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EFF.	86/10/01
TERM.	89/03/31
No. OF EMPLOYEES	10
NOMBRE D'EMPLOYÉS	L.W.

1st

COLLECTIVE AGREEMENT

between

ST. JOSEPH'S HERITAGE (at its Bethammi Nursing Home)
(hereinafter referred to as the "Employer")

and

ONTARIO NURSES' ASSOCIATION
(hereinafter referred to as the "Association")

EXPIRY: MARCH 31, 1989

SEP 20 1990

090/201

COLLECTIVE AGREEMENT

BETWEEN :

ST. JOSEPH'S HERITAGE (at its Bethammi Nursing Home)
(hereinafter referred to as the "Employer")

AND :

ONTARIO NURSES' ASSOCIATION
(hereinafter referred to as the "Association")

ARTICLE 1 - PURPOSE

- 1.01 The general purpose of this Agreement is to establish mutually satisfactory employment relations between the Employer and the nurses covered by this Agreement. It provides means for the settlement of grievances and the final settlement of disputes. It provides one of the ongoing means of communication between the Employer and the nurses covered by this Agreement. Salaries, hours of work and other conditions of employment contained in this Collective Agreement have been negotiated and agreed upon.
- 1.02 It is recognized that nurses and the Employer have the common objective of providing the best possible nursing and health care for the residents of Bethammi Nursing Home.

ARTICLE 2 - DEFINITIONS

- 2.01 A "Registered Nurse" is a nurse who holds certification with the College of Nurses of Ontario in accordance with the Health Disciplines Act. A Registered Nurse is required to present to the Director of Resident Care or her designate before February 15th of each year her current Certificate of Competence. Such time shall be extended in exceptional circumstances. Failure to provide proof of certification by the above date (or extended date) shall result in the nurse being reverted to the salary status of Graduate Nurse. Reinstatement to the status of Registered Nurse shall be effective the first pay period following the date of presentation of proof of certification as above.
- 2.02 A "Graduate Nurse" is defined as a nurse with certification incomplete who is a graduate of a program acceptable to the College of Nurses and is either in the process of being certified by the College of Nurses of

Ontario or is completing certification requirements. This certification shall be completed within twenty-four (24) months following date of hire. Where a nurse fails to complete such certification requirements, she will be terminated from the employ of the Home. Such termination shall not be subject matter of grievance or arbitration procedure. The foregoing does not apply to nurses employed prior to the effective date of this Collective Agreement.

- 2.03 (a) A "regular part-time nurse" is a nurse who normally works an average of twenty-four (24) hours or less per week and who has made a commitment to be available for work on a regular pre-determined basis.
- (b) A regular part-time nurse who works more than twenty-four (24) hours per week as may be required by the Employer will not be thereby excluded from the bargaining unit while working more than twenty-four (24) hours per week.
- 2.04 (a) A "casual part-time nurse" is a nurse who works on a "relief" or "short-notice" basis whose hours of work may vary in length from day to day and week to week.
- (b) A casual part-time nurse who works more than twenty-four (24) hours per week as may be required by the Employer will not be thereby excluded from the bargaining unit while working more than twenty-four (24) hours per week.
- 2.05 "Administrator" as referred to in this Agreement shall mean the Administrator of Bethammi Nursing Home.
- 2.06 "Arbitration Board" shall mean a three-person Board of Arbitration as herein provided or a single Arbitrator selected by the Employer and the Association.
- 2.07 For the purpose of interpretation of this Agreement, the feminine gender shall mean and include the masculine gender and similarly the singular shall include the plural and vice versa as applicable.
- 2.08 "Nurse" as referred to in this Agreement shall only mean a nurse within the bargaining unit defined in Article 3.01.

ARTICLE 3 - RECOGNITION

- 3.01 The Employer recognizes the Association as the bargaining agent of all lay registered and graduate nurses regularly employed for not more than twenty-four (24) hours per week, in a nursing capacity, by St. Joseph's Heritage at its Bethammi Nursing Home in the City of Thunder Bay, save and except Head Nurses and persons above the rank of Head Nurse and employees in bargaining units for which any union held bargaining rights as of April 9, 1986.
- 3.02 All references to officers, representatives and committee members of the Association in this Agreement shall be deemed to mean officers, representatives and committee members of the Association's duly chartered Local who are employed by the Employer.
- 3.03 Work normally performed by members of the bargaining unit shall not be contracted out as long as a qualified bargaining unit nurse is available. Reassignment to other employees of work normally performed by members of the bargaining unit shall not result in the termination, lay-off or reduction in regularly scheduled hours of any member of the bargaining unit employed at the time of the reassignment. This provision shall not apply to the ad hoc transfer of shifts or hours between full-time and part-time nurses.

ARTICLE 4 - RELATIONSHIP

- 4.01 The Employer and the Association agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practised by any of their representatives with respect to any nurse because of her membership or non-membership in the Association or activity or lack of activity on behalf of the Association, or by reason of exercising her rights expressly provided for under the Collective Agreement.
- 4.02 The Employer and the Association agree that in applying this Agreement, they will comply with the provisions of the Ontario Human Rights Code, the Employment Standards Act of Ontario and the Ontario Labour Relations Act.
- 4.03 Prohibition of Association Activities
- The Association agrees that neither it, nor its officers, agents, representatives or members, will engage in Association activities on Employer time or on Employer property except as authorized by this Agreement.

ARTICLE 5 - ASSOCIATION SECURITY5.01 Deduction of Association Dues

It will be a condition of employment that all nurses sign and deliver to the Employer an authorization form for the deduction of the regular monthly Association dues or their equivalent on the form set-out in Appendix 1 to this Agreement.

5.02 Automatic Check Off

It will be a condition of employment for all nurses that amounts equivalent to regular Association dues will be deducted from their earnings and remitted to the Association and such deductions will commence with the first deduction date following the nurse's date of hire. No deductions shall be made in any month in which a nurse does not receive any pay from the Employer.

5.03 Remittance of Deductions

The Employer shall remit to the Provincial Secretary-Treasurer of the Association monthly by the fifteenth (15th) of the month following that in which the deduction was made the Association dues or the equivalent thereof so deducted along with the names, addresses and social insurance numbers of all nurses from whom there have been deductions as well as the names of nurses newly hired and terminated. A copy of the list of information will be sent to the Local Association. The Association shall indemnify and hold the Employer harmless with respect to all dues or the equivalent thereof so deducted and remitted with respect to any liability which the Employer might incur as a result of such deductions and remittances.

