

SOURCE <i>Wages</i>	<i>Hosp.</i>	
EFF.	<i>89</i>	<i>09 29</i>
TERM.	<i>91 09 28</i>	
No. OF EMPLOYEES	<i>62</i>	
NOMBRE D'EMPLOYES	<i>D.S.</i>	

FULL-TIME

COLLECTIVE AGREEMENT

between

THE DOCTORS HOSPITAL

(hereinafter called the "Hospital")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1474

(FULL-TIME OFFICE AND CLERICAL UNIT)

Expires: September 28, 1991

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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	1
3.01	No Discrimination	1
ARTICLE 4 -	STRIKES & LOCKOUTS	2
ARTICLE 5 -	UNION SECURITY	2
5.01	T4 Slips	2
5.02	Notification to Union	2
5.03	Employee Interview	2
5.04	No Other Agreements	2
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	3
6.04	Central Bargaining Committee	4
6.05	Union Stewards	4
6.06	Grievance Committee	5
ARTICLE 7 -	GRIEVANCE & ARBITRATION PROCEDURE	5
ARTICLE 8 -	ACCESS TO FILES	9
8.01	Access to Personnel File	9
8.02	Clearing of Record	9

<u>ARTICLE</u>		<u>PAGE NUMBER</u>
ARTICLE 9 - SENIORITY		9
9.01	Probationary Period	9
9.02	Definition of Seniority	9
9.03	Loss of Seniority	10
9.04	Effect of Absence	10
9.05	Job Posting	11
9.06	Transfer & Seniority Outside the Bargaining Unit	12
9.07	Transfer of Seniority & Service	13
9.08	Notice of Layoff	13
9.09	Layoff and Recall	14
9.10	Benefits on Layoff	15
9.11	Technological Change	15
ARTICLE 10 - CONTRACTING OUT		16
ARTICLE 11 - WORK OF THE BARGAINING UNIT		16
11.01	Work of the Bargaining Unit	16
11.02	Volunteers	16
ARTICLE 12 - LEAVES OF ABSENCE		16
12.01	Personal Leave	16
12.02	Union Business	17
12.03	Full-Time Position with the Union or Full-Time Public Office	17
12.03 (a)	Full-Time Position with the Union	17
12.03 (b)	Leave for OCHU President	18
12.04	Bereavement Leave	18
12.05	Jury & Witness Duty	18
12.06	Maternity Leave	19
12.07	Adoption Leave	20
12.08	Education Leave	22
ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY		22
13.01	Sick Leave	22
13.02	Injury Pay	22
13.03	Payroll Deduction for Union Sponsored LTD Plan	22

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
ARTICLE 14 - HOURS OF WORK	23
14.01 Daily & Weekly Hours of Work	23
14.02 Rest Periods	23
14.03 Additional Rest Periods	23
 ARTICLE 15 - PREMIUM PAYMENT	 23
15.01 Definition of Regular Straight Time Rate of Pay	23
15.02 Definition of Overtime	23
15.03 Overtime Premium & No Pyramiding	23
15.04 Time Off in Lieu of Overtime	23
15.05 Reporting Pay	24
15.06 Call-Back	24
15.07 Standby	24
15.08 Temporary Transfer	24
15.09 Shift Premium	24
 ARTICLE 16 - HOLIDAYS	 25
16.01 Number of Holidays	25
16.02 Definition of Holiday Pay & Qualifiers	25
16.03 Payment for Working on a Holiday	25
16.04 Payment for Working Overtime on a Holiday	26
 ARTICLE 17 - VACATIONS	 26
17.01 Full-Time Vacation Entitlement, Qualifiers & Calculation of Payment	26
17.02 Work During Vacation	26
17.03 Illness During Vacation	26
 ARTICLE 18 - HEALTH & WELFARE	 27
18.01 Insured Benefits	27
18.02 Change of Carrier	28
18.03 Pension	28
 ARTICLE 19 - HEALTH & SAFETY	 28
19.01 Health & Safety Committee	28
19.02 Protective Footwear	29

ARTICLE

PAGE NUMBER

ARTICLE 20 - COMPENSATION 29

- 20.01 Job Classification 29
- 20.02 Promotion to a Higher Classification 30
- 20.03 Wages & Classification Premiums 30

ARTICLE 21 - DURATION 30

- 21.01 - TERM 30
- 21.02 - CENTRAL BARGAINING 31
- SIGNING PAGE 31
- APPENDIX OF LOCAL ISSUES 33

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE NUMBER</u>
ARTICLE A	RECOGNITION	32
ARTICLE B	MANAGEMENT RIGHTS	32
ARTICLE C	UNION SECURITY	33
ARTICLE D	CONSTITUTION OF LOCAL BARGAINING AND GRIEVANCE COMMITTEE	33
D.01	Grievance Committee	33
D.02	Negotiating Committee	33
ARTICLE E	SENIORITY LISTS	34
ARTICLE F	SICK LEAVE ADMINISTRATION	34
ARTICLE G	HOURS OF WORK SCHEDULING	35
ARTICLE H	DISTRIBUTION OF OVERTIME	36
ARTICLE I	MEAL ALLOWANCE	36
ARTICLE J	DESIGNATION OF SPECIFIC HOLIDAYS	36
ARTICLE K	VACATION SCHEDULING	37
ARTICLE L	JOB DESCRIPTIONS	38
ARTICLE M	UNIFORMS	38
ARTICLE N	TRANSFER TO A LOWER PAYING CLASSIFICATION	38
ARTICLE O	GENERAL	38
O.01	Meaning of Term "Supervisor"	38
O.02	Bulletin Boards	38
O.03	Equal Pay	38
O.04	Printing	38
O.05	Correspondence	38
O.06	Job Postings	39
O.07	Employee Rights	39
O.08	Employee Information	39
APPENDIX II	WAGE SCHEDULE "A"	49

ARTICLE 1 - PREAMBLE

1 - 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. 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 DISCRIMINAT

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.

