

**COMBINED  
FULL-TIME  
AND  
PART-TIME  
COLLECTIVE AGREEMENT**

**BETWEEN:**

**HAWKESBURY AND DISTRICT GENERAL HOSPITAL  
(hereinafter referred to as "the Hospital")**

**- and -**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION  
(hereinafter referred to as "the Union")  
OPSEU LOCAL 461**

**SECTOR 10**

**EXPIRY: March 31, 2002**

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## **ARTICLE 1 - PURPOSE**

(The following clause will appear in all collective agreements replacing any provision related to Purpose that existed in the Hospital's expiring collective agreement:)

- 1.01 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 on-going 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 salaries, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

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

## **ARTICLE 2 - DEFINITIONS**

(The following clause will appear in all collective agreements replacing any provision related to Gender that existed in the Hospital's expiring collective agreement:)

- 2.01 Whenever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa where the context so requires. Where the singular is used, it may also be deemed to mean plural and vice versa.

(NOTE: Any other provision(s) related to central definitions that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

(NOTE: Any other provision(s) related to local definitions that existed in the expiring Collective Agreement will be continued in the Local Provisions Appendix.)

## **ARTICLE 3 - NO DISCRIMINATION OR HARASSMENT**

(The following provisions will appear in all collective agreements replacing any provisions related to No Discrimination or Harassment that existed in the Hospital's expiring collective agreement:)

- 3.01 The Hospital and the Union agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practised by any of their representatives with respect to any employee because of his membership or non-membership in the Union or activity or lack of activity on behalf of the Union or by reason of exercising his rights under the Collective Agreement.

- 3.02 It is agreed that there will be no discrimination by either party or by any of the employees covered by this Agreement on the basis of race, creed, colour, national origin, sex, marital status, age, religious affiliation, sexual orientation or any other factor which is not pertinent to the employment relationship.
- 3.03 Every employee who is covered by this agreement has a right to freedom from harassment in the workplace in accordance with the Ontario Human Rights Code.

#### **ARTICLE 4 - NO STRIKE/NO LOCKOUT**

(The following clause will appear in all collective agreements replacing any provision related to No Strike/No Lockout that existed in the Hospital's expiring collective agreement:)

- 4.01 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 (Dues Deduction)**

(The following clause will appear in all collective agreements replacing any provision related to dues deduction that existed in the Hospital's expiring collective agreement:)

- 5.01 The Hospital will deduct from each employee in the bargaining unit an amount equal to the regular monthly union dues designated by the Union. The amount of regular monthly dues shall be as certified to the Hospital by the Treasurer of the Union from time to time. The amounts so deducted shall be remitted by the Hospital to the Union's Director of Finance no later than the 15<sup>th</sup> of the month following the month in which such deductions were made. In consideration of the deducting and forwarding of union dues by the Hospital, the Union agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.

Each employer agrees to forward to OPSEU Central, on a one time basis, a master list of current bargaining unit members. This list shall include employee name, classification/job title, part time/full time status and if on leave of greater than thirty (30) days, and shall be provided no later than the posting of the second seniority list from date of ratification.

The above list shall be updated by providing changes on a monthly basis, in a manner that shall be determined by the Local Parties.

(Any other provision(s) related to union security that existed in the Hospital's expiring Collective Agreement will be continued in the Local Provisions Appendix.)

## **ARTICLE 6 - REPRESENTATION AND COMMITTEES**

(The following clauses will appear in all collective agreements replacing any provisions related to Representation and Committees (including Professional Responsibility) that existed in the Hospital's expiring collective agreement:)

### **6.01 Union Stewards**

The Hospital agrees to recognize union stewards to be elected or appointed from amongst employees in the bargaining unit for the purpose of handling grievances as provided under this Collective Agreement.

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. Such permission shall not be unreasonably withheld. If, in the performance of his grievance duties, a union steward is required to enter an area within the Hospital in which he is not ordinarily employed, he shall report his presence to the supervisor in the area immediately upon entering it. 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.

The number of stewards, the areas which they represent, are to be determined locally and will be set out in the Local Provisions Appendix.

### **6.02 Grievance Committee**

The Hospital will recognize a grievance committee comprising of members to be elected or appointed from the bargaining unit. One member shall be chairman. The purpose of the committee is to deal with grievances as set out in this Collective Agreement.

The number of employees on the grievance committee shall be determined locally and shall be set in the Local Provisions Appendix.