The Employer shall annually provide each nurse with a statement of dues deductions for income tax purposes, **T-4 Supplementary Slip**.

5.04 Interview of New Employees

It is agreed that a representative of the Association will be given an opportunity to interview each newly hired nurse during orientation and the Employer will cooperate with the Association in arranging this interview time during working hours. The interview time shall not exceed fifteen (15) minutes per nurse.

ARTICLE 6 - NO STRIKE, NO LOCKOUT

6.01 The Association agrees that there shall be no strikes and **the** Employer agrees that 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, R.S.O., 1980, c. 228, as amended.

ARTICLE 7 - MANAGEMENT RIGHTS

7.01 The Association recognizes that the management of the Nursing Home and the direction of working forces are fixed exclusively in the Employer and shall remain with the Employer except as specifically limited by the provisions of this Agreement, and without limiting the generality of the foregoing, the Association acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order, discipline and efficiency;
- (b) hire, assign, retire, direct, promote, demote, classify, transfer, lay-off, recall, suspend, discharge or otherwise discipline nurses, provided (subject to Article 9.07) that a claim by a nurse of discharge, suspension or discipline without just cause may be the subject of a grievance and dealt with as hereinafter provided;
- (c) determine in the interest of efficient operation and highest standard of service, **job** rating or classification, the scheduling of hours of work, work assignments, methods of doing work and the working establishment for any service;
- (d) determine the number of personnel required, the services to be rendered and the methods, procedures and equipment in connection therewith;
- (e) make and enforce and alter from time to time reasonable rules and regulations to be observed by the nurses not inconsistent with the provisions of this Agreement.

7.02 The rights referred to in 7.01 shall not be exercised in a manner inconsistent with the express provisions of the Collective Agreement.

7.03 All matters concerning the operation of the Home not dealt with herein shall be reserved to the Employer and be its exclusive responsibility.

ARTICLE 8 - ASSOCIATION REPRESENTATION

- 8.01 The Employer will recognize two (2) nurse representatives, one (1) from each floor. Such nurse representatives shall be nurses employed by the Employer.
- 8.02 The Employer will recognize a Grievance Committee of two (2) nurses consisting of the two (2) nurse representatives referred to in Article 8.01 plus a Chairperson.
- 8.03 (a) The Employer will recognize a Negotiating Committee of three (3) nurses employed by the Employer.
- (b) A maximum of three (3) nurses on the Negotiating Committee attending negotiating meetings with the Employer for the renewal of this Collective Agreement up to the time either party applies for conciliation, but not thereafter, which occur during such nurse's scheduled working hours shall not lose regular pay as a result of such attendance.
- 8.04 It is agreed that nurse representatives and members of the Grievance Committee have their regular duties and responsibilities to perform for the Home and shall not leave their regular duties without first obtaining permission from the Director of Resident Care. Such permission shall not be unreasonably withheld. When resuming their regular duties and responsibilities, such nurse representatives shall again report to the Director of Resident Care. The Employer agrees to pay for all time spent during their regular hours by such representatives hereunder.
- 8.05 The Association shall keep the Employer notified in writing of the names of the nurse representatives and committee members and officers of the Local Association employed by the Employer as well as the effective date of their respective appointments.
- 8.06 The Employer agrees to give representatives of the Association access to the Employer's premises for the purpose of attending grievance meetings or otherwise assisting in the administration of this Agreement, provided prior arrangements are made with the Administrator or her designate. Such representatives shall have access to the premises only with the approval of the Administrator or her designate which will not be unreasonably withheld.

8.07 Nurse-Management Committee

There shall be a Nurse-Management Committee of two (2) nurses employed by the Employer from the Association and two (2) representatives from the Employer. Regular quarterly meetings will be held at mutually agreeable times and more frequently at the request of either party. The purpose of this Committee shall be to promote and provide effective and meaningful communication of information and ideas on matters of concern to either party including the quantity and quality of nursing care, orientation and in-service. Matters pertaining to current negotiations or grievances will not be discussed. Minutes of meetings will be maintained and distributed to both parties. Nurses on this Committee attending such meetings of the Committee which occur during the scheduled working hours of such nurses on the Committee shall not lose their regular pay as a result of such attendance.

8.08 The Employer agrees to accept as a member of its Health and Safety Committee one (1) nurse elected or appointed by the Association. All time spent by such member of the Health and Safety Committee shall be deemed to be work time for which she shall be paid by the Employer at her regular rate and she shall be entitled to such time from work as is necessary to attend scheduled meetings.

8.09 Where a nurse makes prior arrangements for time off from a tour of duty, the nurse shall not be scheduled to work another tour that day.

ARTICLE 9 - GRIEVANCE PROCEDURE

9.01 It is the desire of the parties hereto that complaints of the nurses will be adjusted as quickly as possible and it is understood that a nurse has no grievance until the complaint has been first discussed with the Director of Resident Care. A grievance shall be defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Collective Agreement.

9.02 If a nurse believes she has a complaint concerning the interpretation, application or administration of this Collective Agreement and makes an allegation that the Collective Agreement has been violated, an earnest effort to settle the dispute shall be made. It is understood that a nurse will first give the Director of Resident Care an opportunity to adjust her complaint.

A nurse having a complaint or one designated member of a group having a complaint shall, within seven (7) days after the circumstances giving rise to the complaint having occurred or ought reasonably to have come to the attention of the nurse(s), first verbally take up the complaint with the Director of Resident Care who will attempt to adjust it.

