event of pregnancy complications, premature birth or the sudden coming into care of an adoptive child.
- c) At the end of the parental/pregnancy leave the nurse shall be reinstated to her former position (same team) unless the position has been discontinued in which case she shall be given a comparable job.
- d) Parental leave of up to thirty-five (35) weeks is available to each parent in the bargaining unit who possesses the service requirement of thirteen (13) weeks. Birth mothers who wish to take parental leave must do so immediately following

the expiration of their pregnancy leave. All other eligible parents may take this leave within fifty-two (52) weeks of the child being born or coming into care.

- e) A nurse shall be allowed to commence her pregnancy leave at any time up to seventeen (17) weeks before the expected date of delivery.
- f) Parents shall be defined to include adoptive parents and common-law spouses as defined in the Family Law Reform Act of Ontario as amended from time to time.
- g) Nurses newly hired to replace nurses who are on pregnancy, parental or extended leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Employer in a permanent position, the nurse shall be credited with seniority from date of hire subject to successfully completing her probationary period as per Article 6.01.
- h) On confirmation by the Employment Insurance Commission of the appropriateness of the Employer's Supplemental Unemployment Benefit (SUB) Plan, a nurse who is on parental/pregnancy leave as provided under this Agreement who is in receipt of Employment Insurance parental/pregnancy benefits pursuant to Section 18 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy five percent (75%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Employer of the nurse's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental/pregnancy benefits, and shall continue while the nurse is in receipt of such benefits for a maximum period of twenty-five (25) weeks. The nurse's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The benefits provided herein are subject to the terms and conditions of the SUB Plan registered with the Employment Insurance Commission.

The Employer agrees to pay 75% of the employee's regular weekly earnings for up to two (2) weeks of any applicable waiting period under the Employment Insurance Act.

#### 17.09 **Reinstatement**

A nurse returning to work on the expiration of the leave of absence provided herein shall be reinstated in the position held prior to the commencement of such leave or in a comparable position.

#### 17.10 **Jury Duty and Court Attendance**

- a) A nurse served with a jury notice or with a subpoena requiring attendance at court shall forthwith notify her immediate supervisor.
- b) A nurse shall be paid for time actually spent on jury duty or for time spent in attendance under subpoena at court provided such nurse furnishes to her



immediate supervisor a written statement from a proper public official or the solicitor or counsel of the party on whose behalf she is subpoenaed, certifying as to the date and time of her court attendance and the amount of remuneration received and provided that the nurse pays to the Employer the amount of such remuneration other than mileage and meal allowances.

- c) A nurse called for jury duty or subpoenaed for attendance at court and who is temporarily excused from such duty or attendance must report for work if a reasonable period of time remains to be worked in her shift.

### 17.11 Special Leave of Absence

Nurses will be granted special leave of absence with pay and without loss of seniority or service for the following reasons provided that the nurse provides verification of the occurrence of the event upon request by her immediate supervisor:

Reason	Leave with Pay
Major fire or flood of nurse's principal residence or principal recreation property	up to three (3) days, at discretion of immediate supervisor
For moving a nurse's principal residence	one (1) day per year
Nurse's attendance at Canadian Citizenship Court to take oath of citizenship	one (1) day
The placement of a child with the nurse for adoption	one (1) day

The above special leave of absence is not available to casual nursing staff.

### 17.12 Pre-Paid Leave Plan

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

- The plan is available to nurses 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.
- The nurse must make written application to the Division Director 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.
- The year for purposes of the program shall be January 1 of one year to December 31 the same year. The Employer may consider extenuating circumstances to consider altering the leave.
- Written applications will be reviewed by the Division Director. Applications for leaves requested will be given on the basis of seniority.