### **6.03 Labour-Management Committee**

- (a) The parties mutually agree that there are matters that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement. The Committee shall be comprised of an equal

number of representatives of each party as mutually agreed and shall meet at a time and place mutually satisfactory. The Committee shall meet once every two (2) months, unless agreed otherwise. A request for a meeting hereunder will be made in writing at least fourteen (14) days prior to the date proposed and accompanied by an agenda of matters proposed to be discussed. Where a Hospital has two or more agreements with OPSEU, then a joint committee shall represent all units unless otherwise agreed.

(b) Part T Utilization Information

The Hospital agrees to supply the local union with part-time/full-time hours utilization by department, at the time specified for the posting of seniority lists. The Hospital further agrees to supply the Union, upon request, with other information that is reasonably related to utilization.

The parties may discuss part-time/full-time utilization through the Labour/Management Committee. The Hospital agrees to consider Union proposals for alternate distribution of hours between part-time and full-time. The Union recognizes the Hospital's right to determine such utilization.

c) Professional Responsibility

- (i) The Parties have a mutual interest in the provision of quality patient care. Therefore, where an employee, or group of employees, covered by this agreement and governed by an Ontario College under the Health Disciplines Act, have cause to believe that they are being asked to perform more work than is consistent with proper patient care it is agreed by the parties that such workload problems may be discussed by the local Labour Management Committee. Such complaint must be filed in writing within fifteen (15) calendar days of the alleged improper assignment.

If, after a thorough investigation, no consensus can be reached at Labour Management Committee the parties will meet with the Chief Executive Officer (CEO)/ Chief Operating Officer (COO) within thirty (30) days of referral to present the issues. The CEO/COO will notify the Union of the decision in writing within fourteen (14) days.

- (ii) Where the employer requires employees who work in a classification for which there is a professional College under the RHPA, to also maintain membership in a professional association, the requirement for such membership may be the topic of local negotiations, as described in the Memorandum of Conditions for Joint Bargaining.



6.04 (a) **Negotiating Committee**

The Hospital agrees to recognize a negotiating committee comprised of members to be elected or appointed from the bargaining unit. Where the Hospital participates in central bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined in this Collective Agreement. Where the Hospital does not participate in central bargaining, the purpose of the negotiating committee shall be to negotiate a renewal of this Collective Agreement. The Hospital agrees that the members of the negotiating committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending negotiating meetings with the Hospital up to, and including, conciliation.

The number of members on the negotiating committee shall be determined locally and will be set out in the Local Provisions Appendix.

b) **Pay for Central Negotiating Committee**

Union Negotiating Committee members up to a maximum of seven (7) shall be paid for time lost from their normal straight time working hours at their regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospital Central Negotiating Committee in direct negotiations up to and including conciliation. If the parties are unable to arrive at a negotiated collective agreement through either direct negotiations or conciliation, the Hospital agrees that members of the Union Negotiating Committee shall receive unpaid leave for purpose of attending arbitration hearings.

6.05 **List of Union Representatives**

The Union agrees to provide and maintain an up-to-date list of all Union Representatives (including Union Stewards, Union Executive, Grievance Committee, Labour/Management Committee and Negotiating Committee) to the Director of Human Resources or designate.

6.06 **New Employee Interview**

All new employees 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 probationary period, without loss of regular earnings. The purpose of such meeting will be to acquaint the employee(s) with such representative of the Union and the collective agreement. These interviews will be scheduled in advance and may be arranged collectively or individually by the Hospital.

## ARTICLE 7 - ACCIDENT PREVENTION - HEALTH & SAFETY COMMITTEE

(The following clauses will appear in all collective agreements replacing any provisions related to Accident Prevention - Health and Safety Committee and the Hospital's provision of vaccines for Hepatitis B surface Antigen that existed in the Hospital's expiring collective agreement:)

7.01 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.

7.02 Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention - Health and Safety Committee, at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.

NOTE: Where there are multiple sites, the Local Parties are referred to Article 27 (Multi-site Language) to determine Local Applicability of Health & Safety Committee structure.

7.03 Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programmes and recommend actions to be taken to improve conditions related to safety and health.

7.04 The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.

7.05 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.

7.06 Any representative appointed or selected in accordance with 7.02 hereof, shall serve for a term of at least one (1) calendar year from the date of appointment. 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.

A member of a committee is entitled to.

- (a) one hour or such longer period of time as the committee determines is necessary to prepare for each committee meeting;
- (b) such time as is necessary to attend meetings of the committee; and
- (c) such time as is necessary to carry out inspections and investigations contemplated under subsection 9(26), 9(27), and 9(31) of the

*Occupational Health and Safety Act R.S.O. 1990 as amended up to and including 1998.*

A member of a committee shall be deemed to be at work during the times described above and the member's employer shall pay the member for those times at the member's regular or premium rate as may be proper.