9.03

(a) Step 1

If the complaint is not adjusted by the Director of Resident Care within seven (7) days, the nurse may submit a written grievance signed by the nurse involved to the Director of Resident Care within seven (7) days after the period allowed to the Director of Resident Care to adjust the complaint. The Director of Resident Care will deliver her decision in writing to the nurse within seven (7) days following the day on which the grievance was presented to her. Failing settlement, then:

(b) Step 2

The grievance may be submitted by the nurse alone or with a nurse representative within seven (7) days thereafter to the Administrator or her designate who shall call a meeting with the Grievance Committee which meeting shall be held within seven (7) days of the submission of the grievance at Step 2 unless extended by written agreement of the parties. It is understood and agreed that a representative of the Ontario Nurses' Association and the grievor may be present at the meeting. It is further understood that the Administrator or her designate may have such counsel and assistance as she may desire at such meeting. The decision of the Employer shall be delivered in writing to the nurse and the nurse representative within seven (7) days following the date of such meeting. If the decision is unsatisfactory, it may be referred to arbitration.

9.04

Either the Employer or the Association may require that the nurse or a member of the group of nurses involved in the grievance being appealed shall be present at the Step 2 meeting.

9.05

All grievances shall be on the form shown in Appendix 2 and 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.

9.06

A complaint or grievance arising directly between the

Employer and the Association concerning the interpretation, application, administration or alleged violation of the Agreement shall be originated at Step 2 within fourteen (14) days following the circumstances giving rise to the complaint or grievance. A grievance by the Employer shall be filed with the Local President or her designate.

9.07

- (a) The release of a probationary nurse shall not be subject to the grievance procedure unless the probationary nurse is released for exercising a right under this Agreement. If a nurse who has completed her probationary period believes she has been discharged or suspended without just cause, she may file a written grievance with the Administrator within ten (10) calendar days after she has been given notice of discharge or suspension. Step 1 of the grievance procedure shall be omitted in that case, but all remaining provisions contained in Article 9 must be applicable and must be complied with in the processing of a discharge or suspension grievance.

The Employer agrees to provide written reasons within seven (7) calendar days to the affected nurse and the Association in the case of discharge and suspension and further agrees that it will not suspend, discharge or otherwise discipline a nurse without just cause.

- (b) If a discharge grievance goes to arbitration, the Board of Arbitration may:
- (i) confirm the dismissal of the nurse; or
 - (ii) reinstate the nurse with or without **loss** of seniority and with or without full compensation for the time lost; or
 - (iii) dispose of the grievance on terms which the Board of Arbitration considers just and equitable.

9.08

All agreements reached under the grievance procedure between the representatives of the Employer and the representatives of the Association will be final and binding upon the Employer and the Association and the nurses.

9.09

At the time formal discipline is imposed or at any stage of the grievance procedure, including the complaint stage, a nurse is entitled to be represented by a nurse

representative. In the case of suspension or discharge, the Employer shall notify the nurse of this right in advance.

ARTICLE 10 - ARBITRATION

10.01 Should any grievance fail to be satisfactorily settled on the foregoing procedure, the Association may within fifteen (15) days following receipt of the answer from the Administrator or her designate, notify the Employer in writing of its desire to submit the difference or allegation to arbitration. The Association and the Employer may agree upon a sole arbitrator to hear the matter and for this purpose will exchange nominations.

Failing agreement between the Association and the Employer within ten (10) days as to a sole arbitrator to be appointed, the matter may be referred within seven (7) days thereafter to a Board of Arbitration composed of three (3) members, and either the Association or the Employer may inform the other in writing of its desire to submit the matter to arbitration by a three-person Board, and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall within seven (7) days advise the other party of the name of its appointee to the Arbitration Board. The two (2) appointees so selected shall within seven (7) days of the appointment of the second of them, appoint a third person who shall be Chairman. If either party fails to make the required appointments within the time designated, either or both parties may request the Minister of Labour for Ontario to fill the vacancies.

No person may act as an Arbitrator who is a member of the Association or the Employer's Board of Directors or an employee of either the Association or the Employer or who has been directly involved in attempts to negotiate or settle the grievance.

The Arbitration Board shall hear and determine the difference and shall issue a decision and the decision shall be final and binding upon the parties and upon any nurse affected by it. The decision of the majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairman shall govern. The decision shall be discussed by the Arbitration Board with all members of the Board present before it is rendered to the parties involved.

10.02 Time Limits - Grievance and Arbitration Procedures

No grievance may be processed to arbitration unless it has been properly processed through the grievance procedure and within the time limits established by this Collective Agreement.

Time limits shall be computed by excluding Saturdays, Sundays and paid holidays listed in this Agreement. If a grievance which has been introduced into the grievance procedure is not processed within any of the time limits set down by this Agreement, the grievance will be deemed to have been finally abandoned and this specific grievance may not be re-introduced. Failure of the Employer to meet its time limits shall permit the grievor to take the grievance to the next step, provided the grievance is presented at this next step within the appropriate time limit after the expiration of the Employer's time limit.

The time limits fixed in both the grievance and arbitration procedures may be extended by consent in writing by the Administrator or her designate and the Chairman of the Grievance Committee.

10.03 Authority of Arbitration Board

It is understood and agreed that the Arbitration Board shall have authority only to settle disputes under the terms of this Agreement and may only interpret and apply this Agreement to the facts of the particular grievance involved. Only grievances arising from the interpretation, application, administration or alleged violation of this Agreement, including a question as to whether a matter is arbitrable, shall be arbitrable.

The Board of Arbitration shall not have any power to add to or amend any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement. The decision of a majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson shall govern.

10.04 Compensation of the Arbitration Board

The Association and the Employer shall each be responsible for the fees and expenses of its own nominee and one-half (1/2) of the fees and expenses of the Chairman or of a single arbitrator.

10.05 Place of Hearing

Arbitrations shall be heard at Thunder Bay, Ontario, or at such other places as may be agreed upon by the Association and the Employer.

ARTICLE 11 - PHYSICAL EXAMINATION

11.01 All nurses as a condition of employment will obtain annual examinations as required by the Nursing Homes Act. Nurses may have this examination completed by their family physician.

11.02 The Employer will reimburse the nurse for the physician's fees for such annual examination(s) not covered by the nurse's insurance.

ARTICLE 12 - SENIORITY

12.01 Seniority is defined as length of continuous service with the Employer from date of last hire.

12.02 (a) The Employer will keep an up-to-date seniority list for regular part-time nurses. This list will be revised twice yearly, in January and July. A copy will be given to the Local Association and posted on the bulletin board.

A seniority list shall also be maintained for casual part-time nurses for the sole purpose of applying for a posted regular part-time vacancy pursuant to Article 12.05.

