

SOURCE	JOSP	
EFF.	03/09/29	
TERM.	03/09/28	
No. OF EMPLOYEES	120	
NO. D'EMPLOYÉS	120	

**FULL-TIME**

**COLLECTIVE AGREEMENT**

between

**ST. JOSEPH'S HOSPITAL & HEALTH CENTRE  
PETERBOROUGH, ONTARIO  
(hereinafter called the "Hospital")**

and

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL NO. 243  
(hereinafter called the "Union")**

*0193505*

**Expires: September 28, 1995**

(i)

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE 1 -	PREAMBLE . . . . .	1
1.01	Preamble . . . . .	1
1.02	Feminine/Masculine Pronouns . . . . .	1
ARTICLE 2 -	DEFINITIONS . . . . .	1
2.01	Temporary Employee . . . . .	1
ARTICLE 3 -	RELATIONSHIP . . . . .	2
3.01	No Discrimination . . . . .	2
ARTICLE 4 -	STRIKES & LOCKOUTS . . . . .	2
ARTICLE 5 -	UNION SECURITY . . . . .	2
5.01	<b>T4 Slips</b> . . . . .	2
5.02	Notification to Union . . . . .	2
5.03	Employee Interview . . . . .	2
5.04	No Other Agreements . . . . .	3
ARTICLE 6 -	UNION REPRESENTATION & COMMITTEES . . . . .	3
6.01	Union Activity on Premises and/or Access to Premises . . . . .	3
6.02	Labour-Management Committee . . . . .	3
6.03	Local Bargaining Committee . . . . .	4
6.04	Central Bargaining Committee . . . . .	4
6.05	Union Stewards . . . . .	5
6.06	Grievance Committee . . . . .	5
ARTICLE 7 -	GRIEVANCE & ARBITRATION PROCEDURE . . . . .	6
ARTICLE 8 -	ACCESS TO FILES . . . . .	9
8.01	Access to Personnel File . . . . .	9
8.02	Clearing of Record . . . . .	10

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
ARTICLE 9 - SENIORITY . . . . .	10
9.01 Probationary Period . . . . .	10
9.02 Definition of Seniority . . . . .	10
9.03 Loss of Seniority . . . . .	10
9.04 Effect of Absence . . . . .	11
9.05 Job Posting. . . . .	12
9.06 Transfer & Seniority Outside the Bargaining Unit . . . . .	13
9.07 Transfer of Seniority & Service . . . . .	14
9.08 Notice and Redeployment Committee . . . . .	14
9.09 Layoff and Recall . . . . .	17
9.10 Benefits on Layoff . . . . .	18
9.11 Retraining . . . . .	19
9.12 Separation Allowances . . . . .	20
9.13 Portability of Service . . . . .	21
9.14 Technological Change . . . . .	21
ARTICLE 10 - CONTRACTING OUT . . . . .	22
10.01 Contracting Out . . . . .	22
10.02 Contracting Out . . . . .	22
10.03 Contracting In . . . . .	22
ARTICLE 11 - WORK OF THE BARGAINING UNIT . . . . .	23
11.01 Work of the Bargaining Unit . . . . .	23
11.02 Volunteers . . . . .	23
ARTICLE 12 - LEAVES OF ABSENCE . . . . .	23
12.01 Personal Leave . . . . .	23
12.02 Union Business . . . . .	23
12.03 (a) Full-Time Position with the Union . . . . .	24
12.03 (b) <b>Leave for OCHU President and Secretary-Treasurer</b> . . . . .	25
12.04 Bereavement Leave . . . . .	25
12.05 Jury & Witness Duty . . . . .	26
12.06 Pregnancy Leave . . . . .	26
12.07 Parental Leave . . . . .	28

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE 12 -	LEAVES OF ABSENCE (Continued)	
12.08	Education Leave . . . . .	30
12.09	Pre-Paid Leave Plan . . . . .	30
ARTICLE 13 -	<b>SICK LEAVE, INJURY &amp; DISABILITY</b> . . . . .	<b>32</b>
13.01	HOODIP . . . . .	32
13.01	Sick Leave . . . . .	34
13.02	Injury Pay . . . . .	34
13.03	Payroll Deduction for Union Sponsored LTD Plan . . . . .	35
13.04	Payment Pending Determination of WCB Claims . . . . .	35
ARTICLE 14 -	HOURS OF WORK . . . . .	35
14.01	Daily & Weekly Hours of Work . . . . .	35
14.02	Rest Periods . . . . .	36
14.03	Additional Rest Periods . . . . .	36
ARTICLE 15 -	PREMIUM PAYMENT . . . . .	36
15.01	Definition of Regular Straight Time Rate of Pay . . . . .	36
15.02	Definition of Overtime . . . . .	36
15.03	Overtime Premium & No Pyramiding . . . . .	36
15.04	Time Off in Lieu of Overtime . . . . .	36
15.05	Reporting Pay . . . . .	37
15.06	Call-Back . . . . .	37
15.07	Standby . . . . .	37
15.08	Temporary Transfer . . . . .	37
15.09	Shift and Weekend Premium . . . . .	38
ARTICLE 16 -	HOLIDAYS . . . . .	38
16.01	Number of Holidays . . . . .	38
16.02	Definition of Holiday Pay & Qualifiers . . . . .	38
16.03	Payment for Working on a Holiday . . . . .	39
16.04	Payment for Working Overtime on a Holiday . . . . .	39