- e) During the four (4) years of salary deferral, 20% of the nurse's gross annual earnings will be deducted and held for the nurse and will not be accessible to her or him until the year of the leave or upon withdrawal from the plan.
- f) The manner in which the deferred salary is held shall be at the discretion of the Employer.
- g) All deferred salary, plus accrued interest, if any, shall be paid to the nurse at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Employer and the nurse.
- 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. Full-time nurses shall become responsible for the full payment of premiums for any health and welfare benefits in which they are participating. Contributions to the Ontario Municipal Employees Retirement System will be in accordance with the Plan. Full-time nurses will not be eligible to participate in the disability income plan during the year of leave.
- i) A nurse may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Division Director or designate. Deferred salary, plus accrued interest, if any, will be returned to the nurse, within a reasonable period of time.
- j) If the nurse terminates employment, the deferred salary held by the Employer plus accrued interest, if any, will be returned to the nurse within a reasonable period of time. In case of the nurse's death, the funds will be paid to the nurse's estate.
- k) The Employer will endeavour to find a temporary replacement for the nurse as far in advance as practicable. If the Employer is unable to find a suitable replacement, it may postpone the leave. The Employer will give the nurse as much notice as is reasonably possible. The nurse 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 nurse within a reasonable period of time.
- l) The nurse will be reinstated to her or his former position unless the position has been discontinued, in which case the nurse shall be given a comparable job.
- m) Final approval for entry into the pre-paid leave program will be subject to the nurse entering into a formal agreement with the Employer in order to authorize the Employer to make the appropriate deductions from the nurse's pay. Such agreement will include:
  - i. A statement that the nurse is entering the pre-paid leave program in accordance with Article 17.12 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 nurse to the Employer to enter the pre-paid leave program will be appended to and form part of the written agreement.

18.01 a) The Employer will continue to provide the following benefits:

- Employer Health Tax
- Group Life Insurance and Accidental (2 x annual salary to a maximum of \$150,000); Accidental Death & Dismemberment (2 x annual salary to a maximum of \$150,000)
- Extended Health Coverage which includes:
  - prescription drug plan
  - 100% National Formulary
  - 80% Plan 84
  - Vision Care - \$300 per person in a 24 month period
  - Semi-Private Hospitalization
  - Registered Nurse or Registered Practical Nurse or Certified Nursing Assistants
  - Out of Province/Country Emergency and Travel Assistance Benefit
  - Supplementary Health Care
  - Psychologist or Masters of Social Work up to \$500 annually
- Dental Coverage which includes:
  - preventive dentistry at 100% of current ODA fee schedule for general practitioners
  - 9 month recall frequency
  - restorative dentistry at 80% of current ODA fee schedule for general practitioners
  - orthodontics at 50% of current ODA fee schedule to a \$2000 lifetime maximum
- Long Term Disability (75% of monthly earnings to an all source maximum of \$4,000)

b) Employees will be subject to positive enrollment and will be eligible for benefits in accordance with Article 18.05.

18.02 It is understood and agreed that the only obligation of the Employer under Article 18.01 is to pay the appropriate premium for the particular coverage listed therein. It is further understood and agreed that the Employer is not an insurer as to any benefits available, and the exact terms of coverage must be ascertained from the provisions of the particular policies of insurance listed therein.

18.03 Pension benefits will be provided in accordance with the basic pension under the Ontario Municipal Employees Retirement System Act integrated with the Canada Pension Plan.

18.04 **Payment of Benefits for Early Retirees**

The Employer agrees that employees with twenty (20) years of service with York Region will be eligible to have Extended Health and Dental Benefits continue, paid by the Employer from the time of retirement, which shall not be earlier than age fifty-five (55) years, to the end of the month in which she/he turns sixty-five (65).

The benefit coverage provided to early retirees will be equal to that coverage provided active employees. Any changes made to the benefit coverage for active employees will also be made to the coverage provided to retired employees.

18.05 **Classification of Nurses**

<b>Benefit</b>	<b>Full-Time Nurse</b>	<b>Regular Part-Time</b>	<b>Part-Time/Temporary</b>	<b>Casual Part-Time</b>
Employer Health Tax	Participating obligatory unless otherwise covered. Premium paid by Employer.	Participation obligatory unless otherwise covered. Payment of premium shared between Employer and Employee.	Participation obligatory unless otherwise covered. Premium paid by Employer	N/A
Group Insurance Plan –underwritten by Clarica Assurance Co. of Canada	Participation optional. Premium paid by Employer.	Participation optional. Payment of premium shared between Employer and Employee pro rata.	Participation optional. Premium paid by Employer.	N/A
Dental Plan – Clarica Assurance Co. Of Canada	Participation optional. Premium paid 100% by Employer from date of employment.	Participation optional. Payment of premium shared between Employer and Employee pro rata*.	Participation optional. Premium paid 100% by Employer,	N/A
Short Term Disability Plan	Entitlement as provided in the Collective Agreement.	Pro rata* entitlement as provided in the Collective Agreement	N/A	N/A