(b) Within sixty (60) days of the effective date of this Agreement, the Employer will post a part-time seniority list and give the Association a copy.

(c) The initial seniority lists must be approved by the Association and the nurses prior to posting. If written objection is made and agreement cannot be reached, the matter may be grieved.

Upon posting of subsequent seniority lists, the Association and affected nurses will have thirty (30) calendar days to make written objection(s) to the accuracy of the lists, failing which the seniority lists will be deemed to be accurate, subject to any grievance.

(d) In the event a nurse transfers from casual part-time

to regular part-time or vice versa, she shall retain her full service and seniority.

- 12.03 Part-time seniority shall be calculated on the basis of hours worked from the date of last hire. Fifteen hundred (1500) hours worked shall equate to one (1) year and vice versa.
- 12.04 (a) Newly hired part-time nurses shall be considered to be on probation for a period of sixty (60) tours (four hundred and fifty (450) hours of work for nurses where regular hours of work are other than the normal daily tour) worked. If retained after the probationary period, the nurse's seniority and service for purposes of this Agreement shall date from the date of last hire by the Employer. The probation period may be extended by written agreement between the Employer, the nurse and the Association. Such extension shall not exceed an additional sixty (60) tours (four hundred and fifty (450) hours) worked.
- (b) A nurse outside the bargaining unit who is transferred to a position covered by this Agreement, shall not be required to serve a probationary period where she has previously completed one since her date of last hire by the Employer. If she was on probation at the time she was transferred to a position covered by this Agreement, the hours worked, prior to being covered by this Agreement shall count towards her probationary period.
- (c) A nurse whose status is altered from full-time to part-time will be credited with seniority and service accumulated in her former category at the time of transfer on the basis of one (1) year of full-time seniority or service equalling fifteen hundred (1500) hours part-time seniority and service. Any time worked in excess of an equivalent year shall be pro-rated at the time of transfer.
- 12.05 (a) Where a regular part-time vacancy occurs within the bargaining unit or a new position within the bargaining unit is established, such vacancy shall be posted for a period of seven (7) calendar days. Nurses in the bargaining unit may make written application for such vacancy within the seven (7) day calendar period referred to herein. Subsequent vacancies created by the filling of a posted vacancy shall be posted for a period of three (3) calendar days. Temporary vacancies in the bargaining unit with a duration of two (2) months or less need not

be posted.

- (b) A nurse may make a written request for transfer by so advising the Employer and indicating the requested area of assignment. Such requests will be considered as applications for vacancies posted in accordance with Article 12.05 (a).

The Employer shall give the Association a copy of all postings, posted in accordance with Article 12.05 (a), as well as the names of the successful applicants.

12.06 The Employer and the Association agree that in cases of transfers and promotions (other than promotions to positions outside the bargaining unit) and demotions, the following factors shall be considered:

- (a) Current: qualifications including education, skill, ability, experience and performance.
- (b) Seniority.

Where the factors in (a) are relatively equal, seniority shall govern. In making this decision, the Employer shall not act in an arbitrary or discriminatory manner.

12.07 A lay-off of nurses shall be made on the basis of seniority provided that the nurses who are entitled to remain on the basis of seniority are qualified to perform the available work. Subject to the foregoing, probationary nurses shall be the first laid off. Nurses shall be recalled in the order of seniority, unless otherwise agreed between the Employer and the Association, provided that the nurse is qualified to perform the available work.

Notice of lay-off shall be in accordance with the provisions of the Employment Standards Act.

12.08 A regular part-time nurse shall lose her seniority and be deemed to have been terminated when she is absent from work under the following circumstances:

- (a) leaves of her own accord;
- (b) is discharged and the discharge is not reversed through the grievance and/or arbitration procedure;
- (c) has been laid off for twenty-four (24) calendar months;

- (d) is absent from work for a period of three (3) or more consecutive scheduled working days
 - (i) without providing a satisfactory reason to the Employer for such absence: or
 - (ii) without notifying the Employer of such absence unless she is prevented from doing so by reasons beyond her control.
- (e) fails upon being notified of a recall to signify her intention to return within eight (8) calendar days after she has received the notice of recall mailed by registered mail to the last known address according to the records of the Home and fails to report to work within twelve (12) calendar days after she has received the notice of recall or such further period of time as may be agreed upon by the parties or fails within that period of time to provide a reason for not returning satisfactory to the Employer.
- (f) is absent from work due to illness or disability for a period of thirty (30) months from the time such absence commenced.

12.09

Seniority for a regular part-time nurse shall be retained and accumulated when the nurse is absent from work under the following circumstances:

- (i) on an approved leave of absence with pay;
- (ii) when in receipt of Workers' Compensation benefits subject to the limits of Article 12.08 (f).

12.10

Subject to Article 12.08, seniority shall be retained but not accumulated when a regular part-time nurse is absent from work under the following conditions:

- (i) on an approved leave of absence without pay in excess of thirty (30) continuous calendar days for the period of time which exceeds thirty (30) continuous calendar days:
- (ii) when absent due to accident or illness not compensable under the Workers' Compensation Act,
- (iii) when absent due to lay-off.

12.11

A nurse shall give at least two (2) weeks' notice of

termination of her employment, however, if she is able to give longer notice, she will do so.

12.12 Notices

Any notice to any employee under this Agreement may be given personally (either directly or by telephone) or by telegraph or pre-paid registered post addressed to the employee at her last address shown on the seniority list or on the payroll of the Employer and such notice shall be deemed to have been given four (4) calendar days after delivery to the telegraph or postal authorities.

12.13 When a new classification (within the scope of the bargaining unit) is established by the Employer, the Employer shall determine the rate of pay for such new classification and immediately notify the Association of the same. If requested, the Employer agrees to meet with the Association to permit it to make representations with respect to the appropriate rate of pay providing any such meeting does not delay the implementation of the new classification. Such request must be made within ten (10) days of receipt of notice from the Employer.

Where the Association challenges the rate established by the Employer and the matter is not resolved following meeting with the Association, the Association may file a grievance and submit the matter to arbitration in accordance with Article 9, it being understood that any Arbitration Board shall be limited to establishing an appropriate rate based on the relationship amongst nursing classifications covered by this Agreement and duties and responsibilities of the new classification and of other classifications covered by this Agreement. Any change in the rate established by the Employer either through meetings with the Association or by a Board of Arbitration shall be made retroactive to the time at which the new classification was first filled.