3.01 - NO DISCRIMINATION (con't)

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 / 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 also 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.

6.03 - LOCAL BARGAINING COMMITTEE (con't)

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, 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 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.

6.05 - UNION STEWARDS (con't)

, 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. 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.

7.07 (con't)

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

No written notice of censure shall be maintained in an employee's file for more than twelve months providing no similar offence was committed during this period.

ARTICLE 9 - SENIORITY

9.02 - PROBATIONARY PERI

A new employee will be considered on probation until he has completed forty-five 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 calendar months.

Upon completion of the probationary period he shall be credited with seniority equal to forty-five 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 - ON 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 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

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she is participating for the period of absence, except that the Hospital will continue to pay its share of the premiums for up to eighteen (18) months while an employee is in receipt of W.C.B. benefits. Effective October 20, 1990, the Hospital will continue to pay its share of the premiums for the initial seventeen (17) weeks from the commencement of the leave while an employee is on maternity or adoption leave. Effective October 20, 1990, service shall accrue for the initial seventeen (17) weeks from the commencement of the leave if an employee is on maternity or adoption leave.

9.04 - EFFECT OF ABSENCE (con't)

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 during maternity or adoption leave, or 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.

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.

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 considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with 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.

9.05 - JOB POSTING (con't)

The Hospital shall have the right to make a temporary appointment until such position procedure has been complied with and arrangements have been made to permit the person elected to fill the vacancy to be assigned to the job concerned.

There shall only be one posting with respect to each vacancy. The Hospital is not required to consider an employee who has been transferred as a result of this provision in the previous six months.

The notice of vacancy shall contain the following: Nature of position, required qualifications, ability and skills, the shift, and the salary for the classifications.

It is agreed that the Hospital has the right to fill temporary vacancies as stated elsewhere in the contract. Without nullifying these provisions the Hospital shall consider the following principles:

- (a) Temporary vacancies will not be posted.
- (b) Preference will be given to the senior employee providing he has the required skill and ability to fulfil the normal requirements of the positions.
- (c) The Hospital agrees that a temporary vacancy shall be one that is a duration of ninety days, or less except in the case of pregnancy **leave when the entire leave shall be** considered as a temporary vacancy. If the decision is to consider the vacancy permanent, normal posting procedures will be followed.

9.06 - TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT

Effective for employees transferred out of the bargaining unit subsequent to May 10, 1985:

- (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 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 he shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his return to the bargaining unit.
- (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 calendar months he shall accumulate seniority during the period of time outside the bargaining unit.

9.06 - TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT (con't)

Note: Employees outside the bargaining unit as of May 10, 1985 will be credited with whatever seniority they held under the collective agreement expiring September 28, 1984 should they be returned to the bargaining unit subsequent to May 10, 1985.

07 - TRANSFER OF SENIORITY AND SERVICE

Effective May 10, 1985 and for employees who transfer subsequent to May 10, 1985:

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 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 OF LAY-OFF

In the event of a proposed lay-off at the Hospital of a permanent or long term nature, the Hospital will:

- (a) Provide the Union with no less than 30 calendar days notice of such lay-off, and
- (b) Meet with the Union through the Labour Management Committee to review the following:
 - (i) the reason causing the lay-off
 - ii) the service the Hospital will undertake after the lay-off
 - iii) the method of implementation including the areas of cut-back and employees to be laid off.

In the event of a substantial bed cut-back or cut-back in service, the Hospital will provide the Union with reasonable notice. If requested, the Hospital will meet with the Union through the Labour-Management Committee to review the reasons and expected duration of the bed cut-back or cut-back in service, any realignment of service or staff and its effect on employees in the bargaining unit.

9.08 - NOTICE OF LAY-OFF (con't)

Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over other terms of lay-off in this agreement. Notice of lay-off shall be in accordance with the provisions of the Employment Standards Act.

9.09 - LAY-OFF AND RECALL

In the event of lay-off, the Hospital shall lay-off employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who then have the ability to perform the work.

An employee who is subject to lay-off shall have the right to either:

- (a) accept the lay-off; or
- (b) displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the employee originally subject to lay-off can perform the duties of the lower or identical classification without training other than orientation. Such employee so displaced shall be laid off.

Note: For purposes of the operation of clause (b), 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.

An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided he has the ability to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the Collective Agreement shall not apply until the recall process has been 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 was laid off shall have the privilege of returning to the position he held prior to the lay-off should it become vacant within six (6) months of being recalled.

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).