<b>Benefit</b>	<b>Full-Time Nurse</b>	<b>Regular Part-Time</b>	<b>Full-Time Temporary</b>	<b>Casual Time</b>
		may be used for sick leave after three (3) calendar months of employment.		
<b>Vacation</b>	<b>Entitlement as provided by Article 9.</b>	<b>Pro rata' entitlement as provided by Article 9.</b>	<b>Entitlement as provided by Article 9.1 (c).</b>	<b>Entitlement as provided by Article 9.1 (c).</b>
<b>Paid Holidays</b>	<b>Entitlement as provided by Article 8.</b>	<b>Pro rata* entitlement as provided by Article 8.</b>	<b>Entitled to paid holidays that occur during period of employment.</b>	<b>Entitlement as provided by the Employment Standards Act Part VII</b>
<b>OMERS Basic Plus Supp. I</b>	Participation obligatory from date of employment.	Participation optional as long as requirements of the plan are met	Participation optional as long as requirements of the plan are met	Participation optional as long as requirements of the plan are met

"based on the percentage of a normal shift worked.

**18.06** The Employer may substitute another Carrier for any plan provided that the benefits conferred thereby are not decreased. Such substitution will not occur unless there is sixty (60) days notice to the Association.

**18.07** An employee who has completed his/her probationary period and who is on extended illness or injury and who uses all accumulated Sick Leave prior to the commencement of Long Term Disability, will continue to be covered for the following benefits:

- |   |   |
|---|---|
| Dental Plan   | - Paid by Employer  |
| Extended Health Care (includes drugs & vision care) | - Paid by Employer  |
| Employer Health Tax                                 | - Paid by Employer  |
| Life Insurance                                      | - Paid by Employer  |
| Long Term Disability                                | - Paid by Employer  |
| O.M.E.R.S.  | Waiver of employee contributions after fourth month of illness or injury. |

An employee on qualifying for Long Term Disability will be entitled to the following benefits from the commencement of L.T.D. for a period of two (2) years or until he/she is no longer considered by the carrier to be totally disabled, whichever period is shorter:

- |                     |                                    |
|---------------------|------------------------------------|
| Employer Health Tax | - Paid by the employee             |
| O.M.E.R.S.          | - Waiver of employee contributions |
| Dental              | - Paid by the employee             |
| Life Insurance      | - Waiver of premium                |

Extended Health Care (includes drugs & vision care)

- Mutual arrangement with Employer and carrier.

18.08 The Employer agrees to maintain malpractice and professional liability insurance coverage for nurses covered by this agreement.

19.01 A physical examination shall be required within thirty (30) days of employment. The Employer shall skin test all new employees and shall be responsible for the cost of the testing. A chest x-ray will be required unless the employee can provide proof of a chest x-ray within the preceding twelve (12) months or has skin-tested tuberculin negative. Subsequent chest x-rays for those testing positive may be required, if so requested by the employee's physician.

19.02 Where laboratory coats are required in any area, they shall be provided and laundered by the Employer.

19.03 If a nurse wishes to resign, she must submit a written resignation to her immediate supervisor/manager at least two (2) weeks notice in advance of the date of termination of service.

19.04 The Employer shall undertake to supply all nurses with a copy of the Collective Agreement, and the cost of doing so will be shared equally by the Association and the Employer.

19.05 The parties agree that a joint Health and Safety Committee shall be established and shall function in accordance with the applicable legislation and regulations.

19.06 The parties agree that any written notice provided for this agreement shall be effectively given by:

As to ONA - delivery by hand or prepaid registered post to an ONA representative or the ONA office at:

85 Grenville Street,  
Suite 600,  
Toronto, Ontario.  
M5S 3A2

As to the Employer - delivery by hand or prepaid registered post to the Employer at:

17250 Yonge Street,  
Newmarket, Ontario.  
L3Y 6Z1

and every such notice shall be deemed to be given on the day it was so mailed or delivered.

- 19.07 Wherever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa, where the context so requires. Where the singular is used, it may also be deemed to mean plural and vice versa.
- 19.08 The Employer and the Association agree that a direct deposit method of payment of salaries may be implemented provided the nurse's salary is deposited in her account at her bank, trust company or credit union of her choice every second Thursday. Pay stubs shall be available and/or mailed on pay day.