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE 17 -	VACATIONS . . . . .	39
17.01	Full-Time Vacation Entitlement. Qualifiers . . . . . & Calculation of Payment	39
17.02	Work During Vacation . . . . .	40
17.03	illness During Vacation . . . . .	40
17.04	Bereavement During Vacation . . . . .	40
ARTICLE 18 -	HEALTH & WELFARE . . . . .	41
18.01	Insured Benefits . . . . .	41
18.02	Change of Carrier . . . . .	42
18.03 (a)	Pension . . . . .	42
18.03 (b)	Retirement Allowance . . . . .	42
ARTICLE 19 -	HEALTH & SAFETY . . . . .	43
19.01	Protective Footwear . . . . .	43
ARTICLE 20 -	COMPENSATION . . . . .	43
20.01 (a)	Job Classification . . . . .	43
20.01 (b)	Job Descriptions . . . . .	44
20.02	Job Classification (NEW) . . . . .	44
20.03	Promotion to a Higher Classification . . . . .	45
20.04	Wages & Classification Premiums . . . . .	45
ARTICLE 21 -	Hospital Operating Plan . . . . .	45
ARTICLE 22 -	DURATION . . . . .	46
22.01	TERM . . . . .	46
22.02	CENTRAL BARGAINING . . . . .	46
SIGNING PAGE	. . . . .	47
APPENDIX OF LOCAL ISSUES	. . . . .	48

## ARTICLE 1 - PREAMBLE

### 1.01 - Preamble

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

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

### 1.02 - Feminine/Masculine Pronouns

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

## ARTICLE 2 - DEFINITIONS

### 2.01 - Temporary Employee

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

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

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

### ARTICLE 3 - RELATIONSHIP

#### 3.01 - No Discrimination

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

### ARTICLE 4 - STRIKES & LOCKOUTS

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

### ARTICLE 5 - UNION SECURITY

#### 5.01 - T4 Slips

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

#### 5.02 - Notification to Union

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

#### 5.03 - Employee interview

"A new employee will have the opportunity to meet with a representative of the Union in the employ of the Hospital for a period of up to 15 minutes

during the employee's orientation period without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with such representative of the Union and the collective agreement.

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

#### 5.04 - No Other Agreements

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

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

### ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES

#### 6.01 - Union Activity on Premises and/or Access to Premises

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

#### 6.02 - Labour-Management Committee

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

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

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



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

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

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

#### 6.03 - Local Bargaining Committee

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

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

#### 6.04 - Central Bargaining Committee

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

it is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision

shall be seven (7), and in no case will more than one employee from a hospital be entitled to such payment.

The Union shall advise the Hospitals' Central Negotiating Committee, before negotiations commence, of those employees to be paid under this provision. The Hospitals' Central Negotiating Committee shall advise the seven (7) Hospitals accordingly."

#### 6.05 - Union Stewards

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

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

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

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

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

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

#### 6.06 - Grievance Committee

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

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

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

## ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE

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

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

**7.03** "It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. Such complaint shall be discussed with his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of his immediate supervisor's decision in the following manner and sequence:

### Step No. 1

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

**Step No. 2**

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

**Step No. 3**

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

- 7.04** "A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 3 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed."
- 7.05** "Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance."

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

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

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

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

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

**7.09** "When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they

are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman."

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

## **ARTICLE 8 ACCESS TO FILES**

### **8.01 - Access to Personnel File**

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

### 8.02 - Clearing of Record

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

## ARTICLE 9 - SENIORITY

### 9.01 - Probationary Period

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

### 9.02 - Definition of Seniority

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

Seniority will operate on a bargaining unit wide basis.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the seniority they held under the Agreement expiring September 28, 1985 and will thereafter accumulate seniority in accordance with this Article."

### 9.03 - Loss of Seniority

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

- (a) resigns;

- (b) is discharged and not reinstated through the grievance/arbitration procedure;
- (c) is retired;
- (d) is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) has been laid off for twenty-four (24) months;
- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall;
- (g) is absent due to illness or disability for a period of thirty (30) calendar months from the time the disability or illness commenced."

#### 9.04 - Effect of Absence

"Unless otherwise provided in the Collective Agreement:

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which he/she is participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to eighteen (18) months while an employee is in receipt of W.C.B. benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in W.C.B. benefits.



- (c) It is further understood that during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue for a period of eighteen (18) months if an employee's absence is due to a disability resulting in W.C.B. benefits\*, or for a period of one (1) year if an employee's unpaid absence is due to an illness."

\* Note: Add the words "or L.T.D. benefits" only in agreements providing L.T.D. benefits.

### 9.05 - Job Posting

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

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

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

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

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

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

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

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

**9.06 - Transfer and Seniority Outside the Bargaining Unit**

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

**Implementation Note:**

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

9.07 - Transfer of Seniority and Service

"Effective (the date as set out in the Local Provisions Appendix) and for employees who transfer subsequent to (the effective date as set out in the Local Provisions Appendix):

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service for purposes of vacation entitlement and wage progression:

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

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

9.08 - Notice and ~~Redeployment~~ Committee

"(a) Notice

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

- (i) provide the Union with no less than six (6) months' written notice of the proposed layoff or elimination **of** position; and
- (ii) provide to the affected **employee(s)**, if any, no less than six (6) months' written notice of layoff, **or** pay in lieu thereof.