7.07 The Hospital will ensure that there is one (1) OPSEU member certified, as described in the Occupational Health and Safety Act R.S.O. 1990, as amended up to and including 1998 among the OPSEU bargaining unit(s) at the Hospital. Such member will be selected or appointed by the Union. All issues relating to salary and costs associated with obtaining certification shall be in accordance with article 14.06.

7.08 The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.

7.09 **Hepatitis B Vaccine**

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.

**ARTICLE 8 - GRIEVANCE & ARBITRATION PROCEDURE**

(The following clauses will appear in all collective agreements replacing any provisions related to Grievance Procedure that existed in the Hospital's expiring collective agreement:)

- 8.01 Employees shall have the right, upon request, to the presence of a Union Steward at any stage of the grievance procedure, including the complaint stage, or at any time when formal discipline is imposed. The Hospital agrees that it will not discipline an employee without just cause. Where the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union, in writing, of such suspension or discharge.
- 8.02 For the purpose of this Agreement, a grievance is defined as a difference arising between a member of the bargaining unit and the Hospital relating to the interpretation, application, administration or alleged violation of the Agreement.
- 8.03 (I) It is the mutual desire of the parties hereto that complaints 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 seven (7) calendar days from the

event giving rise to the grievance, or from when the employee should have reasonably become aware of the event giving rise to the grievance. Failing settlement within seven (7) calendar days, it shall then be taken up as a grievance within the seven (7) calendar days following his immediate supervisor's decision in the following manner and sequence:

- (2) The employee must submit the grievance through the Local Union, signed by the grievor and the Local Union President, or designate, to the Chief Executive Officer (CEO) of the Hospital, or designate. The employee may be accompanied, if he so desires, by his union steward. The grievance shall identify the nature of the grievance, the remedy sought, and should specify the provisions of the Agreement which are alleged to have been violated.
- (3) The parties will have a period of up to thirty (30) calendar days from the date the grievance is filed to attempt to resolve the grievance, and in any case, to provide the Union with a formal written response setting out the Hospital's position on the matter.
- (4) During the thirty (30) day resolution period referred to above, the parties will attempt to resolve the matter(s) in dispute through a meeting or a series of meetings which shall involve the individuals with authority to resolve the grievance. In all cases, the meeting(s) shall include the Union Grievance Committee.
- (5) Prior to the initial meeting date being established, the parties will provide document disclosure on a without prejudice basis to each other, with the purpose of providing both parties with the opportunity to understand the grievance and to prepare for the resolution meeting(s).

In determining a date for the meeting the parties will consider:

- i) the time needed for research, consultation and preparation for the meeting(s) and,
- ii) and the time needed, after the meeting, and before the expiry of the thirty (30) day period, to conduct follow-up activities including the possibility of holding further meetings.

For these reasons the initial meeting will generally take place during the middle ten (10) days of the thirty (30) day period.

- (6) In resolving the dispute, the parties will hold the meeting, and any other meetings as may be agreed, to thoroughly consider the grievance and attempt to find a resolution. The governing principle will be that the

parties have a mutual interest in their own solutions and avoiding, if at all possible, having the decision made by an arbitrator.

- (7) If the parties are unable to resolve the grievance, the Hospital will provide the Union with a written response to the grievance by the end of the thirtieth (30<sup>th</sup>) day following the date of the filing of the grievance.
- (8) The Union will then have a period of fourteen (14) calendar days from the date of the Hospital's response to determine if the response is acceptable, or will refer the matter to arbitration.
- (9) If the grievance is filed by the Hospital, the Union will provide a response by the end of the thirtieth (30<sup>th</sup>) day following the date the grievance was filed. The Hospital will have fourteen (14) calendar days from the date of the Union's response to determine if it will accept the Union's response or will refer the matter to arbitration.

#### 8.04 Policy Grievance

A grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at the level of the **CEO** within fourteen (14) calendar days following the circumstances giving rise to the 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 he could have instituted himself and the regular grievance procedure shall not be thereby bypassed. Where the grievance is a Hospital grievance it shall be filed with the Local Union President or designate.

#### 8.05 Group Grievance

Where a number of employees have identical grievances and each one would be entitled to grieve separately, they may present a group grievance in writing through the Local Union, signed by each employee who is grieving and the Local Union President, or designate, to the **CEO**, or his designate, within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated in the manner as set out for an individual grievance.