ARTICLE 13 - EVALUATIONS AND ADVERSE REPORTS

13.01 A copy of any completed evaluation which is to be placed in a nurse's file shall be first reviewed with the nurse. The nurse shall initial such evaluation as having been read and shall have the opportunity to add her views to such evaluation prior to it being placed in her file. It is understood that such evaluations do not constitute disciplinary action by the Employer against the nurse.

Each nurse shall have reasonable access to all her files for the purpose of reviewing their contents in the

presence of the Director of Resident Care or her designate. A copy of the evaluation will be provided to the nurse at her request. No document shall be used against a nurse where it has not been brought to her attention in a timely manner.

- 13.02 Any letter of reprimand, suspension or other sanction will be removed from the record of a nurse eighteen (18) months following the receipt of such letter, suspension or other sanction provided that the nurse's record has been discipline-free for an equivalent period.

ICLE 4 - ORIENTATI AND E

- 14.01 The Employer will continue its present practices with respect to the orientation of newly employed nurses and the staff development program, both of which are outlined in the attached Letter of Understanding.
- 14.02 Where a nurse is required to be absent from all or part of her scheduled shift in order to write the required examination on completion of a course of study relevant to geriatric care and which was recommended by the Director of Resident Care and approved by the Administrator, she shall receive her regular rate of pay for such period of absence.

ARTICLE 15 - LEAVE OF ABSENCE

- 15.01 (a) Written requests for leave of absence without pay will be considered on an individual basis by the Director of Resident Care.
- Except in cases of emergency, such written requests are to be made at least twenty-one (21) calendar days in advance. A written reply will be given no later than fourteen (14) calendar days after such request and earlier if possible. Such requests for leaves of absence shall not be unreasonably denied.
- (b) A nurse on leave of absence of two (2) months or more is required to give at least fourteen (14) days notice unless exceptional circumstances preclude such notice.
- 15.02 The Employer agrees to grant leaves of absence without pay to an aggregate total of fifteen (15) days per year, to nurses selected by the Association to attend Association business including conferences, Provincial Committee meetings and conventions. Not more than two

(2) nurses shall be absent on this leave at any one time unless the Director of Resident Care decides, based on Staffing requirements for the time of the requested leave, that only one (1) nurse can be given leave. Leave for two (2) people shall not be unreasonably denied. The nurse or the Association will apply for such leave three (3) weeks in advance except in unusual circumstances.

During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Employer and the Local Association agrees to reimburse the Employer in the amount of the daily rate plus percentage in lieu of fringe benefits of the nurse.

15.03 Upon application in writing by the nurse, a leave of absence without pay shall be granted to a nurse elected to the Office of President of the Ontario Nurses' Association for a period of up to two (2) years without loss of seniority or service. The nurse agrees to notify the Employer of her intention to return to work at least thirty (30) calendar days prior to the date of such return.

15.04 A nurse who is elected to the Board of Directors of the Ontario Nurses' Association, other than to the Office of President, shall be granted upon request, leave of absence up to a maximum of forty-five (45) days annually. Reasonable notice - sufficient to allow the Home to minimize disruption of services, shall be given to the Employer for such leave of absence. There shall be no loss of seniority or service during such leave of absence. Leave of absence under this provision shall be in addition to Association Leave provided under Article 15.02. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Employer and the Association agrees to reimburse the Employer in the amount of the full cost of such salary and applicable benefits.

15.05 If a parent, step-parent, legal guardian, spouse, child, mother-in-law, father-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law of a regular part-time nurse dies, the nurse who is so related to such deceased person shall be granted three (3) consecutive working days off without loss of her regular pay for her scheduled hours, in conjunction with the day of the funeral (but ending no more than one (1) week after the day of the funeral). The Employer, in its discretion, may extend such leave with or without pay.

15.06 If a regular part-time nurse 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 nurse's duties at the Home, the nurse shall not lose regular pay because of such attendance and shall not be required to work on the day of such duty provided that the nurse:

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

15.07 Pregnancy Leave

Pregnancy leave of absence without pay shall be available to a nurse with at least twelve (12) months continuous employment on the basis of the Employment Standards Act with provision to extend such leave to six (6) months in total.

The nurse shall give written notification of the date of starting such leave and the expected date of return at least one (1) month in advance of the commencement of the leave. Written notice by the nurse to extend the leave shall be given at least four (4) weeks prior to the termination of the initially requested leave.

Upon returning from pregnancy leave, the nurse will be returned to her former position unless the position has been discontinued in which case she shall be given a comparable job.

ARTICLE 16 - SICK LEAVE

16.01 A nurse who is unable to report for her scheduled shift due to illness shall notify the Employer on the 1st day of that illness as soon as possible prior to the commencement of the scheduled shift.

16.02 Nurses who, after working for at least one-half (1/2) of their scheduled shift, return home for reasons of sickness or accident will be paid their regular rate for

the balance of the shift.

ARTICLE 17 - PAID HOLIDAYS

17.01 For the purpose of this Agreement, the following shall be recognized as holidays:

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

17.02 A tour that begins or ends during the twenty-four (24) hour period of the above holidays where the majority of hours worked falls within the holiday shall be deemed to be work performed on the holiday for the full period of the tour.

17.03 A regular part-time nurse shall receive holiday pay for the holidays designated in Article 17.01 provided she meets the conditions for entitlement to statutory holiday pay contained in the Employment Standards Act.

17.04 A regular part-time nurse who works on any of the above holidays will receive one and one-half (1 1/2) times her straight time hourly rate for all regular hours worked on such holiday. Any additional hours worked will be paid in accordance with Article 19.10 (e).

ARTICLE 18 - VACATIONS

18.01 Regular part-time nurses will be entitled to vacation time off without pay based on the amount of their vacation pay as follows:

six percent (6%) - three (3) weeks;
 eight percent (8%) - four (4) weeks;
 ten percent (10%) - five (5) weeks.

18.02 (a) Part-time nurses will be entitled to vacation pay based on their years of continuous service as follows:

- (i) less than three (3) years: six percent (6%);
- (ii) three (3) years or more but less than seventeen (17) years: eight percent (8%);

(iii) seventeen (17) years or more: ten percent (10%).