9.09 - LAY-OFF AND RECALL (con't)

The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.

Employees on lay-off 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 lay-off.

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.

9.10 - BENEFITS ON LAY-OFF

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 programmes, continue to pay the full premium cost of a benefit or benefits for up to three 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.

9.11 - OL 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.

9.10 - TECHNOLOGICAL CHANGE (con't)

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

ARTICLE 10 - 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. Contracting out to an employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off with similar terms and conditions of employment is not a breach of this provision.

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 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 fulfill 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

Upon application in writing by the Union on behalf of the employee of the Hospital, a leave of absence without pay shall be granted to such employee(s) elected to the position of the President 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 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 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 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.

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.

12.05 - JURY & WITNESS DUTY (con't)

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 - MATERNITY LEAVE

Maternity leave will be granted in accordance with the provision of the Employment Standards Act 1974, except where amended in this provision.

The service requirement for eligibility for maternity leave shall be 10 months of continuous service.

The employee shall give written notification one month prior to the commencement of the leave of her request for leave together with her expected date of return. At such time she shall also furnish the Hospital with her Doctor's certificate as to pregnancy and expected date of delivery.

An employee on maternity leave as provided under this agreement who is in receipt of Unemployment Insurance pregnancy benefits pursuant to Section 30 of the Unemployment Insurance Act, 1971, shall be paid a supplemental unemployment benefit.

That benefit will be equivalent to the difference between seventy-five per cent (75%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week unemployment insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The employee has the right to extend the maternity leave to six (6) months in total. Written notice by the employee to extend the maternity leave will be given at least two (2) weeks prior to the termination of the initially approved leave.

12.06 - MATERNITY LEAVE (con't)

This notice requirement will be shortened in circumstances where medical complications occur in the two (2) weeks prior to the termination of the initially approved leave.

It is understood that during a maternity leave 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, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted by the entire period of the absence. In addition, the employee will become responsible for full payment of subsidized employee benefits in which she is participating for the period of the absence.

Effective October 20, 1990, credits for service shall accumulate for the initial seventeen (17) weeks from the commencement of the leave while an employee is on maternity leave.

However, credit for seniority shall not be suspended but shall accumulate during such leave.

Effective October 20, 1990 the Hospital will continue to pay its share of the premiums of the subsidized employee benefits in which the employee is participating for the initial seventeen (17) weeks from the commencement of the leave while the employee is on maternity leave. After seventeen (17) weeks and subject to the provision of the master policies governing such plans, employees desiring to maintain such protection through the Employer shall be entitled to remit to the Employer such full premiums as fall due during the leave so as to insure continued coverage.

The employee shall reconfirm her intention to return to work on the date originally provided to the Hospital by written notification to be received by the Hospital at least two weeks in advance thereof.

Subject to any changes to the employee's status which would have occurred had she not been on maternity 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 - ADOPTION LEAVE

Where an employee with at least twelve (12) months of continuous service qualifies to adopt a child, such employee shall be entitled to a leave of absence without pay for a period of up to three (3) months duration or such greater time as may be required up to a maximum aggregate of six (6) months. Such employee 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.

12.07 - ADOPTION LEAVE (con't)

Effective on confirmation by the Unemployment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) plan, and effective October 20, 1990 an employee on leave as set out above who is in receipt of Unemployment Insurance adoption benefits pursuant to Section 20 of the Unemployment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five per cent (75) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week unemployment insurance waiting period, and receipt by the Hospital of the employee's Unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance adoption benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

It is understood that during an adoption leave 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, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted by the entire period of the absence. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she is participating for the period of the absence.

Effective October 20, 1990, credits for service shall accumulate for the initial seventeen (17) weeks from the commencement of the leave while an employee is on adoption leave.

However, credit for seniority shall not be suspended but shall accumulate during such leave.

Effective October 20, 1990 the Hospital will continue to **pay** its share of the premiums of the subsidized employee benefits in which the employee is participating for the initial seventeen (17) weeks from the commencement of the leave while the employee is on adoption leave. After seventeen (17) weeks and subject to the provisions of the master policies governing such plans, employees desiring to maintain such protection through the Employer shall be entitled to remit to the Employer such full **premiums** as fall due during the leave so as to insure continued coverage.

Subject to any changes to the employee's status which would have occurred had she not been on adoption leave, the employee shall be reinstated to her former duties, on the same shift in the same department, 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.

ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY

13.01 - SICK LEAVE

Sick leave will be granted on the following basis:

Effective date of signing, sick leave entitlement shall be accumulated at the rate of a day and one-half per month to a maximum of one hundred days. On completion of 45 worked days a permanent employee will be granted sick leave privileges for the period between forty-five worked days and the 1st of the month following three months service. Accrued credits of four and one-half days will be granted minus any **sick** leave paid for during the period of forty-five worked days and the 1st day of the month following three months of service.

Absence for sickness or accident compensable under the Workers' Compensation Act will not be charged against sick leave credits.

Preventive Medical and Dental Care

Employees may be allowed to use accumulated sick leave credits in order to engage in personal preventive medical health and dental care. Permission will not be unreasonably withheld provided adequate notice is given in advance. On request, employees will be required to provide proof of attendance for the preventive medical or dental care concerned.