#### 8.06 Discharge Grievance

The release of a probationary employee shall not be the subject of a grievance or arbitration.

The Hospital agrees that it will not discharge, without just cause, an employee

who has completed his probationary period. A claim by an employee who has completed his probationary period that he has been unjustly discharged shall be treated as a grievance. Such grievance shall be submitted through the Local Union, signed by the grievor and the Local Union President, or designate, to the CEO of the Hospital, or designate within seven (7) calendar days after the date the discharge is effected. Such grievance may be settled by:

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

8.07 Failing settlement under the foregoing procedure, any grievance, including a question as to whether the grievance is arbitrable, may be submitted to arbitration as herein provided. If no written request for arbitration is received within fourteen (14) calendar days after the decision under the foregoing procedure is given, the grievance shall be deemed to have been abandoned.

8.08 All agreements reached under the grievance procedure between the representatives of the Hospital, the representatives of the Union and the grievor(s) will be final and binding upon the parties.

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

8.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance, except as herein provided.

8.11 No matter may be Submitted to arbitration which has not been properly carried through all requisite steps of the grievance procedure.

8.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, or to alter, modify, add to or amend any part of this Agreement.

- 8.13 The proceedings of the Arbitration Board will be expedited by the parties. The decision of the majority, and where there is no majority, the decision of the Chair, will be final and binding upon the parties hereto and the employee(s).
- 8.14 Each of the parties will bear the expense of its nominee, and the parties will share equally the fees and expenses of the Chair of the Arbitration Board.
- 8.15 The time limits set out in this Article 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.
- 8.16 The parties to this agreement wish to encourage the settlement of grievances as soon as is possible and, wherever possible, without resort to arbitration. For these reasons:
- (1) The parties are encouraged to take advantage of the process for mediation/arbitration as provided for in S. 50 of the Labour Relations Act, 1995 (R.S.O. 1995 as amended) (the "Act").
  - (2) When the parties do not elect to use S. 50 of the Act in the period immediately following the referral of a matter to arbitration, the parties will commence a period of review. During this time they will each seek informed opinion with respect to the matter in dispute and consider whether the issues involved are such that the assistance of a mediator, or some form of early intervention, may be helpful. It is expected that this will occur within the first sixty (60) calendar days following referral of the matter to arbitration, avoiding the delay and costs that result from this process occurring immediately prior to an established hearing date.
- 8.17 Where "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.
- 8.18 Notwithstanding the time limits as set out herein, in the interest of bringing the matter to an expeditious conclusion, where the decision or response is provided in less than the number of days provided above, any subsequent response will measure from the receipt of the response.

## **ARTICLE 9 - LETTERS OF REPRIMAND AND ACCESS TO FILES**

(The following clauses will appear in all collective agreements replacing any provisions related to Letters of Reprimand and Access to Files that existed in the Hospital's **expiring** collective agreement:)

- 9.01 Any letter of reprimand or suspension will be removed from the record of an employee eighteen (18) months following the receipt by the employee of such letter or suspension provided that the employee's record has been discipline free for such eighteen (18) month period.
- 9.02 Each employee shall have reasonable access to his file for the purposes of reviewing any evaluations, letters of counseling or formal disciplinary notations contained therein. Such review shall take place in the presence of the employer. A copy of the above documents will be provided to the employee on request. An employee is entitled to place a written response to letters of counselling in his file.

## **ARTICLE 10 - SENIORITY AND SERVICE**

(The following clauses will appear in all collective agreements replacing any provisions related to Probationary Period, Seniority Lists, Manner of Expressing Part-time Seniority, Full-Time definition of Seniority, Transfer of Seniority, Effect of Absence, Application of Seniority on Layoff and Recall, Layoff and Recall Rights for Part-time and Full-time Employees, Retention and Accumulation of Seniority on Transfer Outside the Bargaining Unit, and Loss of Seniority and Service, and Deemed Termination that existed in the Hospital's expiring collective agreement:)

### 10.01 Probationary Period

Newly hired employees shall be considered to be on probation for a period of sixty (60) tours worked from date of last hire (450 hours of work for employees whose regular hours of work are other than the standard work day). If retained after the probationary period, the employee shall be credited with seniority from date of last hire. With the written consent of the Hospital, the probationary employee and the President of the Local Union or his designate, such probationary period may be extended.