(b) Fifteen hundred (1500) hours worked shall equal one (1) year of service for part-time nurses. Vacation entitlement shall transfer with a nurse when she transfers from full-time to part-time employment.

18.03 A nurse who terminates her employment for any reason shall receive any unpaid vacation pay which is accrued to her date of resignation.

18.04 Vacation request lists will be posted by March 1st in any year. Nurses will have until March 31st to list their vacation requests. Vacation requests will be subject to vacation quotas which will be separate from full-time quotas and which will not be unreasonable. Approved vacation lists will be posted by April 15th in any year. Nurses will be given preference with respect to their vacation requests in accordance with seniority. Once a nurse has been granted a requested vacation period, she may not then exercise her seniority rights to change that vacation period.

Vacation requests not noted on the posted vacation request lists will be approved on a first come basis subject to staffing requirements.

18.05 Vacation pay will be paid on gross earnings from April 1st in one year to March 31st in the next year. Vacation pay will be paid to nurses in April of each year.

ARTICLE 19 - HOURS OF WORK AND SCHEDULING

19.01 The following provision designating regular hours on a daily shift and regular daily shifts over the nursing schedule determined by the Home shall not be construed to be a guarantee of the hours of work to be performed on each shift or during each shift schedule.

(a) The normal daily tour shall be seven and one-half (7 1/2) consecutive hours in any twenty-four (24) hour period exclusive of an unpaid one-half (1/2) hour meal period.

(b) There will be two (2) fifteen (15) minute paid rest periods in each seven and one-half (7 1/2) hour work day.

19.02 Shift schedules shall be posted four (4) weeks in advance and shall cover a one (1) month period. The Employer

Will endeavour to accommodate requests by nurses for specific days off. These requests will be made in writing at least two (2) weeks in advance of the posting date of the affected schedule. Such requests shall not be unreasonably denied.

- 19.03 (a) The Employer shall schedule every third weekend off and shall endeavour to schedule off two (2) weekends in four (4).
- (b) A nurse will receive time and one-half her regular straight time day tour hourly rate for all hours worked on a third and subsequent consecutive weekend, save and except where:
- (i) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse;
 - (ii) such nurse has requested weekend work;
 - (iii) such weekend is worked **as** the result of an exchange of shifts with another nurse.
- 19.04 The Employer shall endeavour not to rotate nurses on more than two (2) shifts. A nurse working a permanent shift will not be changed or required to rotate on shift without the nurse's permission.
- 19.05 The Employer will maintain the following guidelines in the formulation of working schedules for regular part-time nurses:
- (a) no split shifts;
 - (b) no more than six (6) consecutive days of work will be scheduled without two (2) days off;
 - (c) no less than twenty-four (24) hours off shall be scheduled between tour changes.
- 19.06 Requests for changes in posted time schedules must be submitted in writing and co-signed by the nurse willing to exchange shifts or days off. Nurses will endeavour to submit such requests four (4) days in advance. It is understood that such change in a tour of duty initiated by the nurse and approved by the Employer shall not result in overtime payment to any of the nurses affected by such change.
- 19.07 The Employer will schedule each nurse three (3) consecutive calendar days off (but will endeavour to

schedule each nurse five (5) consecutive calendar days off) at either Christmas or New Year's. Regular scheduling may then be waived from December 15th to January 15th.

19.08

A regular part-time nurse must make the following commitment to be available for work on a regular pre-determined basis:

- (i) at least two (2) shifts per week;
- (ii) at least one (1) weekend in three (3);
- (iii) over either Christmas or New Year's;
- (iv) during eleven (11) months of the year.

The commitment that a regular part-time nurse must make as specified herein is no guarantee that the nurse will be scheduled to work according to this commitment.

19.09

- (a) If a part-time nurse is authorized to work in excess of seven and one-half (7 1/2) consecutive hours in any twenty-four (24) hour period or in excess of seventy-five (75) hours averaged over a two (2) week period, she shall receive an overtime premium of one and one-half (1 1/2) times the regular straight time hourly rate for such overtime hours worked.
- (b) Overtime premium shall not be duplicated for the same hours nor pyramided with any other premium payable under this Agreement. Nothing herein shall disentitle the nurse to payment of the normal shift differential or responsibility pay provided herein.
- (c) It is understood and agreed that at the change of shift there will normally be additional time required for reporting which shall be considered to be part of the normal daily shift, for a period of up to fifteen (15) minutes duration. Should the reporting time extend beyond fifteen (15) minutes, the entire period shall be considered overtime for purposes of payment.
- (d) Where a nurse is required to work on a paid holiday or on a day for which she is entitled to receive one and one-half (1 1/2) times her regular straight time hourly rate for all hours worked and she is required to work additional hours following her full tour on that day (but not including hours on a subsequent regularly scheduled tour for such nurse), she shall receive two (2) times her regular straight time

hourly rate for such additional hours worked.

- (e) Overtime will not be paid for additional hours worked during a twenty-four (24) hour period as a result of a change in tour on the request of a nurse or an exchange of tours by two (2) nurses.
 - (f) The regular straight time hourly rate will be the hourly rate in Schedule A.01 of Schedule "A".
 - (g) Overtime will not be paid as a result of a changeover to daylight savings time from standard time or vice versa.
- 19.10 (a) Should a nurse be called in to work after a shift has begun, she shall be paid for a minimum of four (4) hours. Where the call-in is requested within one-half (1/2) hour of the starting time of the shift and the nurse commences work within one (1) hour of the call, then the nurse will be paid as if the entire shift had been worked, provided she completes the shift for which she was called in.
- (b) A part-time nurse scheduled to work and not personally advised within twenty-four (24) hours of the commencement of the shift that she is not required to work shall receive four (4) hours' pay at the straight time hourly rate for the cancelled shift.
- 19.11 A nurse who reports for work for a scheduled shift will be guaranteed at least four (4) hours' work, or if no work is available, will receive at least four (4) hours' pay at her straight time hourly rate.
- 19.12 When a nurse, who ordinarily travels from her place of employment to her place of residence by means of public transportation, following the completion of her shift, is required to work overtime past the time when normal public transportation is available, the Employer will provide her with cab fare to cover from work to her place of residence.