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 - PAY DEDUCTION OR UNION & IRED LTD PLAN

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

ARTICLE 14 - HOURS OF WORK

14.01 - DAILY & WEEKLY HOURS OF WORK

The standard work day for all employees shall be seven and one-half hours exclusive of one-half hour unpaid meal break, and the standard work week shall be thirty-seven and one-half hours averaged over a four week period. The meal period shall be an uninterrupted period except in cases of emergency.

14.02 - REST PERIODS

The Hospital will schedule one fifteen minute rest period for each full half scheduled 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 A of the Collective Agreement.

15.02 - DEFINITION OF OVERTIME

Authorized work performed in excess of seven and one-half hours in a day or one hundred and fifty hours in a four week period or work performed on an employee's scheduled day of rest shall be paid for at the rate of one and one-half times the employee's regular straight time rate of pay.

15.03 - OVERTIME PREMIUM AND NO PYRAMIDING

The overtime rate shall be time and one-half the employee's straight-time hourly rate.

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 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 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 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 of one shift, the employee shall receive an allowance of \$3.00 for each shift from the time of the assignment. Effective September 20, 1990 the allowance shall be \$4.00.

15.09 - SHIFT PREMIUM

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.

ARTICLE 16 - HOLIDAYS

16.1 - 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.

03 - PAYMENT FOR WORKING ON A HOL

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 (1½) 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 his regular straight time hourly rate for such authorized overtime.

ARTICLE 17 - VACATIONS

**17.01 - FULL-TIME VACATION ENTITLEMENT, QUALIFIERS
AND CALCULATION OF PAYMENT**

Effective the anniversary date occurring on or after September 29, 1989, vacation entitlement shall be as follows:

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 (1½) 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.

17.03 - ILLNESS DURING VACATION (con't)

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.

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 enrollment 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 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 (as amended below) or comparable coverage with another carrier providing for \$10.00 (single) and \$20.00 (family) deductible, providing the balance of monthly premiums are paid by the employee through payroll deductions. Effective October 1, 1990, \$15 (single) and \$25 (family). In addition to the standard benefits, coverage will include vision care (maximum \$60.00 every 24 months) as well as a hearing aid allowance (lifetime maximum \$300.00 per individual). Effective October 1, 1990, vision care maximum \$90 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 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 50% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premiums are paid by the employee through payroll deduction. Effective October 1, 1990, the hospital's contribution to the Dental Plan will be 75%.

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 programmes contracted for and in effect for employees covered herein.

18.03 - PENSION

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

ARTICLE 19 - HEALTH & SAFETY

19.01 - HEALTH & SAFETY COMMITTEE

- (a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- (b) Recognizing **its** responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention Health & Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to cooperate reasonably in providing necessary information to enable the Committee to fulfill its functions.
- (e) Meetings shall be held every second month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) **Any** representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable.

19.01 - HEALTH & SAFETY COMMITTEE (con't)

- (j) The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
- (h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- (i) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

02 - 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, as delineated below, to wear safety footwear during the course of his duties.

The Hospital will require employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance
- 2) Grounds
- 3) Ambulance
- 4) Stores (only where frequently working in storage areas)
- 5) Portering (as determined by the Hospital) heavy carts on regular basis, e.g. linen carts, food wagons.

ARTICLE 20 - COMPENSATION

20.01 - 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.



20.01 - JOB CLASSIFICATION (con't)

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.

20.02 - PROMOTION TO A HIGHER CLASSIFICATION

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

20.03 - WAGES AND CLASSIFICATION PREMIUMS

See Appendix II

ARTICLE 21 - DURATION

21.01 - 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, 1991. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.

21.02 - 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 Toronto, Ontario, this 19 day of September 1991

FOR THE LOCAL UNION

Bruce Smith
[Signature]
[Signature]

FOR THE HOSPITAL

[Signature]

APPENDIX I - APPENDIX OF LOCAL ISSUES

ARTICLE A - RECOGNITION

- A.01** The Hospital recognizes The Canadian Union of Public Employees, Local 1474 as the sole and exclusive bargaining agent of all office and clerical employees of The Doctors Hospital in Toronto save and except supervisors, persons above the rank of supervisor, secretaries to the Vice President, Patient Services, President, Senior Vice President, Vice President, Chief of Staff and Medical Advisory Committee, Director, Human Resources, Interpreter, employees whose wages are funded by government grants, persons regularly employed for not more than twenty-four (24) hours per week, students employed during the school vacation period, and persons covered by subsisting collective agreements.

ARTICLE B - MANAGEMENT GH'

- B.01** The Union acknowledges that the management of the Hospital and the direction of the working forces are fixed exclusively in the Hospital and shall remain solely with the Hospital and without limiting the generality of the foregoing that it is the exclusive function of the Hospital to:
- (a) To maintain order, discipline and efficiency, to establish and enforce reasonable rules and regulations governing the conduct of the employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement, and to establish and enforce the necessary rules and regulations which will provide the maximum standard of protection for the buildings and equipment of the Hospital. Rules which pertain to the conduct and work of the employees will be forwarded to the Union prior to implementation, the basis of which are described in the Hospital's General Policy and Procedure Manual and the Emergency Procedures Manual.
 - (b) To hire, retire, direct, classify, discharge, schedule, transfer, promote, demote, layoff and recall and suspend and otherwise discipline employees provided that if an employee claims he/she has been discharged or disciplined without just cause, a grievance may be filed and dealt with in accordance with the grievance procedure.
 - (c) To determine the kinds and locations of machines and equipment to be used, the allocation and number of employees required from time to time and the standard of performance for all employees.
 - (d) Generally to operate the Hospital in a manner consistent with the obligations of the Hospital to the general public.
 - (e) The Hospital will not exercise its rights in an arbitrary or discriminatory manner or in a manner inconsistent with the provisions of this Agreement.