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

(b) Redeployment Committee

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

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;
- (2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:
  - (a) within the bargaining unit; ~~or~~
  - (b) within another CUPE bargaining unit; or
  - (c) not covered by a collective agreement.
- (3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.
- (4) Subject to article 9.11, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.
- (5) Any dispute relating to the foregoing procedures may be filed as a grievance commencing at Step 3.

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union.

The number of representatives will be determined locally. Where for the purposes of HTAP (the Ontario Hospital Training and Adjustment Panel) there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the Redeployment Committee shall serve on any such hospital-wide staffing committee established with the same or similar terms of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital **in** relation to other staff groups.

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

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

(iii) Disclosure

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

(iv) Alternatives

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

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

**9.09 - Layoff and Recall**

“An employee in receipt of notice of layoff pursuant to **9.08(a)(ii)** may:

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article **9.12**; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article **18.03(b)**; or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article **9.08**.

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

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

In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority who is the least senior employee in the classification and where the straight-time hourly rate at the level of service corresponding to that of the employee is within 5% of the laid-off employee's straight-time hourly rate.

An employee who is subject to layoff other than a layoff of a permanent or long-term nature shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.

An employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he or she has the ability to perform the work before such opening is filled on a regular basis under a job posting

procedure. The posting procedure in the collective agreement shall not apply until the recall process has been complete.

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

An employee recalled to work in a different classification from which he or she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.

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

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

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

**No** full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.

In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the six-month notice period provided for in Article 9.08."

#### 9.10 - Benefits on Layoff

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

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium cost of a benefit or benefits for up to three (3) months following the end of the month in which the lay-off occurs. Such payment can be made through the payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule."

Article 9.11 - Retraining

"(a) tra for Positions within the i

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

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the assistance of the Hospital Training and Adjustment Panel (HTAP) to cover the cost of tuition, books and any travel.
- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed **six** (6) months.



(iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

(b) Placement

Upon successful completion of his or her training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.11(a)(i).

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

(c) Regional Redeployment Committee

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

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

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

Article 9.12 - Separation Allowances

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

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

#### Article 9.13 - Portability of Service

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

#### 9.14 - Technological Change

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

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

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they **may** perfect or acquire the skills necessitated by the new method of operation. The employer will assume **the** cost of tuition and travel. **There** shall **be** no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

Employees with one (1) or more years of continuous service who are subject to lay-off under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the notification to the Union as above set forth and the requirements of the applicable law."

## **ARTICLE 10 - CONTRACTING OUT**

### **10.01 - Contracting Out**

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

### **10.02 - Contracting Out**

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

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

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

### **10.03 - Contracting In**

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

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

**11.01 - Work of the Bargaining Unit**

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

**11.02 - Volunteers**

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

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

**ARTICLE 12 - LEAVES OF ABSENCE**

**12.01 - Personal Leave**

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

**12.02 - Union Business**

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

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

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

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

#### 12.03(a) Full-Time Position with the Union

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

Seniority shall accumulate for employees during such leave on the basis of what his normal regular hours of work would have been. Service shall accumulate for employees during such leave to the maximum provided, if any, under the provisions of the collective agreement. It will become the responsibility of the employee for full payment of ~~any~~ applicable benefits in which the employee is participating during such leave of absence.

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

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

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

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

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

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

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

### 12.04 - Bereavement Leave

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

### 12.05 - Jury & Witness Duty

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

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

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day off, the Hospital will attempt to reschedule the employee's regular day off. Where the employee's attendance is required during a different shift than he is scheduled to work that day, the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

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

### 12.06 - Pregnancy Leave

- "(a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the

Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.

- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance pregnancy benefits pursuant to Section 18 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Unemployment Insurance pregnancy benefits.

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

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

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave.
- (f) The Hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.



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

### 12.07 - Parental Leave

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

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

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

- (e) Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Unemployment Insurance parental benefits pursuant to

Section 18 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Unemployment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

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

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

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

12.08 - Education Leave

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

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

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

12.09 - Pre-Paid Leave Plan

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

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and

will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.

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

- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
  - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
  - (ii) The period of salary deferral and the period for which the leave is requested.
  - (iii) The manner in which the deferred salary is to be held.

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

## ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY

### 13.01 - HOODIP

- "a) The Hospital will assume total responsibility for providing and funding a short-term sick leave plan equivalent to that described in the August, 1992 booklet (Part A) Hospitals of Ontario Disability Income Plan Brochure.

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan as described in the August, 1992 booklet (Part B)), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service.

- b) Effective the first of the month following the transfer all existing sick leave plans in the affected Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to pay-out of unused sick leave benefits which are specifically dealt with hereinafter.

- c) Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The "sick leave bank" shall be utilized to:
- (1) supplement payment for lost straight time wages on sick leave days under the new program which would otherwise be at less than full wages or no wages and,
  - (2) where a pay-out provision existed under the former sick leave plan in the Collective Agreement, pay-out on termination of employment shall be that portion of any unused sick leave days under the former conditions relating to pay-out,
  - (3) where, as of the effective date of transfer, an employee does **not** have the required service to qualify for pay-out on termination, his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out under the conditions relating to such pay-out.
  - (4) an employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, the Hospital, on application from the employee will supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation of the Hospital, will equal **100%** of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.
- d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or Workers' Compensation benefits.
- e) The Hospital further agrees to pay employees an amount equal to any **loss** of benefits under **HOODIP** for the first two (2) days of the fourth and subsequent period of absence in any calendar year."