ARTICLE 20 - PROFESSIONAL RESPONSIBILITY

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

- (a) (i) Complain in writing to the Association-Employer Committee within fifteen (15) calendar days of the alleged improper assignment. The Chairman of the Association-Employer Committee shall convene a meeting of the Association-Employer Committee within ten (10) calendar days of the filing of the complaint. The Committee shall hear and resolve the complaint to the satisfaction of both parties.
- (ii) Failing resolution of the complaint within fifteen (15) calendar days of the meeting of the Association-Employer Committee, the complaint shall be forwarded to an independent Assessment Committee composed of three (3) registered nurses; one (1) chosen by the Ontario Nurses' Association, one (1) chosen by the Employer and one (1) chosen from a panel of independent registered nurses who are well respected within the profession. The member of the Committee chosen from the panel of independent registered nurses shall act as Chairperson.
- (iii) The Assessment Committee shall set a date to conduct a hearing into the complaint within fourteen (14) calendar days of its appointment and shall be empowered to investigate as is necessary and make what findings as are appropriate in the circumstances. The Assessment Committee shall report its findings in writing to the parties within thirty (30) calendar days following the completion of its hearing.
- (b) (i) The parties shall meet within fourteen (14) days of release of this award and select a panel of four (4) independent registered nurses who are well-respected within the profession. The members of the panel shall sit in a rotation agreed upon by the parties. If a panel member is unable to sit within the time stipulated, the panel member next scheduled to sit will be appointed by the parties. If the parties are unable to agree upon the composition or rotation of the panel within sixty (60) days of release of this award, these matters shall be remitted to the Board of Arbitration for determination.
- (ii) Each party will bear the costs of its own

nominee and will share equally the fee of the Chairperson and whatever other expenses are incurred by the Assessment Committee in the performance of its responsibilities as set out herein.

ARTICLE 21 - MISCELLANEOUS

- 21.01 A copy of this Agreement, in a mutually suitable form, will be issued by the Employer to each nurse now employed and as employed. The cost of reproducing the Agreement will be shared equally between the parties.
- 21.02 Bulletin Boards
- The Employer will provide bulletin board space for the purpose of the Association posting notices regarding meetings and other matters of interest. All such notices must be signed by a member of the Association Executive who is employed by the Employer. Notices must be approved by the Administrator or her designate prior to posting. Such approval shall not be unreasonably withheld.
- 21.03 Nurses will be paid bi-weekly on every second Friday for the pay period ending the previous Saturday. In the event that a paid holiday falls on a regular pay-day, then nurses will be entitled to be paid on the Thursday immediately preceding the normal pay-day.
- 21.04 It shall be the duty of each nurse to notify the Employer promptly of any change of name, address, telephone number or any temporary change in residency. If a nurse fails to do this, the Employer will not be responsible for failure of a notice sent by registered mail to reach such nurse.

ARTICLE 22 - SCHEDULES

- 22.01 Attached hereto and forming part of this Agreement is Schedule "A".

ARTICLE 23 - RETROACTIVITY

- 23.01 All nurses in the bargaining unit as of October 1, 1986 and nurses hired subsequent to that date are entitled to full retroactivity of salary for time paid. For nurses no longer in the employ of the Home at the date of issuance of the Board's award, the Employer shall give

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notice of their entitlement to retroactive salary increases by registered mail to the last known address recorded with the Employer, with a copy of each notice to be sent to the Association. Only those employees who apply in writing within thirty (30) days of the date of the mailing of the notice shall be entitled to retroactivity under this provision. Retroactivity shall be paid as soon as possible following the release of the Board's award but in any event no later than eight (8) weeks from the date of the award. All other provisions of this Agreement, except as otherwise indicated, shall come into effect on the date of issuance of this award, January 15th, 1990.

ARTICLE 24 - DURATION OF AGREEMENT

24.01 This Agreement shall be effective from October 1, 1986 and shall continue in effect until March 31, 1989 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the Agreement.

24.02 Notice of termination or desire to amend this Agreement may only be given within a period of ninety (90) days prior to the expiration date of this Agreement or to any anniversary of such expiration date.

DATED at Thunder Bay, Ontario, this 20th day of June, 1990.

FOR THE EMPLOYER

FOR THE ASSOCIATION

B. Sutter

Linda Pesselin

Sister Margaret Smith

Debra Kay

Patricia Lewis

Deborah Kennedy

SCHEDULE "A"A. 01 (a) Hourly SalariesREGISTERED NURSEOCTOBER 1, 1986APRIL 1, 1987

Start	\$14.48	\$14.91
1 Year	14.65	15.10
2 Years	14.88	15.34
3 Years	15.14	15.61
4 Years	15.45	15.93
5 Years	15.75	16.24
6 Years	16.09	16.59
7 Years	16.47	16.98

GRADUATE NURSE

Start	\$14.17	\$14.60
1 Year	14.34	14.79
2 Years	14.57	15.03
3 Years	14.83	15.30
4 Years	15.14	15.62
5 Years	15.44	15.93
6 Years	15.78	16.28
7 Years	16.16	16.67

REGISTERED NURSEAPRIL 1, 1988MARCH 1, 1989

Start	\$15.54	\$15.85
1 Year	15.74	16.45
2 Years	15.99	16.71
3 Years	16.27	17.01
4 Years	16.60	17.39
5 Years	16.93	17.73
6 Years	17.30	18.12
7 Years	17.71	18.55

GRADUATE NURSE

Start	\$15.23	\$15.54
1 Year	15.43	16.14
2 Years	15.68	16.40
3 Years	15.96	16.70
4 Years	16.29	17.08
5 Years	16.62	17.42
6 Years	16.99	17.81
7 Years	17.40	18.24

- (b) Each regular part-time nurse will be advanced from her present level on the Salary Schedule to the next level on the Salary Schedule after working fifteen hundred (1500) hours.

Casual part-time nurses will be placed on the salary grid in accordance with their service, with one (1) year equalling fifteen hundred (1500) hours worked. They will advance on the grid in the same manner as regular part-time nurses.