It is understood and agreed that any extension to the probationary period will not exceed an additional sixty (60) tours (450 hours of work for employees whose regular hours of work are other than the standard work day) worked or such lesser period as may be agreed by the parties. The release of a probationary employee shall not be the subject of a grievance or arbitration.

### 10.02 Seniority List

A seniority list will be maintained for each department. The Hospital shall post such list and provide the Union with a copy, indicating bargaining unit seniority, twice per year.



(Article 10.03 (a) is applicable to part-time employees only)

#### 10.03 Seniority Accumulation

- (a) (i) Part-time employees shall have their seniority expressed on the basis of number of hours worked in the bargaining unit. (The foregoing is for clarity only and therefore does not modify an employee's level of seniority under this collective agreement or previous collective agreements.)
- (ii) Notwithstanding Article 10.03 (a) (i) seniority shall accrue during a pregnancy leave or parental leave. For the purposes of pregnancy leave and parental leave, seniority accrual shall be determined by multiplying the normal weekly hours times the number of weeks the employee is absent due to a pregnancy leave up to a maximum of 17 weeks and/or the number of weeks the employee is absent due to a parental leave up to a maximum of 18 weeks, whichever is applicable.

(Article 10.03 (b) is applicable to full-time employees only)

- (b) 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 in the collective agreement or previous collective agreements. (The foregoing is for clarity only and therefore does not modify an employee's level of seniority under this collective agreement or previous collective agreements,)

(The following clause will appear in collective agreements when both full-time and part-time employees are represented by O.P.S.E.U. replacing any provision related to Transfer of Seniority that existed in the Hospital's expiring collective agreement:)

- (c) In the application of seniority, no employee's seniority date may pre-date their start date.

10.04 Seniority shall be retained by an employee in the event he is transferred from full-time to part-time or vice versa. For the purposes of the application of seniority under the agreement but not for the purposes of service under any provisions of the agreement, an employee whose status is changed from full-time to part-time shall receive credit for his seniority on the basis of 1650 hours worked for each year of full-time seniority. For the purposes of the application of seniority, under the agreement but not for the purposes of service under any provisions of the agreement, an employee whose status is changed from part-time to full-time shall receive credit for his seniority on the basis of one(1) year of seniority for each 1650 hours worked. Any time worked in excess of an equivalent shall be pro-rated at the time of transfer.

NOTE: Those Hospital contracts currently with a lesser hourly requirement shall continue.

NOTE: Article 10.05 applies to full-time employees only.

10.05 (a) **Effect of Absence**

- (i) 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.

During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increments, vacation, sick leave, or any other benefit under any *provision* 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 accordingly.

In addition, the employee will become responsible for full payment of subsidized employee benefits in which he is participating for the period of the absence. The employee may arrange with the Hospital to prepay the full premium of any applicable subsidized benefits in which he is participating during the period of leave in excess of thirty (30) continuous days to ensure continuing coverage.

It is further understood that during such absence, credit for seniority shall be suspended and not accrue during the period of absence. Notwithstanding this provision, seniority shall accrue for a period of thirty (30) months if an employee's absence is due to disability resulting in WCB or LTD benefits.

- (ii) Notwithstanding Article 10.05 (a) (i), service and seniority will accrue for a maximum period of seventeen (17) weeks if an employee's absence is due to a pregnancy leave, and for a maximum period of eighteen (18) weeks if an employee's absence is due to a parental leave. In addition, the Hospital will continue to pay its share of the premiums of the subsidized employee benefits in which the employee is participating for up to seventeen (17) weeks from the commencement of the leave while the employee is on pregnancy leave, and for up to eighteen (18) weeks from the commencement of the leave while the employee is on parental leave, unless the employee does not intend to pay her contributions.

- (b) The Hospital agrees to provide, in response to an employee's request, his service and/or anniversary date.

#### 10.06 Application of Seniority on Layoff and Recall

For purposes of layoff and recall, seniority shall operate on a department-wide basis, i.e., laboratory, radiology or such other departments which exist in the individual hospitals where the employees are covered by this Agreement.

#### 10.07 Layoff and Recall Rights

Seniority lists and layoff and recall rights for full-time employees shall be separate from seniority lists and layoff and recall rights for part-time employees, subject to Article 11.04 (1) (c), (d) and (f).

#### 10.08 Retention & Accumulation of Seniority on Transfer Outside Bargaining Unit

An employee who is transferred to a position outside the bargaining unit for:

- (a) a period of less than eighteen (18) months or such longer period as the parties may agree upon or;
- (b) a specific term of appointment, including temporarily replacing an employee outside the bargaining unit

shall retain but not accumulate seniority held at the time of transfer. In the event the employee is returned to a position in the bargaining unit within the time periods noted in (a) or (b) above he shall be credited with the seniority held at the time of transfer and shall resume accumulation from the date of his return to the bargaining unit.