ARTICLE C - UNION SECURITY

- C.01.** The Hospital agrees during the term of this Collective Agreement to deduct from the wages of each employee in the bargaining unit, an amount equal to the monthly union dues as the Union may from time to time determine.
- C.02** The Union shall notify the Director, Human Resources of the Hospital, in writing of the amount of such regularly monthly dues.
- C.03** The total amount of such dues deducted shall be remitted to the Secretary Treasurer of the Union, not later than the fifteenth day of the month following the month for which the deduction was made. The deduction so remitted will be accompanied with a list of employees from whom deductions were made. The Human Resources Department shall provide, on a monthly basis, a list of employees paying dues for the first time, employees who have been terminated and all legal name changes.
- C.04** No such deduction shall be made from the employees until they have completed their probationary period, as set out in the Collective Agreement.
- C.05** The Union will save the Hospital harmless from any and all claims which may be made by the employees for amounts deducted from pay as herein provided.

ARTICLE D - CONSTITUTION OF LOCAL BARGAINING AND GRIEVANCE COMMITTEE

D.01 GRIEVANCE COMMITTEE

In order to provide an orderly procedure for the handling of grievances between the parties, the Union may appoint and the Hospital will recognize three employees: the President, one Steward, and one member from the bargaining unit as elected or appointed annually and whose function **shall** be to assist employees in the representation of their grievances. These employees shall constitute the Grievance Committee. The Union will notify the Hospital, in writing, of the names of the employees who constitute the Grievance Committee.

The Hospital recognizes the need for training and will sanction the appointment of an additional member to attend Grievance Committee meetings as an observer. The Union will notify the Hospital of the name of this trainee.

D.02 NEGOTIATING COMMITTEE

The Hospital will recognize a Negotiating Committee of three employees consisting of the President, and two employees from the bargaining unit.

- (a) The appointment of and recognition of three Stewards is conditional upon their being employees with full-time duties to perform.

D.02 NEGOTIATING C _____ (con't)

- (b) The Union will notify the Hospital, in writing, as changes occur of the names of the Stewards and the departments they represent.
- (c) The Hospital will notify the Union, in writing, of the names of the Department Heads and supervisory staff.

ARTICLE E - SENIORITY LISTS

E.01 The Hospital will provide the Union with a current seniority list as of the first day of January and July, showing the date of which each employee last commenced employment with the Hospital. Information with respect to the seniority of employees will be made available to the Union President or his designate in the Human Resources Department at any reasonable time.

ARTICLE F - SICK LEAVE ADMINISTRATION

F.01 (a) In order to qualify for Sick Leave Pay, the employee will notify his/her supervisor or designate, or phone in to the Administrative Supervisor in the Nursing Office in order for the Department Head to arrange for a replacement or to re-arrange the work schedule as follows:

- (i) Day Shift - at least one hour prior to start of shift.
- (ii) Afternoon shift - at least four hours prior to start of shift.
- (iii) Night Shift - at least four hours prior to start of shift.

NOTE: The above provisions may be waived due to extenuating circumstances.

- (b) If the employee will be away from **work** for more than one day due to illness, he/she must report every day unless his original doctor's certificate states he/she will be away for a longer duration.
- (c) Any employee who has been absent due to illness shall further be required to report his/her intention to return to work, naming a specific date before he/she actually returns.
- (d) Employees failing to report as stated shall not be entitled to any **sick** leave pay for that day.
- (e) **As** a condition of payment, the employee must on request present proof of illness.
- (f) When an employee is absent from work because of illness for three or more days, he/she shall report to Occupational Health Services upon returning to work, pursuant to the Public Hospitals Act.

F.02 Employees on duty requiring medical attention must first report to the Manager, Occupational Health Services or to the Emerg/OPD Department during times other than 8:00 a.m. to 4:00 p.m., Monday to Friday; and then may, at their option, report to the Hospital physician or their own personal physician. Prior to leaving the department or premises, the employee must inform his/her supervisor or designate.

- F.03**
- (a) Employees will be notified during the month of January of each year of the amount of sick leave days to their credit on the Hospital's records.
 - (b) **An** employee will be advised on application of the amount of sick leave accrued to his/her credit.

ARTICLE G - HOURS OF WORK - SCHEDULING

G.01 Subject to the efficient operation of the Hospital, the Hospital will endeavour to ensure that:

- (a) No employee will be required to work more than six consecutive days.
- (b) The Hospital will provide one weekend off in three and will endeavour to provide one weekend off in two. In the event a third weekend is worked by an employee, he/she shall be paid at the rate of one and one-half times his regular straight time rate of pay, unless the time worked on such third weekend was scheduled at the request of the employee. However, if the third consecutive weekend is worked at overtime rate the sequence of one in three (1 in 3) shall start over again.