- 20.01 a) A nurse shall be given an Opportunity to sign all evaluations of reviews of her performance and shall also be given an opportunity to sign all adverse reports pertaining to the performance of her duties in her current position, which are placed on her Personnel File in Human Resources. Such nurse shall be provided with a copy of her evaluation upon request.
- b) A copy of any completed evaluation which is to be placed in a nurse's Personnel File in Human Resources shall be first reviewed with the nurse. The nurse shall initial such evaluation as having been read and shall have the opportunity to add her or his views to such evaluation prior to it being placed in her or his Personnel File. It is understood that such evaluations do not constitute disciplinary action by the Employer against the nurse.
- c) Each nurse shall have reasonable access to all her or his files for the purpose of reviewing their contents in the presence of the Human Resources Representative. A copy of the evaluation will be provided to the nurse at her or his request.
- d) Any letter of reprimand, suspension or other sanction will be removed from the record of a nurse eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such nurse's record has been discipline free for eighteen (18) months.

- 21.01 All nurses, including Child-birth Educators, shall have the opportunity for professional growth through programs designed to assist the individual to function more effectively. These shall include:
- i) An orientation program;
  - ii) Staff education program for all nurses including part-time nurses;
  - iii) An employee shall suffer no loss of regular pay or mileage by reason of her participation in such programs;
  - iv) The above programs shall be offered at least five (5) times a year.

- v) Childbirth Educators shall receive their regular straight time hourly rate for in-service, where attendance is mandatory.
- v) The Employer shall provide the opportunity for CPR training twice a year. Nurses shall have the opportunity to attend one such training session without loss of regular earnings and at no cost to the nurse.

**21.02**

In the event that the Employer assigns a workload to an individual nurse or group of nurses such that she or they have cause to believe that she or they are being asked to perform more work than is consistent with proper patient care, she or they shall:

- i) Complain in writing to the Association/Management Committee within fifteen (15) calendar days of the alleged improper assignment. The chairperson of the Association/Management Committee shall convene a meeting of the committee within ten (10) calendar days of the filing of the complaint. The committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.
- ii) Failing resolution of the complaint within fifteen (15) calendar days of the meeting of the Association/Management Committee, the complaint shall be forwarded to the Director of Public Health or designate, where a meeting shall be scheduled within fifteen (15) calendar days in an effort to resolve the complaint. Failing resolution of the complaint with the Director of Public Health or designate, the complaint shall be forwarded to the Commissioner of Health Services or designate, where a meeting shall be scheduled within fifteen (15) calendar days for final resolution of the complaint.



**22.01 Standby**

- a) A nurse who is required to remain available for duty on standby outside her regularly scheduled working hours shall receive standby pay in the amount of \$4.00 an hour for each hour the nurse is scheduled by the Employer to be on standby. Such standby pay shall not be included as part of regular working hours for the purposes of calculating overtime.
- b) Standby referred to in a) above shall not exceed eight (8) consecutive days.

**22.02 Call Back**

Where a nurse is required to work, the nurse shall keep a record of all such time worked and shall be paid as follows:



- a) a minimum of four **(4)** hours at regular rates for all call backs during a standby assignment totalling four **(4)** hours or less.

For clarity any number of call-backs which total four **(4)** hours will be paid at regular rates.

- b) Overtime rates at time and one-half **(1%)** for actual time spent on call backs beyond the four **(4)** hour minimum.
- c) A minimum of one **(1)** hour of pay at overtime rates at time and one-half **(1%)** for all accumulated telephone calls during the standby assignment totalling one **(1)** hour or less.
- d) Overtime rates at time and one-half **(1%)** for actual time spent on accumulated telephone calls during the standby assignment beyond the one **(1)** hour minimum.

**22.03** Nurses on standby/call back outside their regular working hours and who shall be scheduled to work standby/call-back shall have their schedules posted four **(4)** weeks in advance of a six week (6) week period.

**22.04** All staff on standby shall be provided with required equipment.

**22.05** An orientation will be provided to nurses participating in standby/call back assignments.

**23.01** Where the Region and Association agree, job sharing may be arranged whereby two nurses share the hours of work of one full-time position on a 50/50 basis. The two nurses involved in the job sharing arrangement shall be classified as regular part-time and shall be covered by the part-time provisions of the collective agreement.

**23.02** Job sharers shall not be responsible for working their partner's time while their partner is on vacation or while their partner is sick, unless mutually agreed and with management approval.