#### 10.09 Loss of Service and Seniority

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

- (a) leaves of his own accord;
- (b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
- (c) has been laid off without recall pursuant to Article 11.07 for twenty-four (24) months.

- (d) is absent from scheduled work for a period of three (3) or more consecutive working days, without notifying the Hospital of such absence and providing a reason satisfactory to the Hospital;
- (e) fails to return to work (subject to the provisions of (d)) upon termination of an authorized leave of absence without satisfactory reason or utilizes a leave of absence, without permission, for purposes other than that for which the leave was granted;
- (f) fails upon being notified of a recall to signify his intention to return within five (5) calendar days after he has received the notice of recall mailed by registered mail to the last known address according to the records of the Hospital and fails to report to work within ten (10) calendar days after he has received the notice of recall or such further period of time as may be agreed upon by the parties;
- (g) is absent due to illness or disability for a period of thirty (30) months, unless he has less than six (6) months' service at the time the illness or disability commenced and is not eligible for long-term disability benefits. If the employee has less than six months' service at the time the illness or disability commenced and is not eligible for long-term disability benefits, this provision will apply after an absence equal to his length of service at the time the absence commenced.

(NOTE: Any other provision(s) related to seniority that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

## **ARTICLE 11 - LAYOFF AND RECALL**

(Subject to implementation instructions, the following clauses will appear in all collective agreements replacing any provisions related to Layoff and Recall that existed in the Hospital's expiring collective agreement:)

NOTE: Article 11 applies to Full-Time and Regular Part-Time Employees only.

11.01 The Hospital and the Union agree to work jointly to minimize any adverse effects of a long term or permanent layoff (greater than thirteen (13) weeks duration) on employees, and maximize creative approaches that meet the interests of both the Hospital and the employees. Accordingly, in the event of such a layoff the Hospital will:

- (a) provide the Union with no less than 5 months notice.

- (b) commencing at the time that notice is given to the Union, and prior to the giving of written notice to the employees if possible, jointly evaluate, plan and review:
- the reason causing the layoff
  - the service the Hospital will undertake after the layoff
  - how the Hospital intends to effect the lay-off, including areas where layoffs will occur, and which employees will be laid off
  - ways the Hospital can assist employees to find alternate employment.
  - ways and means of avoiding or minimizing the impact, including:
    - < identifying and reviewing possible alternatives to any action that the Hospital may propose taking;
    - < identifying and reviewing ways to address on-the-job retraining needs of employees;
    - < identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period.
    - < Identifying Contracting in opportunities
    - < Mapping bumping options for affected employees, to the extent possible.

To allow the Labour Management Committee to carry out its mandated role under this Article, the Hospital will provide the Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit.

11.02 Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the terms of this Agreement.

11.03 In the event of layoff, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that those

employees who remain on the job have the qualifications and ability to perform the work.

Employees shall be entitled to 3 months written notice of permanent or long term layoff. To assist the employee in this process, layoff notices will contain, where possible, specific information on bumping options. It is agreed and understood that Regulation 327, Section 7, of the Employment Standards Act applies. It is further agreed that notice to both the Union and the employees may run concurrently.

After receipt of such written notice, affected employees will have a period of up to seven (7) calendar days to indicate to the Hospital their choice of options as outlined below. The Hospital agrees to meet with the affected employee(s) within seven (7) calendar days after it has received written notification of the employee=s choice of entitlement, in' order to verify his/her choice or to discuss alternatives.

Note: For purposes of layoff under Article 11, the clinical laboratory department would include the sub-disciplines of laboratory medicine. For purposes of layoff under this Article, a discipline is a service function within a department.

11.04 (1) An employee who is subject to permanent or long-term layoff shall have the following entitlements:

- (a) accept the layoff and be placed on a recall list for twenty-four (24) months from the date the actual layoff begins; or
- (b) accept the layoff, and thereafter, at the Employers option, receive pay in-lieu of notice and not be required to report for work during the notice period. It is agreed and understood that during the period of notice the employee=s wages and benefits will be maintained as if he/she were at work, and that his/her layoff will be deemed to have commenced at the end of the notice period.
- (c) the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee within his or her classification, identical paying classification, or lower paying classification in his or her discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee within his or her classification, identical paying classification, or lower paying classification in his or her discipline or department without training other than orientation.