G.02 No split shifts will be scheduled by the Hospital.

G.03 Working schedules shall be posted two (2) weeks in advance and cover a four (4) week period and no changes in posted working schedules will be made which will result in less than forty-eight (48) hours of notice unless such change is made at the request of the employee.

G.04 No overtime shall be paid under circumstances in which an employee's work schedule has been changed at the request of the employee in order to accommodate personal preferences.

The employee requesting this change in work schedule must give the Hospital reasonable notice of his/her intention to exchange shifts. This written notice must include an understanding signed by the other employee willing to exchange shifts, that no extra cost to the Hospital will be allowed. This will be subject to the approval of the Hospital.

G.05 (a) Subject to the efficient operation of the Hospital, the Hospital will endeavour to ensure employees will be granted a minimum of sixteen (16) hours off between shifts.

HOURS OF WORK - SCHEDULING (con't)

- (b) Premium pay for hours off between shifts, of less than sixteen (16) hours will be at the rate of one and one-half times the straight time hourly rate for all hours less than the required sixteen (16) hours on the following shift unless the change was at the request of the employee as per terms in Article G,04.

ARTICLE H - DISTRIBUTION OF OVERTIME

- H.01** The Hospital will endeavour to distribute overtime and standby time equitably amongst employees who are qualified to perform the available work and the employees shall be required to accept the overtime which is offered to them except in cases where an explanation is given by an employee that is reasonable to the employer. This request not to work overtime shall not be unreasonably denied provided that adequate services can be maintained by the department and reasonable attempts have been made to provide these services.

ARTICLE I - MEAL ALLOWANCE

- I.01** The Hospital agrees to provide a meal in the cafeteria to any employee required to work overtime extended for a period of three (3) hours or more. When cafeteria facilities are not available, the employee will be reimbursed with a \$5.00 meal allowance or cash. Effective September 29, 1990 the meal allowance will be \$6.00.

ARTICLE J - DESIGNATION OF SPECIFIC HOLIDAYS

- J.01** The parties agree, subject to qualifying conditions set forth in the Collective Agreement that there shall be provision for not more than twelve (12) holidays annually.

For the purpose of this Agreement the holidays shall be designated as follows:

- | | |
|-------------------------|--------------------------|
| (1) New Year's Day | (7) Thanksgiving Day |
| (2) Good Friday | (8) Christmas Day |
| (3) Victoria Day | (9) Boxing Day |
| (4) Canada Day | (10) Floating Holiday |
| (5) Civic Holiday | (11) Floating Holiday |
| (6) Labour Day | (12) Floating Holiday |

- (a) The Floating Holidays are defined in and shall be used according to the Hospital's Human Resources Policy and Procedure Manual.

- J.02** If a designated holiday is observed during an employee's vacation period or on his/her regular day off, he/she shall be granted a lieu day off on a date to be selected by agreement between the employee and the Department Head. He/she shall be paid at the prescribed rate providing that he meets the requirements of Article 16.02.

J.03 It is understood that the scheduling objectives may be waived between December 15th and January 15th, so that all employees will receive not less than four consecutive days off at either Christmas or New Year's.

J.04 Any additional day off in lieu of a designated holiday as prescribed in Article 16.03 or J.02 will be scheduled at a time which is mutually agreeable to the employee and his/her Department Head. This lieu day shall be taken within 30 calendar days whenever possible.

ARTICLE K - VACATION SCHEDULING

K.01 Vacation days may be taken at any time during the year. Vacation shall be mutually arranged between the employee and his Department Head.

K.02 An employee may request to carry over one week of his/her annual vacation to the following year by applying in writing to his/her Department Head, at least one month prior to the end of his/her prescribed vacation year. The Hospital shall endeavour to grant this request providing it is in a position to maintain adequate services in the employee's department during this period. An employee may only request this privilege once in three years. When extraordinary circumstances warrant, the Director, Human Resources in conjunction with the Department Head, may consider additional vacation carry over requests.

K.03 (a) Vacation requests must be submitted to the employee's Department Head at least four weeks prior to the posting of the next work schedule subject to Article K.03 (b).

(b) Regardless of an employee's vacation year, all requests for vacation between June 15th and September 15th shall be submitted to the Department Head by May 1st for consideration.

(c) Preference in vacation timing shall be governed by seniority. However, whenever possible, consideration will be given to employees with children of school age so that those employees may enjoy a family vacation.

(d) Once vacation time is approved, it shall not be changed unless mutually agreed by the employee and the Department Head.

K.04 Employees will not receive cash in lieu of vacation time.

K.05 In the scheduling of vacations the Hospital will endeavour to provide a weekend prior to starting vacation and a weekend at the end of vacation. This provision will be provided only once in any vacation year and shall not result in the payment of premium pay and will be deemed to have fulfilled the provisions of Article G.01 (b) for the scheduling periods concerned.

K.06 Should an employee resign with less than two weeks notice, the vacation pay requirements of the Employment Standards Act will apply.