- (f) Any dispute which may arise concerning an employee's entitlement to any benefits referred to in Article 13.01, including HOODIP and equivalents, may be subject to the grievance and arbitration under the provisions of this collective agreement.
- (g) A copy of the current HOODIP plan text **or**, where applicable, the master policy of the current HOODIP equivalent, shall be provided to the Union.
- (h) The Hospital shall pay the full cost of any medical certificate required of an employee."

Note: Provisions 13.c)(3) and 13.c)(4) shall apply for the short and long-term disability plan to those employees in the full-time Collective Agreements who are now on an accumulating sick leave plan. Any Medical/Dental Care provisions currently in the agreement shall be removed.

### 13.01 - Sick Leave

The following provision will appear in all collective agreements where WCB top-up now exists, and where the hospital does not now have HOODIP, or does not transfer to HOODIP under the above transfer provision, replacing any provision related to WCB top-up that existed in the hospital's expiring collective agreement:

"Where an employee is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, the Hospital, on application from the employee will utilize the employee's accumulated sick leave credits to supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits. Where a WCB top-up is currently provided from general revenue, it will be provided on the same basis except that it will continue to be provided from general revenue."

### 13.02 Injury Pay

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

**13.03 - Payroll Deduction for Union Sponsored LTD Plan**

The following provision will appear in all collective agreements that do not provide for HOODIP or equivalent, replacing any provision related to payroll deduction for union sponsored LTD plan that existed in the hospital's expiring collective agreement:

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

**13.04 - Payment Pending Determination of WCB Claims**

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

**ARTICLE 14 - HOURS OF WORK**

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

The standard work day for all employees shall be seven and one-half (7 1/2) hours exclusive of a half (1/2) hour unpaid meal break, and the standard work week shall be thirty seven and one half (37 1/2) hours. The meal period shall be uninterrupted period except in cases of emergency.

The Hospital does not guarantee to provide work for the normal number of working hours, or for any other hours.



14.02 - Rest Periods

"The Hospital will schedule one fifteen (15) minute rest period for each full scheduled half shift."

14.03 - Additional Rest Periods

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

ARTICLE 15 - PREMIUM PAYMENT

15.01 - Definition of Regular Straight Time Rate of Pay

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

15.02 - Definition of Overtime

Any provision related to the definition of overtime hours that existed in the hospital's expiring collective agreement, will be continued as Article 15.02.

15.03 - Overtime Premium and No Pyramiding

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

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

15.04 - Time Off in Lieu of Overtime

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

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Hospital

shall revert to payment of premium rate if time off is not taken within sixty (60) calendar days."

#### 15.05 - Reporting Pay

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

#### 15.06 - Call-Back

"Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half (1-1/2) their regular hourly earnings. Superior provisions shall remain."

#### 15.07 - Standby

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

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

#### 15.08 - Temporary Transfer

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

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

5.09 - f and V : P im

"Employees shall be paid a shift premium of forty-five cents (45¢) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours. The same forty-five (45¢) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties."

ARTICLE 16 - HOLIDAYS16.01 - Number of Holidays

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

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

16.02 - Definition of Holiday Pay and Qualifiers

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

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

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

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

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

"If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-½) her regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.04. In addition, if the employee qualifies in accordance with Article 16.02 above the employee will receive a lieu day off with pay in the amount of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

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

**16.04 - Payment for Working Overtime on a Holiday**

"Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday, such employee shall receive twice (2x) his regular straight time hourly rate for such authorized overtime."

**ARTICLE 17 - VACATIONS****17.01 - Full-Time Vacation Entitlement. Qualifiers and Calculation of Payment**

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

An employee who has completed two (2) years but less than five (5) years of continuous service shall be entitled to three (3) weeks annual vacation, with pay.

An employee who has completed five (5) years but less than fifteen (15) years of continuous service shall be entitled to four (4) weeks annual vacation, with pay.

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

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

Vacation pay shall be calculated on the basis of the employee's regular straight time rate of pay times their normal weekly hours of work, subject to the application of Article 9.04, Effect of Absence."

17.02 - Work During Vacation

"Should an employee who has commenced his scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1 ½) times his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked."

17.03 - Illness During Vacation

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

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

The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits."

17.04 - Bereavement During Vacation

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

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

**ARTICLE 18 - HEALTH & WELFARE****18.01 - Insured Benefits**

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

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums is paid by the employee through payroll deductions. Vision care maximum \$90.00 every 24 months and hearing aide allowance \$500.00 lifetime maximum.
- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September 28, 1993 or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deductions.
- (d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan in effect as of September 28, 1993 or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premiums are paid by the employee through payroll deduction.
- (e) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental

benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.

The early-retired employee's share towards the billed premium of the insured benefit plans will be deducted from his or her monthly pension cheque.

- (f) A copy of all current master policies of the benefits referred to in this Article shall be provided to the Union."

### 18.02 Change of Carrier

"It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Hospital shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein."

### 18.03(a) - Pension

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

### Article 18.03(b) Retirement Allowance

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

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of **26** weeks' salary, and, in

addition, full-time employees shall receive a single lump-sum payment equivalent to \$1,000 for each year less than age 65 to a maximum of \$5,000 upon retirement."

## ARTICLE 19 - HEALTH & SAFETY

### 19.01 - Protective Footwear

"Effective January 1, 1989 and on that date for each subsequent calendar year, the Hospital will provide \$35 per calendar year to each full-time employee who is required by the Hospital, to wear safety footwear during the course of his duties. The employees who will be required to wear safety footwear will be negotiated locally and set out in the Local Provisions Appendix.