(Article 11.04 (d) and (e) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist:)

- (d) If the full-time employee cannot displace a full-time employee in (c), the employee may displace a part-time employee who has lesser bargaining unit seniority and who is the least senior employee in her classification, identical paying classification, or lower paying classification in her discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee in her classification, identical paying classification, or lower paying classification in her discipline or department without training other than orientation.
- (e) If the part-time employee cannot displace a part-time employee in (c), the employee may displace a full-time employee who has lesser bargaining unit seniority and who is the least senior employee in her classification, identical paying classification, or lower paying classification in her discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee in her classification, identical paying classification, or lower paying classification in her discipline or department without training other than orientation.
- (9) If the employee cannot displace an employee in his or her discipline or department, the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in another department without training other than orientation.

(Article 11.04 (g) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist:)

- (g) (i) If the full-time employee cannot displace a full-time employee in (f), the employee may displace a part-time employee who has lesser bargaining unit seniority and who is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in another department without training other than orientation.
- (ii) If the part-time employee cannot displace a part-time employee in (9), the employee may displace a full-time employee who has lesser bargaining unit seniority and who

is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in another department without training other than orientation.

- 11.04 (2) An employee who is subject to layoff for a period not greater than thirteen weeks shall have the following entitlements:
- (a) accept the layoff and be placed on a recall list for twenty-four (24) months. During this period of layoff the employee may elect to receive payment of some or all of his/her earned vacation credits up to a maximum of the period of the layoff. It is understood that his/her vacation bank and entitlement will be appropriately reduced for that vacation year; or
  - (b) displace an employee within his or her classification who has lesser bargaining unit seniority and who is the least senior employee within his or her classification, if the employee originally subject to layoff can perform the duties of the least senior in his or her classification in his or her discipline without training or orientation.
  - (c) If the employee cannot displace an employee in (b), the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in his or her discipline, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in his or her discipline without training or orientation.
- 11.05 Where an employee has his or her shift cancelled, the employee shall not be entitled to displace another employee.
- 11.06 An employee who displaces an employee in a lower paying classification will be placed on the salary grid of the lower classification consistent with the level he would have achieved in the lower classification based on his service and experience with the Hospital.
- 11.07 An employee shall have opportunity of recall from a layoff to an available opening in his or her former classification, or an equal or lower paying classification than the one from which the employee was originally laid off, in order of seniority, provided he/she has the qualifications and 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 completed. An employee who is recalled shall be credited with the seniority he/she had at the time of the layoff.



- 11.08 (a) An employee recalled to work in a different classification from which he was laid off, or an employee who has displaced an employee in a lower classification shall be entitled to return to the position he held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of his former position.

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.

(Article 11.08 (b) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist:)

- (b) (i) In addition to 11.08(a) a full-time employee who has displaced a part-time employee shall be entitled to return to the position he held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of his former position.
- (ii) In addition to 11.08 (a) a part-time employee who has displaced a full-time employee shall be entitled to return to the position he held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of his former position.

- 11.09 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 fifth day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.

- 11.10 Where there is an available opening which has not been filled in accordance with Article 11.07, an employee who has either accepted a layoff or is under notice of layoff and is unable to displace any other employee will be given an opportunity for on-the-job retraining of up to 6 months, subject to the staffing requirements of the hospital, if, with the benefit of such retraining, the employee could reasonably be expected to obtain the qualifications and ability to perform the work. Such

opportunities will be provided in order of seniority. During the period of on-the-job retraining the recall period will continue to apply from the original date of layoff. If, following the period of on-the-job retraining the employee has not obtained the qualifications and ability to perform the work, the employee will be returned to the recall list or will be terminated in accordance with Article 10.09 (c).

(Article 11.11 will only appear in those collective agreements where both full-time and part-time employees are represented by OPSEU)

- 11.11 In the event that an employee who has been laid off and is placed on a recall list is assigned, by the Hospital, ad hoc shifts or to a temporary vacancy, she will retain, but not accumulate his or her seniority and service held at the time of layoff. Employees in such assignments will be treated as part-time. Where an employee is recalled pursuant to Article 11.07, she will receive credit for service and seniority for shifts worked under this provision. Any assignments under this provision will be offered on a voluntary basis.
- 11.12 (a) Local Human Resource Plans will apply to Health Services Restructuring Commission directives. In other circumstances, the balance of this Article will apply.
- (b) Before issuing notice of long term layoff pursuant to Article 11.03, and following notice pursuant to Article 11.01 (a), the Hospital will make *offers* of early retirement allowance in accordance with the following conditions:
- i) The Hospital will first make offers in order of seniority in the departments(s) and in classifications where layoffs would otherwise occur. The Hospital will offer the same number of early retirements as the number of lay-offs it would otherwise make.
  - ii) The Hospital will make offers to employees eligible for early retirement under the Hospital pension plan (including regular part-time, if applicable, whether or not they participate in the hospital pension plan).
  - iii) If no employees on the unit affected accept the offer, the Hospital will then extend the offer to other employees in the same classification as that being affected in the bargaining unit in order of seniority.