**23.03** Additional hours of work outside of the job sharing arrangement shall be paid at straight time, except for hours of work that are subject to overtime pursuant to Article 4.03.

**23.04** Seniority shall be credited on the same basis of paid hours of work as for other part-time nurses.

a) Either the job sharers or the Region shall have the option of cancelling this arrangement after providing the other parties with thirty **(30)** days written notice. Upon receiving written notice, the Region shall determine if two regular part-time positions or one full time position results from the cancellation of the job sharing arrangement.

- b) When two regular part-time positions are created, each nurse in the job sharing arrangement shall be awarded a part-time position.
- c) When one full-time position results from the cancellation of the job sharing position, the position shall be posted pursuant to Article 5. If full-time position that is created as a result of one job share partner leaving the arrangement and no other job sharer can be found as in (e) below, the remaining partner shall have the opportunity to fill the position on a full-time basis.
- d) When the cancellation of the job sharing arrangement results in a lay-off, Article 5.05 shall apply.
- e) When one partner transfers or terminates employment, the replacement partner shall be recruited through a job posting, subject to Article 23:05 (a).

24.01 The salary increases are:

- a) 3% effective January 1, 2003 – 2.2% paid January 1, 2003
- b) 3% effective January 1, 2004
- c) 2.2% effective January 1, 2005

25.01 Whenever a nurse is assigned additional responsibilities to direct, supervise or oversee work of employees within her classification and/or be assigned overall responsibility for client programs for a shift, the employee shall be paid a premium of seventy cents (.70¢) per hour in addition to her regular salary.

26.01 Retroactivity

- (a) The effective date for retroactive purposes shall be January 1, 2003, the day following the expiry date of the previous Agreement.
- (b) Except for the salary adjustment of .8% for 2003, retroactive to January 1, 2003, all the terms and conditions in the collective agreement shall be implemented upon ratification by both parties.
- (c) The salary adjustment of .8% for 2003 will apply to regular full-time, temporary full-time, regular part-time, temporary part-time nurses and Childbirth Educators.

**27.01** This Agreement shall remain in full force and effect from the 1st day of January, 2003, and extend to the 31st day of December, 2005, and from year to year thereafter, unless either party notifies the other in writing of its termination or proposed revision, addition or deletion of any of its provisions. Such notification will be made not more than ninety (90) days and not less than thirty (30) days prior to the termination date of this Agreement.

IN WITNESS WHEREOF the representatives of the Ontario Nurses' Association have signed and the Regional Municipality of York has caused to be affixed its corporate seal duly attested by its proper signing officers.

DATED at Newmarket, Ontario on this                      day of September, 2003.

**THE REGIONAL MUNICIPALITY OF YORK**

**ONTARIO NURSES' ASSOCIATION**

Bill Furdy  
Chairman

WJB                      OWA President

Mike Garnett  
Chief Administrative Officer

Ematchou

Susan O'Sheenan

Brenda Foy  
P.Brathwaite

**SCHEDULE "A"**

**SALARY SCHEDULE – JANUARY 1, 2003**

<b>Registered Nurse</b>	<b>1</b>	<b>1</b>	<b>26.02</b>
		<b>2</b>	<b>27.06</b>
		<b>3</b>	<b>28.16</b>
		<b>4</b>	<b>29.31</b>
		<b>5</b>	<b>30.49</b>
<b>Public Health Nurse</b>			
	<b>2</b>	<b>1</b>	<b>28.86</b>
		<b>2</b>	<b>30.03</b>
		<b>3</b>	<b>31.25</b>
		<b>4</b>	<b>32.51</b>
		<b>5</b>	<b>33.83</b>
<b>Childbirth Educator</b>			
	<b>3</b>	<b>1</b>	<b>33.83</b>

Childbirth Educators shall be paid for a period of three (3) hours per lecture, representing one (1) hour of set-up and dismantling time and two (2) hours of class-delivery time. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate, but, in any event, the maximum total paid hours will not exceed four (4) per lecture. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate. The maximum total paid hours will not exceed four (4) hours per lecture.