Note: The existing central language designating the classifications of employees which are deemed to require appropriate safety footwear shall be transferred to the local appendix,"

## ARTICLE 20 - COMPENSATION

### 20.01 (a) - Job Classification

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

**When** the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a



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

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

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

#### **20.01(b) - Job Descriptions**

"A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification which is covered by terms of this collective agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01 (a) above."

#### **20.02 - Job Classification (NEW)**

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

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

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

**20.03 - Promotion to a Higher Classification**

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

**20.04 - Wages and Classification Premiums**

Provisions under these headings shall remain unchanged and are repeated as 20.04, except to the extent that the Wage Schedule referred to in the Hospital's expiring collective agreement shall be adjusted and retroactivity shall be paid in accordance with the implementation Agreement dated June 11, 1997.

**ARTICLE 21 - HOSPITAL OPERATING PLAN**

- "(a) The Union's representative(s) will be included in the consultation and planning process from the early phases of the operating plan development to its final stages of completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to an operating plan which has been approved by the Ministry of Health, the Hospital agrees that revisions to the operating plan will be carried out in consultation with the Union.



- (c) In furtherance of the foregoing, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to the operating plan, or to any other restructuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at his or her regular or premium rate as may be applicable."

## ARTICLE 22 - DURATION

### 22.01 -Term

"This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the termination ~~date of September 28, 1995.~~ Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining."

### 22.02 - Central Bargaining

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

It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating committees respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures that may be determined by mutual agreements between the central negotiating committees referred to above. For such purposes, it is further understood that the central negotiating committees will meet during

the sixth month prior to the month of termination of this Agreement to convey the intentions of their principals as to possible participation in central negotiations, if any, and the conditions for such central bargaining."

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_ 1997.

**FOR THE LOCAL UNION**

**FOR THE HOSPITAL**

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APPENDIX OF LOCAL ISSUES

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

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

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

**LOCAL PROVISIONS APPENDIX****ARTICLE 22 - RECOGNITION**

- 22.01 - The Hospital recognizes the Union as the exclusive collective bargaining agent for all lay employees of St. Joseph's General Hospital in Peterborough, save and except professional medical staff, graduate nursing staff, under-graduate nurses, graduate pharmacists, under-graduate pharmacists, graduate dietitians, student dietitians, technical personnel, supervisors, foremen, persons above the rank of supervisor or foreman, chief engineer, office staff, persons regularly employed for not more than twenty-four (24) hours per week, including those so employed regularly but engaged on a temporary or interim basis for more than twenty-four (24) hours per week.

**ARTICLE 23 - RIGHTS AND FUNCTIONS OF THE HOSPITAL ADMINISTRATION**

- 23.01 - The Union acknowledges that it is the exclusive function of the Hospital Administration to:
- a) Maintain order, discipline and efficiency;
  - b) Hire, discharge, direct, transfer, classify, promote, demote or discipline employees, provided that a claim of discriminatory classification, promotion, demotion or transfer, or a claim that an employee has been discharged or disciplined without just cause may be the subject of a grievance and dealt with as hereinafter provided;
  - c) Generally to manage the Hospital.

**ARTICLE 24 - CHECK-OFF OF UNION DUES**

- 24.01 - Every employee currently employed by the Hospital in a position covered by this Collective Agreement shall, as a condition of employment, contribute each calendar month an amount equal to the current monthly dues.
- 24.02 - Every employee commencing employment with the Hospital in a position covered by this Agreement, shall as a condition of employment, contribute to the Union, by payroll deduction to commence with the check off next following his date of employment.

24.03 - The Hospital shall remit the total of all deductions to the Treasurer of the Union by the fifteenth of each month.

24.04 - Address and Telephone Numbers

The Hospital will provide the Union with a **list of** addresses in both the full-time and part-time bargaining units within **30** days of this award and every April 1st thereafter unless an employee notifies the employer in writing that **he/she** does not wish that **his/her** address be made known to the Union.

ARTICLE 25 - UNION COMMITTEES AND STEWARDS

25.01 - Negotiating Committee

The Hospital acknowledges the right of the Union to appoint or select a Negotiating Committee of not more than six (6) employees from full-time and/or part-time bargaining units, one **of** whom shall be the President of the Local (reference Article 6.03).

25.02 - Grievance Committee

The Hospital acknowledges a Grievance Committee of three (3) members from among the stewards. One (1) shall be the Chairman or Chief Steward, one (1) shall be a permanent member and the third member shall be the steward representing the department in which the grievance originated (reference Article 6.06).

25.03 - **In** view of the foregoing, it is mutually agreed that an employee will not be eligible to serve as a steward, or as a member of either of the Committees until he has completed his probationary period.

25.04 - Not more than six (6) employees at any one time and normally not **more** than one (1) employee from one (1) Department/Unit will be granted leave for any one (1) period of time.

All of such leave shall not exceed a total of ninety (90) working days in any one (1) calendar year. (Reference Article 12.02)

25.05 - Union Meeting Space

The Hospital shall provide sufficient meeting space to allow the Local Union to hold its monthly meetings on the hospital premises, provided such space is available.

ARTICLE 26 - SENIORITY

26.01 - Seniority List

A seniority list of all employees covered by this Agreement shall be posted in January and June each year. This list shall show names, positions, and date upon which the employee last commenced employment with the Hospital in a position covered by this Agreement, save and except as may be necessary to give effect to 9.07. Copies of the seniority list will be posted on all bulletin boards and one (1) copy will be supplied to the Union.