ARTICLE L - JOB DESCRIPTIONS

- L.01** The Hospital agrees to notify the Union of changes to job descriptions of positions for which the Union is the bargaining agent (included in Appendix II of this Agreement) prior to implementation.

ARTICLE M - UNIFORMS

- M.01** Where the required uniform is not provided by the Hospital, the Hospital shall in lieu provide a uniform allowance of \$60 per year. Effective in 1991, the uniform allowance will be \$75 per year.

ARTICLE N - TRANSFER TO A LOWER PAYING CLASSIFICATION

- N.01** When an employee is transferred temporarily to a job carrying a lower rate of pay, he/she shall continue to receive the rate of pay for his/her own job.

ARTICLE O - GENERAL

0.01 **SUPERVISOR**

Wherever the word 'Supervisor' is used in this Agreement, it shall be considered as meaning the first supervisory level excluded from the bargaining unit.

0.02 **BULLETIN BOARDS**

The Hospital will provide a reasonable number of bulletin boards for the use of the Union. Material to be posted on the bulletin boards will be submitted to the Director, Human Resources for approval prior to posting.

0.03 **EQUAL PAY**

The concept of equal pay for equal work will apply regardless of sex as per the provisions of the Employment Standards Act of the Province of Ontario.

0.04 **PRINTING**

The Hospital and the Union will share equally the cost of printing of the Collective Agreement in booklet form. The Hospital will endeavour to coordinate printing of such booklets within two (2) months after the signing of the Collective Agreement.

0.05 **CORRESPONDENCE**

All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director, Human Resources of the Hospital, and the President of the Union, Local 1474, or designate.

0.06 **JOB POSTINGS**

All job postings shall be numbered and state, "The Hospital is an Equal Opportunity Employer".

0.07 **EMPLOYEE RIGHTS**

When it becomes necessary to reprimand an employee, the Hospital will endeavour to do so in private.

0.08 **EMPLOYEE INFORMATION**

Each employee must provide the Hospital with their current address and telephone number. Changes must be reported within one (1) week.

Employees will only be called at home in cases of emergency or to conduct valid Hospital business.

Subject to the above, employees will not be called at home when ill except when they are in violation of Article F.01.

APPENDIX II - WAGE SCHEDULE "A"

EFFECTIVE SEPTEMBER 29, 1989

FULL-TIME - CLERICAL

<u>CLASSIFICATION</u>	<u>START MONTHLY/HOURLY</u>	<u>AFTER 1 YEAR MONTHLY/HOURLY</u>	<u>AFTER 1 1/2 YEARS MONTHLY/HOURLY</u>
Diet clerk	1700.56/10.465	1751.91/10.781	1804.56/11.105
Postal Messenger clerk	1743.46/10.729	1795.79/11.051	1849.58/11.382
clerk General	1761.34/10.839	1813.99/11.163	1868.59/11.499
Unit secretary I	1791.08/11.022	1845.03/11.354	1900.28/11.694
switchboard operator Tel-Med Operator	1812.69/11.155	1867.29/11.491	1923.35/11.836
Surg. sta. Receptionist OPD/Emerg. Receptionist Booking clerk Patient Accounts clerk Health Records clerk I Purchasing clerk Clerk Aide computer clerk	1842.10/11.336	1897.35/11.676	1954.06/12.025
sr. switchboard Operator Admitting clerk	1870.70/11.512	1926.60/11.856	1984.45/12.212
unit Secretary II	1880.61/11.573	1937.16/11.921	1995.01/12.277
Health Records clerk II	1933.91/11.901	1992.41/12.261	2051.08/12.622
Accounts Payable clerk senior clerk Typist Senior Radiology clerk Senior Patient Accounts clerk Senior Health Records clerk Secretary I	1978.11/12.173	2037.43/12.538	2098.53/12.914
Senior Admitting clerk	2018.41/12.421	2079.03/12.794	2141.26/13.177
Medical Dicta-Typist	2125.83/13.082	2189.53/13.474	2255.18/13.878
Health Records Tech. Senior Accounting Clerk	2233.24/13.743	2300.35/14.156	2369.25/14.580
secretary II child Health Unit Rec./Sec.	2274.68/13.998	2342.93/14.418	2413.13/14.850

APPENDIX II - WAGE SCHEDULE "A"