- (c) A casual part-time nurse whose status is altered to regular part-time or vice versa will assume her same level on the grid. In addition, a nurse who is so transferred will be given credit for service accumulated since the date of her last advancement.
- (d) All nurses will be paid on an hourly basis.

A.02

A claim for recent related clinical experience, if any, shall be made in writing by the part-time nurse at the time of hiring on the application for employment or otherwise. The part-time nurse shall co-operate with the Employer by providing verification of previous experience so that her recent related clinical experience may be determined and evaluated during her probationary period. Having established the recent related clinical experience, the Employer will credit a new part-time nurse with one (1) annual service increment for every two (2) years of experience, calculated pursuant to fifteen hundred (1500) hours of part-time equalling one (1) year of full-time and up to a maximum of level 6 (i.e. 5th year increment). If a period of more than two (2) years has elapsed since the nurse has occupied a full-time or a part-time nursing position, then the number of increments to be paid, if any, shall be at the discretion of the Employer.

A.03

A nurse shall be paid a shift premium of forty-five cents (\$.45) per hour for each hour worked outside the normal hours of the day shift provided that such hours exceed two (2) hours if worked in conjunction with the day shift. Shift premium will not form part of the nurse's straight time hourly rate.

A.04

- (a) Part-time nurses shall be paid in accordance with the following formula:

Applicable straight time hourly rate + twelve percent (12%).

In addition to her straight time rate, a part-time

nurse shall be paid twelve percent (12%) in lieu of fringe benefits, being those benefits to a nurse paid in whole or in part by the Employer as part of direct compensation or otherwise, save and except salary, vacation pay, holiday pay, reporting pay, shift premium, responsibility allowance, jury and witness duty and bereavement pay.

It is understood that the part-time nurse's straight time hourly rate does not include the twelve percent (12%) in lieu of fringe benefits which shall not be included for the purpose of computing any premium or overtime payments.

- (b) Regular part-time nurses and casual part-time nurses who obtain an interim replacement position and who are working more than twenty-four (24) hours per week, will continue to receive the amount in lieu referred to in A.04 (a) while so employed.

A. 05 Effective the date of issuance of the Board's award, where the Employer temporarily assigns a nurse to carry out the assigned responsibilities of the Director of Resident Care for a period of one (1) full tour or more, she shall be paid a premium of one dollar (\$1.00) per hour for such time worked in addition to her regular salary.

A. 06 (a) A graduate nurse in the employ of the Employer upon presenting proof of current certification by the College of Nurses of Ontario, shall be given the salary of the registered staff nurse effective the date of presenting proof of successfully passing the certification examination to the Director of Resident Care or her designate, or to the date of last hire, whichever is later.

- (b) Graduate nurses who become registered nurses shall be placed on the level of the registered nurses' salary grid which represents an increase in salary.

A. 07 Nurses employed prior to the date of the Board's award shall be placed on the salary grid in accordance with their total service with the Home (part-time and full-time) provided that credit for service with the Home prior to October 1, 1986, shall be as previously recognized by the Employer. Credit for service thereafter shall be calculated on the basis of fifteen hundred (1500) hours worked being equivalent to one (1) year. Effective the date of the award, credit for recent related experience shall be in accordance with Article A.02. Nurses currently employed at the Home shall have

sixty (60) days from the date of the award to make a claim for such experience.

- A.08 A part-time nurse who has transferred from full-time to part-time will assume her same level on the part-time grid. In addition, a nurse who so transfers will be given credit for service accumulated since the date of her last advancement.
- A.09 A graduate nurse shall advance on the grid in the same manner as a registered nurse. There shall be a fifty dollar (**\$50.00**) per month differential between the rates paid to registered and graduate nurses.

LETTER OF UNDERSTANDING

BETWEEN:

ST. JOSEPH'S HERITAGE (at its Bethammi Nursing Home)
(hereinafter referred to as the "Employer")

AND:

ONTARIO NURSES' ASSOCIATION
(hereinafter referred to as the "Association")

RE: 14.01

Bethammi Nursing Home provides an orientation program for all categories of staff. This orientation includes: a familiarization with the philosophy, goals and objectives of St. Joseph's Heritage and Bethammi Nursing Home; location of the policy and procedure manuals; fire and safety procedures; standards of care; Resident Care plans; ward lay out and routines and other information as outlined in the Bethammi Administrative Manual.

The duration of the orientation is as follows:

- (i) two (2) tours on day shift;
- (ii) two (2) tours on evening shift;
- (iii) two (2) tours on night shift (providing the employee is expected to work the night shift).

The duration of this program can be adjusted to meet the needs of the individual at the discretion of the Director of Resident Care.

This orientation is provided under the supervision of an appropriate staff member.

IN-SERVICE PROGRAM

There is an on-going in-service program at Bethammi Nursing Home which is in accordance with the Ministry of Health Guidelines.

APPENDIX 1

ONTARIO NURSES' ASSOCIATION DUES DEDUCTIONS

AGREEMENT TO DEDUCT FROM PAY CHEQUE

DATE :

I hereby authorize St. Joseph's Heritage (Bethammi Nursing Home), to deduct from my pay, in accordance with the Collective Agreement and in amounts as specified by Ontario Nurses' Association from time to time, the amount which is equivalent to regular monthly Association dues. The monies so deducted shall be forwarded by St. Joseph's Heritage (Bethammi Nursing Home), to Ontario Nurses' Association as specified by the Collective Agreement.

SIGNATURE OF NURSE:

APPENDIX 2
ONTARIO NURSES' ASSOCIATION
GRIEVANCE REPORT



STEP **DATE SUBMITTED TO EMPLOYER**

LOCAL **EMPLOYER**
GRIEVOR
DEPARTMENT

**GRIEVANCE
NUMBER**

NATURE OF GRIEVANCE AND DATE OF OCCURRENCE

SETTLEMENT REQUESTED

**SIGNATURE
OF GRIEVOR**

**SIGNATURE OF
ASSOCIATION REPRESENTATIVE**

STEP

EMPLOYER'S ANSWER

DATE:

ONE

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE

DATE RECEIVED BY LOCAL

STEP

EMPLOYER'S ANSWER

DATE:

TWO

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE

DATE RECEIVED BY LOCAL

THREE

EMPLOYER'S ANSWER

DATE:

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE

DATE RECEIVED BY LOCAL