One (1) copy of such seniority list shall be posted on a seniority board which shall be accessible to all employees at all times.

26.02 - The effective date referred to in Articles 9.06 and 9.07 (Transfer of Seniority and Service) is April 2, 1985.

ARTICLE 27 - RETIREMENT AGE AND PHYSICAL HANDICAP

27.01 - The normal retirement age shall be sixty-five (65). Upon notifying the Union, the Hospital may, however, at its sole discretion, continue to employ, on a month-to-month basis, any person after he has attained retirement age, at an occupation and at a rate of pay which takes into consideration the ability and physical and mental condition of the employee.

An employee who becomes physically and/or mentally handicapped prior to reaching retirement may continue to be employed by the Hospital at an occupation and at a rate of pay which takes into consideration the ability and physical and mental condition of such employee.

The schedule of wages set out in Article 20.03 of the Agreement shall not apply to employees retained after retirement age is reached, or employees who become physically and/or mentally handicapped prior to reaching retirement age.



In the event that the Hospital does set a rate for such an employee, the Hospital shall notify the Union and, upon request, meet to discuss the matter. If, as a result, the rate is alleged to be arbitrary or discriminatory, the employee may grieve.

27.02 - Modified Work

- a) The Hospital will notify the Local Union of the names of any employees represented by the Union who are off work as a result of a work-related injury.

The Hospital agrees to provide the employee with a copy of Workers' Compensation Board 7 at the same time it is sent to the W.C.B.

- b) When it is medically determined that an employee is unable to return to the full duties of his or her position because of disability, the Hospital will meet with the National Representative and a representative of the Local Union to discuss the circumstances surrounding that employee's return to suitable work.

ARTICLE 28 - SICK LEAVE

28.01 - After five (5) years of continuous service with the Hospital, in a position covered by this Agreement, an employee, on termination, will receive a cash settlement of 50% of his unused sick leave bank up to a maximum of sixty (60) days. Such settlement shall be based on his current regular straight time rate of pay.

28.02 - An employee who is booked for elective surgery shall give his Department Head at least one (1) month's notice, where possible, of the date for which he is booked for such elective surgery.

28.03 - Employees who have been absent from work due to illness will be required to advise the Hospital a minimum of twelve (12) hours in advance of the time they plan to return to work to afford the Hospital the opportunity of cancelling relief.

28.04 - Further to Article 28.01, the Hospital will provide a yearly individual status report where applicable. This report will indicate the number of hours of unused sick leave bank time,

ARTICLE 29 - GENERAL

29.01 - Proper Accommodation

Every reasonable effort will be made by the Hospital to provide proper accommodation for employees to have their meals and keep their clothes.

29.02 - Bulletin Boards

The Hospital shall provide four (4) bulletin boards upon which the Union shall have the right to post notices of meetings and such other items as may be of interest to the employees.

These boards will be located:

- a) Outside the employees' locker rooms on the basement floor of the "D" Wing in the north end of the corridor, and
- b) At the eastern entrance to the main kitchen on the ground floor of the "A" Wing, and
- c) In the cafeteria.
- d) In the Staff Lounge in the Surgical Suite.

Notices posted on these boards by the Hospital **shall be** deemed to have been posted within the meaning and provisions of this Agreement.

29.03 - Uniforms

Where the Hospital requires an employee to be in uniform, such uniforms will be supplied and laundered by the Hospital. The Executive Director may issue rules and regulations relating to the number of issue, their return and their care by the employees.

29.04 - General

Where the word "Executive Director" appears, it is understood that his designated representative **may** be submitted in lieu thereof.

**29.05 - Pay Days**

Pay periods will be two (2) weeks duration, terminating with **the** tour commencing prior to **2359** hours every second Sunday. Pay for this period will be issued from **1300** hours the following Thursday.

Effective the date of ratification of this agreement, the direct deposit system **will** be mandatory for all employees.

The Hospital will not charge a fee for direct deposit.

**29.06 -** When an employee submits a written request for vacation days or paid holidays, the Hospital shall answer the request, in writing, within ten (10) days. NOTE: This does not pertain to vacations referred to in Article **31.05**.

**29.07 -** In accordance with the provisions of Article **14** relative to meal and rest periods, those employees working on the night shift will be allowed to use such periods to relax in an area on the unit.

**ARTICLE 30 - HOURS OF WORK AND WORKING CONDITIONS**

**30.01 -**

- (a) The hours and days of work **for** each employee shall be posted in an appropriate place at least four (4) weeks in advance. Once posted, the shift schedule shall not be changed without the agreement of the employee. There will be no split shifts. No employee shall be compelled to work more than seven (7) consecutive days unless otherwise mutually agreed.
- (b) **If** the Hospital cancels a shift, at least sixteen (16) hours notice will be given. If less than sixteen (16) hours notice is given, the employee will be paid at the rate of time and one half (1 1/2) their regular straight time rate of pay for an equal number of hours **on** their next shift worked.
- (c) Employees who work greater than three (3) hours overtime shall be provided with a meal or four dollars (\$4.00) if the employer is unable to provide a meal.
- (d) Shift shall be defined as seven and one half (7 1/2) hours. Tours and shifts shall be deemed to have the same meaning.