**SCHEDULE "A"**

**SALARY SCHEDULE- JANUARY 1, 2004**

<b>Registered Nurse</b>	<b>1</b>	<b>1</b>	<b>26.80</b>
		<b>2</b>	<b>27.88</b>
		<b>3</b>	<b>29.01</b>
		<b>4</b>	<b>30.19</b>
		<b>5</b>	<b>31.41</b>
<b>Public Health Nurse</b>			
	<b>2</b>	<b>1</b>	<b>29.72</b>
		<b>2</b>	<b>30.93</b>
		<b>3</b>	<b>32.19</b>
		<b>4</b>	<b>33.48</b>
		<b>5</b>	<b>34.84</b>
<b>Childbirth Educator</b>			
	<b>3</b>	<b>1</b>	<b>34.84</b>

Childbirth Educators shall be paid for a period of three (3) hours per lecture, representing one (1) hour of set-up and dismantling time and two (2) hours of class-delivery time. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate, but, in any event, the maximum total paid hours will not exceed four (4) per lecture. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate. The maximum total paid hours will not exceed four (4) hours per lecture.

**SCHEDULE "A"**

**SALARY SCHEDULE - JANUARY 1, 2005**

<b>Registered Nurse</b>	<b>1</b>	<b>1</b>	<b>27.39</b>
		<b>2</b>	<b>28.49</b>
		<b>3</b>	<b>29.65</b>
		<b>4</b>	<b>30.86</b>
		<b>5</b>	<b>32.10</b>
<b>Public Health Nurse</b>			
	<b>2</b>	<b>1</b>	<b>30.38</b>
		<b>2</b>	<b>31.71</b>
		<b>3</b>	<b>32.89</b>
		<b>4</b>	<b>34.22</b>
		<b>5</b>	<b>35.61</b>
<b>Childbirth Educator</b>			
	<b>3</b>	<b>1</b>	<b>35.61</b>

Childbirth Educators shall be paid for a period of three (3) hours per lecture, representing one (1) hour of set-up and dismantling time and two (2) hours of class-delivery time. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate, but, in any event, the maximum total paid hours will not exceed four (4) per lecture. Where a Childbirth Educator is required to work in excess of the three (3) hour period, she shall subsequently notify her manager, and shall be paid the excess time at the regular hourly rate. The maximum total paid hours will not exceed four (4) hours per lecture.

LETTER OF UNDERSTANDING  
BETWEEN  
THE REGIONAL MUNICIPALITY OF YORK  
AND  
ONTARIO NURSES ASSOCIATION  
AND ITS LOCAL 16

**RE: Sick Leave Transition**

1. The parties agree that this Letter of Understanding shall remain in effect and survive all future Collective Agreement renewals until all employees affected by it are no longer employees of York Region or any successor Employer(s).
2. All employees who were employees of the Region as of December 31, 1999 will be placed on the schedule of sick leave credits contained in Article 10 consistent with their accumulated service as of January 1, 2000.
3. All employees on the payroll effective May 13, 1999 who have fewer than 235 accumulated sick leave days, as of December 31, 1999 will be credited with an accumulated sick bank of fifty percent (50%) of their unused sick leave remaining to their credit at that time. The unused credits shall include credits acquired under the following provisions of the Collective Agreement:
4. All employees, on or after May 13, 1999 will be credited with an accumulated sick leave bank of one hundred percent (100%) of their unused sick leave remaining to their credit as of December 31<sup>st</sup>, 1999.
5. The employees referred to in item 3 shall have the option of receiving payment for the remaining fifty percent (50%) of unused sick leave credit at their rate of pay in effect as of January 1, 2000 or deferring payment until their retirement, termination or death, as provided For hereunder. For clarity those employees who choose to defer payment until retirement, termination or death shall receive payment at their rate of pay in effect at the time of retirement termination or death.
6. The employees referred to in item 4 shall, upon completion of five (5) years of service be eligible to elect a payout or defer payment of fifty percent (50%) of their unused bank, be subject to the provisions of Items 3 and 6, with the unused sick leave credits calculated as of the appropriatedates; notice of their option and payout dates adjusted accordingly; and item 4 shall no longer apply to such employee.
7. In the event any employee is on sick leave as of January 1, 2000, the employee will continue drawing from their previous accumulated sick until return to work. Upon return

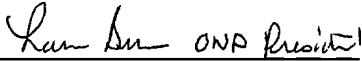
to work, the unused sick leave credits shall be calculated; and their notice of option and payout dates adjusted accordingly.