JANUARY 1, 1990 PAY EQUITY ADJUSTMENTS

FULL-TIME

<u>CLASSIFICATION</u>	<u>START MONTHLY/HOURLY</u>	<u>AFTER 1 YEAR MONTHLY/HOURLY</u>	<u>AFTER 1 1/2 YEARS MONTHLY/HOURLY</u>
Diet clerk Postal Messenger clerk clerk General unit Secretary I	1907.10/11.736	1964.30/12.088	2023.29/12.451
switchboard operator Tel-Med Operator	1925.79/11.851	1983.64/12.207	2043.11/12.573
Health Records clerk I Purchasing clerk computer clerk	1937.81/11.925	1995.99/12.283	2055.79/12.651
OPD/Emerg. Receptionist	1943.01/11.957	2001.35/12.316	2061.31/12.685
Surg. suite Receptionist Booking clerk Patient Accounts clerk clerk Aide	1947.24/11.983	2005.74/12.343	2065.86/12.713
Admitting clerk	1958.13/12.050	2016.79/12.411	2077.24/12.783
unit secretary II unit Secretary II**	1964.14/12.087 1974.38/12.150	2023.13/12.450 2033.53/12.514	2083.74/12.823 2094.46/12.889
Senior Radiology clerk Sr. Health Records clerk (b)	1978.11/12.173	2037.43/12.538	2098.54/12.914
Health Records clerk II Sr. Health Records clerk (a)	2008.50/12.360	2068.79/12.731	2130.86/13.113
Accounts Payable clerk Sec. I - Laboratory Sec. I - Hskpg/Eng	2013.54/12.391	2073.99/12.763	2136.23/13.146
sec. I - social work Sec. I - Nut & Food Serv	2036.29/12.531	2097.39/12.907	2160.28/13.294
Senior Admitting clerk	2086.99/12.843	2149.55/13.228	2214.06/13.625
Medical Dicta-Typist	2141.10/13.176	2205.29/13.571	2271.43/13.978
Senior Accounting clerk	2233.24/13.743	2300.35/14.156	2369.25/14.580
Health Records Tech.	2263.95/13.932	2331.88/14.350	2401.75/14.78
Secretary II child Health Unit Rec./Sec.	2274.68/13.998	2342.93/14.418	2413.13/14.850

** Effective June 1, 1990

APPENDIX II - WAGE SCHEDULE "A"

EFFECTIVE SEPTEMBER 29, 1990

FULL-TIME

<u>CLASSIFICATION</u>	<u>START MONTHLY/HOURLY</u>	<u>AFTER 1 YEAR MONTHLY/HOURLY</u>	<u>AFTER 1 1/2 YEARS MONTHLY/HOURLY</u>
Diet Clerk Postal Messenger clerk clerk General unit Secretary I	2044.74/12.583	2106.16/12.961	2169.38/13.35
switchboard operator Tel-Med Operator	2066.68/12.718	2128.75/13.100	2192.61/13.493
Health Records clerk I Purchasing Clerk computer clerk	2075.45/12.772	2137.69/13.155	2201.88/13.55
OPD/Emerg. Receptionist	2085.53/12.834	2148.09/13.219	2212.60/13.616
Surg. suite Receptionist Booking clerk Patient Accounts clerk clerk Aide	2088.13/12.850	2150.85/13.236	2215.36/13.633
Admitting clerk	2099.01/12.917	2161.90/13.304	2226.74/13.703
Senior Radiology clerk Sr. Health Records clerk (b)	2116.56/13.025	2180.10/13.416	2245.43/13.818
unit secretary II	2116.73/13.026	2180.26/13.417	2245.75/13.82
Health Records clerk II Sr. Health Records clerk (a)	2149.39/13.227	2213.90/13.624	2280.36/14.033
Accounts Payable clerk sec. I - Laboratory Sec. I - Hskpg/Eng	2154.43/13.258	2219.10/13.656	2285.73/14.066
sec. I - social work Sec. I - Nut & Food Serv	2178.96/13.409	2244.29/13.811	2311.56/14.225
Senior Admitting clerk	2236.81/13.765	2303.93/14.178	2372.99/14.603
Medical Dicta-Typist	2290.76/14.097	2359.50/14.520	2430.35/14.956
Senior Accounting clerk	2389.56/14.705	2461.39/15.147	2535.16/15.601
Health Records Tech.	2422.39/14.907	2495.19/15.355	2569.94/15.815
Secretary II child Health Unit Rec./Sec.	2433.93/14.978	2506.89/15.427	2582.13/15.890

APPENDIX II - WAGE SCHEDULE "A"
 JANUARY 1, 1991 PAY EQUITY ADJUSTMENTS

FULL-TIME

<u>CLASSIFICATION</u>	<u>START MONTHLY/HOURLY</u>	<u>AFTER 1 YEAR MONTHLY/HOURLY</u>	<u>AFTER 1 1/2 YEARS MONTHLY/HOURLY</u>
Diet clerk Postal Messenger clerk clerk General unit secretary I Health Records clerk I Purchasing clerk computer Clerk	2104.21/12.949	2167.26/13.337	2232.26/13.737
Senior Radiology clerk Sr. Health Records clerk (b)	2116.56/13.025	2180.10/13.416	2245.43/13.818
Surg. Suite Receptionist Booking clerk Patient Accounts clerk clerk Aide Admitting clerk switchboard Operator Tel-Med operator Health Records clerk II Sr. Health Records clerk (a) Accounts Payable clerk sec. I - Laboratory Sec. I - Hskpg/Eng	2154.43/13.258	2219.10/13.656	2285.73/14.066
OPD/Emerg. Receptionist unit secretary II Sec. I - social work Sec. I - Nut & Food Serv	2178.96/13.409	2244.29/13.811	2311.56/14.225
Senior Admitting clerk Medical Dicta-Typist	2290.76/14.097	2359.50/14.520	2430.35/14.956
Senior Accounting clerk	2389.56/14.705	2461.39/15.147	2535.16/15.601
Secretary II child Health unit Rec./Sec.	2433.93/14.978	2506.89/15.427	2582.13/15.890
Health Records Tech.	2629.25/16.180	2708.06/16.665	2789.31/17.165