### 30.02 - Time Off Between Shifts

When an employee is required to change shifts, sixteen (16) hours shall be allowed between shifts. If, however, an employee is required to report on a second shift less than sixteen (16) hours after finishing the first shift, the employee shall be paid at overtime rates for the period worked before the sixteen (16) hour time allowed for shift change has expired.

Failure to provide sixteen (16) hours as stated above will not result in payment of overtime rates for the full time Dietary Relief positions.

### 30.03 - Days Off

The Hospital will make every reasonable effort to schedule days off for employees on the basis of two (2) at each time.

In scheduling shifts the Hospital will schedule so as to provide a minimum of one (1) weekend off in every two (2) week period. Where every other weekend is not granted, time worked shall be paid at the rate of time and one half (1 1/2). This provision does not preclude arrangements to work more frequent weekends by mutual agreement between the Hospital and the Union, nor is it intended to exclude existing schedules which provide for every Saturday and Sunday off,

Employees shall be allowed the trading of days off with another employee of their own status with the consent of the Department Head. Such mutual exchange would not require the Employer to pay overtime rates of pay. Such mutual exchange shall be in writing. Such request will not be unreasonably withheld.

### 30.04 - Notice of Change of Shift

- a) The Hospital will afford the employees engaged on shift work at least forty-eight (48) hours notice in advance of assignment to a different shift. Where **less** than forty-eight (48) hours notice is given, such notice of assignment to a different shift shall only be made with the written consent of the employee. Where the employee is absent from the Hospital for the forty-eight (48) hour period to the shift change the employee shall be given actual notice of the change.
- b) The Hospital agrees there will be no arbitrary **or** discriminatory assignment of personnel in the nursing services (i.e. orderlies, registered nursing assistants, ward aides) to particular shifts. It is recognized,

however, by both parties, that the Hospital must be efficiently staffed at all times and, therefore the above commitment will in no way preclude the employment of personnel who would be unavailable at other than particular times and cannot be replaced.

**30.05 -** When an employee is called to work at a time that prevents him from reporting at the start of a regularly scheduled shift, and such employee reports **for** work, he shall be paid regular straight time rate of pay for all time from the start of the regularly scheduled shift to the time the employee reports for work up to a maximum of one and one half (**1 1/2**) hour.

Note: This clause does not apply to those situations where the applicable premium rate of pay is provided, i.e. Article **15.06**.

**ARTICLE 31 - PAID HOLIDAYS AND VACATION SCHEDULING**

**31.01 - Paid Holidays**

The following holidays shall be observed by the Hospital:

- |                             |                     |
|-----------------------------|---------------------|
| 1. New Year's Day           | 7. Civic Holiday    |
| 2. The second Monday in Feb | 8. Labour Day       |
| 3. Good Friday              | 9. Thanksgiving Day |
| 4. Easter Monday            | 10. Remembrance Day |
| 5. Victoria Day             | 11. Christmas Day   |
| 6. Canada Day               | 12. Boxing Day      |

When an employee is required to work **on** a holiday, he will be afforded a lieu day in accordance with the following schedule:

Between	Number of days of leave of absence with pay
January <b>1</b> and March <b>15</b>	2 days
March <b>16</b> and May <b>15</b>	2 days
May <b>16</b> and June <b>30</b>	1 day
July <b>1</b> and September <b>1</b>	2 days

September 2 and November 2	2 days
November 3 and December 31	3 days
Total:	12 days

Lieu days not taken in accordance with the above schedule will be paid on the pay period next falling, with the exception of Christmas Day and Boxing Day.

**31.02 -** In order to qualify for payment for a holiday, an employee must work his last scheduled shift immediately prior to the holiday and his first shift immediately following the holiday, unless excused by the Hospital because of illness.

**31.03 -** The wishes of the employees shall be considered by the Hospital in scheduling lieu days off. However, in the event of the employee's wishes conflicting with the efficient operation of the Hospital, the Hospital's decision shall govern. Such decision shall be determined in a reasonable manner.

**31.04 -** AH employees shall be entitled to either Christmas Day or New Year's Day off. In addition, the Hospital will make every reasonable effort, where possible, to schedule at least five (5) consecutive days off. In the event of a conflict between two (2) or more employees in the same department, seniority shall govern.

Where scheduling allows for additional unpaid time off during Christmas or New Year's, this time will be distributed as equitably as possible between full time and part time employees.

It is further agreed that no employee shall be required to work two (2) consecutive Christmas Days or two (2) consecutive New Year's Days.

The Hospital will endeavour to allow each employee who is scheduled off either Christmas Day or New Year's Day, to be scheduled off the evening and/or the night shift prior to the holiday.

**31.05** Vacation Scheduling

Vacation entitlement may be taken in whole or part, however, in determining vacation periods of two (2) weeks duration during the months of July and August, seniority within the Department or unit will apply. In determining vacation periods in excess of two (2) weeks duration during

the period from September 1 to June 30 of the following year, seniority within the Department or unit will apply.

**ARTICLE 32 - STEWARDS**

The Union **shall** have the right to appoint or otherwise select stewards as follows:

Engineers, Maintenance, Receiving and Storekeeping	1
Kitchen and Cafeteria	3
Housekeeping Staff	3
Nursing Staff	8
Diagnostic Imaging, Physiotherapy and Day Hospital	1

The Union shall notify the Hospital of the names of stewards as soon as they are appointed and subsequently inform the Hospital forthwith of any changes in **the** steward appointments (reference Article 6.05).