8. Upon ~~termination~~, retirement or death, any employee who had fewer than **235** sick days as of December **31, 1999** and who has an accumulated sick leave credits remaining from the **fifty percent (50%)** of their unused sick leave which was set aside for use under Article **10** above, shall have paid to them or their estate ten percent (10%) of the unused sick leave sick bank credits remaining at the time. The rate of payment shall be their rate of pay in effect at that time and shall be in addition to any payment that was deferred in accordance with **Item 6**.
9. Employees who have **235** or more sick days remaining to their credit as of December **31, 1999**, shall have 117.5 days set aside for the payment options contained in **Item 6** and all remaining sick days shall be placed in the employee's accumulated sick leave bank.

Upon termination or retirement, the employee will be entitled to payment for ten percent (10%) of the unused sick leave bank credits to a **maximum of 12.5 days** pay. Any remaining portion of the 10% shall be taken as a paid leave of absence, during which time the employee shall not be able to use Article **20.3** sick leave credits or accumulate **vacation** credits, however the employee will be paid vacation pay **bi-weekly** at a rate of **4%** during the **period**.

In the event of death prior to termination or retirement, the ~~entire~~ ten percent (10%) of the unused sick leave bank credits shall be paid to the employee's estate.

**Dated this 8th day of September, 2003.**

  
For the Association

*Sus O'Sheahan*

*Sus O'Sheahan*

*Susan O'Sheahan*

*Blair Ferguson*

*P. Brathwaite*

  
For the Employer

*William Middell*

*Margaret O'Connell*

*Robt. Vealigh*

*J. Cummins*



LETTER OF UNDERSTANDING  
BETWEEN  
THE REGIONAL MUNICIPALITY OF YORK  
AND  
ONTARIO NURSES' ASSOCIATION  
AND ITS LOCAL 16  
RE: **BENEFIT CONTINUATION**

Whereas the parties hereto wish to enter into an understanding regarding the continuation of extended health and dental benefits coverage for bargaining unit employees retiring at or after age 55, at cost to said retirees, therefore the following conditions shall apply:

1. The cost to the retirees shall be as follows:


<b>Extended Health</b>	- \$163.00 per month (Family) - \$82.00 per month (Single)
<b>Dental</b>	- \$111.00 per month (Family) - \$55.00 per month (Single)

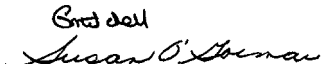
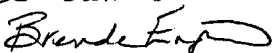

The above rates are reviewed annually and are subject to adjustment.


2. At age 65, all coverage ceases.

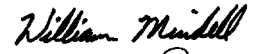

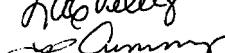

3. Eligible employees must provide in advance monthly postdated cheques for twelve months of coverage. Failure to do so will result in termination of coverage. Cheques returned "NSF" (not sufficient funds) may result in termination of coverage.

Dated this 8th day of September, 2003.

  
Luan Lu ONA President  
For the Association

  
Susan O'Stoeman  
  
Brenda Foy  
  
P. Brathwaite

  
Lian Kassman  
For the Employer

  
William Mindell  
  
Marybeth Dymment  
  
Alice Velazquez  
  
J. Cummins

LETTER OF INTENT  
BETWEEN  
THE REGIONAL MUNICIPALITY OF YORK  
AND  
ONTARIO NURSES' ASSOCIATION  
AND ITS LOCAL 16

**RE: COLLEGE OF NURSES REGISTRATION FEES**

WHEREAS, the parties have engaged in collective bargaining and reached an agreement which expires on December 31, 2005.

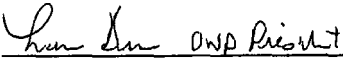
AND WHEREAS, the Employer's current mandate does not include the payment of registration fees to professional colleges for unionized staff.

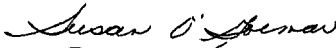
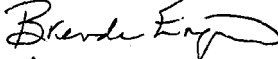
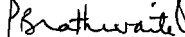
AND WHEREAS, the Association sought Employer payment for the registration fees for the College of Nurses for its membership during the current bargaining for the collective agreement.

Therefore, the parties agree to the following:

- 1) In the event that the Employer changes its direction concerning payment for registration fees for professional unionized staff, ONA Nurses shall receive the same consideration as other unionized professional staff.
- 2) There is no intent for any retroactive entitlement for professional fees.
- 3) This Letter of Intent expires December 31, 2005.

Dated this 8th day of September, 2003.

  
For the Association  
Enacted.

  
For the Employer