**ARTICLE 33 - RPN SKILL UTILIZATION**

- 33.01 (a) The Hospital undertakes to encourage Registered Practical Nurses (**RPN's**) to upgrade their skills to the present level of those being acquired by the graduating **RPN's**. Further, the Hospital will, where practicable, encourage and permit the utilization of the upgraded skills.
- (b) Should the Hospital require those skills on the work units, the Hospital **will** pay for attendance at such training at regular wages and will also pay for tuition and materials.

**ARTICLE 34 - WASH UP TIME**

- 34.01 In areas where there is a sterile working environment, employees will be allowed, subject to **the** exigencies of patient needs, five (5) minutes at the

start and five (5) minutes prior to the end of each shift for clean up/wash UP-

ARTICLE 35 - VIOLENCE IN THE WORKPLACE

**35.01** The parties recognize that employees may be exposed to unwanted behaviour from others in the workplace and that such behaviour may result in injury and/or emotional distress to an employee.

The Hospital agrees to continue its development of explicit policies and procedures to deal with such situations and shall submit such policies to the Joint Occupational Health and Safety Committee for review.

The Joint Occupational Health and Safety Committee shall concern itself with those matters and shall make such recommendations as it deems appropriate.



**LETTER OF INTENT**

**The parties agree that:**

- a) the Hospital and the Union will share equally, the cost of printing a renewal Collective Agreement.**
- b) the format and the Printer shall be mutually agreed upon by both parties.**

LETTER OF INTENT

The parties agree to the following relative to approved leave of absence for Union business:

- a) effective April 1, 1989, salary and applicable benefits will be maintained by the Hospital during approved leave of absence for Union business.
- b) the Local agrees to reimburse the Hospital in the amount of the daily rate of the employee.
- c) the Hospital will invoice the Local on a bi-monthly basis.

**NOTE:** This only applies to leaves of absence under Article 12.02 "Union Business".

**LETTER OF INTENT**

**The Parties agree that; the Hospital will provide, maintain and replace as necessary any tools required to carry out an employee's duties, such tools to be the property of the Hospital.**

**Employees will not be required to provide tools on the job. This Agreement will be effective April 1, 1990.**

**LETTER OF INTENT**

**The parties agree to the following relative to Labour-Management Committee Meetings (refer to Article 6.02):**

**These meetings will occur on a bi-monthly basis and the Chair and the Secretary roles will be shared between the Parties on an alternating basis.**

LETTER OF UNDERSTANDING

BETWEEN

SAINT JOSEPH'S GENERAL HOSPITAL  
PETERBOROUGH, ONTARIO

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 243

The parties hereby agree, further to Articles 9.04 (P.T.) and 9.05 (F.T.), Job Posting, as follows:

(a) 9.04 (P.T.) 9.05 (F.T.)

When a permanent vacancy occurs within **the** bargaining unit or a new position within the bargaining unit is established, **the job** posting shall describe the nature of the position; required knowledge, education, ability and skill; wage rate or wage range and applicable hours of work.

(b) 9.05 (F.T. only)

**In** accordance with existing practice, when a full time **vacancy** occurs in either the Housekeeping or Dietary Departments, unilateral moves **based** on department seniority will be allowed with the resulting **full** time vacancy being posted as **per** (a) above. This practice will continue until such time as either department schedules **full** time staff on a rotating basis.

DATED AT PETERBOROUGH, ONTARIO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 1991.

FOR THE UNION

FOR THE HOSPITAL

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\_\_\_\_\_  
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LETTER OF INTENT

The parties agree that a modified return to work program shall be addressed through a joint committee comprised of representatives of CUPE, Local 243 and the Hospital. The other employee groups in the Hospital **will** be invited to join.

Recognizing its responsibilities under the applicable legislation, such committee will draft principles, policies and procedures regarding the return to work of an injured employee. Such meetings shall be convened forthwith.

Specific cases regarding the return to work of an injured CUPE worker to a modified position, where appropriate, will **be** addressed on an ad hoc basis by the Labour/Management Committee of CUPE Local 243 and the Hospital.

**LETTER OF INTENT**

**Re: Certified Worker**

The Hospital agrees to endorse the CUPE member of the Joint Health & Safety Committee as the "Certified Worker" (under the Occupational Health & Safety Act) subject to:

- a) the support of the balance of the non-management members of the Joint Health & Safety Committee, and
- b) any final amendments to the Occupational Health & Safety Act

LETTER OF AGREEMENT  
between  
ST. JOSEPH'S HOSPITAL & HEALTH CENTRE  
and  
CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 243

**RE: ACCUMULATED SICK TIME**

The parties agree that an employee may make a one time election to redeem accrued sick-time accumulated prior to the introduction of HOODIP for cash payment calculated at fifty (50%) percent of accrued banked hours at an employee's current hourly rate of pay to a maximum of sixty (60) days.

Employees will be advised by memo of this one-time option and will have until April 15th, 1996 to respond. A lack of response will indicate that no pay-out is desired. Responses must be hand delivered to the Human Resource Department. If an employee chooses to receive a pay-out, the pay-out shall be made over three (3) years as follows:

No later than May 31st, 1996 - one-third (1/3) of total accumulated sick-time.

No later than May 31st, 1997 - one-third (1/3) of total accumulated sick-time.

No later than May 31st, 1998 - one-third (1/3) of total accumulated sick-time.

Such pay-outs shall be made on a separate check and shall not be included in an employee's regular pay.

Dated this \_\_\_\_\_ day of December, 1995

For the Employer

For the Union

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