- iv) The number of early retirements the Hospital approves will not exceed the number of employees in that classification who would otherwise be laid off.

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks= salary for each year of service, to a maximum ceiling of twenty-six (26) weeks= salary.

- (c) Where an employee has received individual notice of long term layoff under Article 11.03 such employee may resign and receive a separation allowance as follows:

- i) Where an employee resigns effective within thirty (30) days after receiving individual notice of long term layoff, she or he shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of sixteen (16) weeks= pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation will be reimbursed for tuition fees up to a maximum of three thousand (\$3,000.00) dollars.

- ii) Where an employee resigns effective later than thirty (30) days after receiving individual notice of long term layoff, her or she shall be entitled to a separation allowance of four (4) weeks salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation will be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250.00) dollars.

Note: 11.12 (c) applies to employees whose 3 month notice is given on or after April 1, 2000.

## **ARTICLE 12 - TECHNOLOGICAL CHANGE**

(The following clause will appear in all collective agreements replacing any provision related to Technological Change that existed in the Hospital's expiring collective agreement:)

NOTE: Article 12 applies to full-time and regular part-time employees only. It does not apply to casual part-time employees.

12.01 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 effect, if any, upon employees concerned.

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 set forth above and the requirements of the applicable legislation.

12.02 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 previous educational background, during which they may perfect or acquire the skills necessitated by the newer 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.

### **ARTICLE 13 - JOB POSTING, PROMOTION AND TRANSFER**

(The following clause will appear in all collective agreements replacing any provision related to Job Posting, Promotion and Transfer that existed in the Hospital's expiring collective agreement:)

13.01 Where a vacancy exists, or where the Hospital creates a new position in the bargaining unit, such vacancy shall be posted for a period of seven (7) calendar days. Applications for such vacancies shall be made in writing within the seven (7) day period referenced herein.

Notwithstanding the above, the Hospital may fill at its own discretion vacancies caused by:

- (a) illness;
- (b) accident;
- (c) pregnancy and parental leaves of absence;
- (d) leave of absence not expected to exceed six (6) months;
- (e) vacation;
- (f) specific tasks not expected to exceed six (6) months.

In filling such temporary vacancies, the Hospital shall consider employees who have expressed an interest, in writing, in filling such vacancies, on the basis of the selection criteria as set out in Article 13.06.

Employees in bargaining units at the Hospital represented by O fSEU selected to fill such temporary vacancies agree not to apply for other temporary positions while filling the temporary vacancy. Upon completion of the temporary vacancy, the bargaining unit employee will be returned to his former position. Such employees shall continue to accrue seniority while filling a temporary vacancy.

Employees newly hired to fill such temporary vacancy will not accrue seniority during the filling of such vacancy. If such employees successfully post into a permanent position within the bargaining unit, prior to the end of the non-posted vacancy, they will be credited with seniority from their last date of hire. The release or discharge of such employee at the completion of the temporary vacancy shall not be the subject of a grievance or arbitration.

- 13.02 Notices of vacancies referred to in 13.01 shall include, for informational purposes: department, classification, qualifications.
- 13.03 A copy of the posted notice will be sent to the local President or his designate, within the aforementioned seven (7) calendar days.
- 13.04 The name of the successful applicant will be posted and a copy sent to the local President or his designate.
- 13.05 The Hospital agrees to discuss with unsuccessful applicants ways in which they can improve for future postings, if requested.
- 13.06 In filling posted vacancies the selection shall be made based on skill, ability, experience, and relevant qualifications of the applicants. Where these factors are relatively equal, bargaining unit seniority shall be the governing factor.
- 13.07 In matters of promotion and staff transfer, a successful bargaining unit applicant shall be allowed a trial period of up to sixty (60) days (450 hours for employees whose regular hours of work are other than the standard work day) worked 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. Should the employee return or be returned to his former job, the filling of subsequent vacancies will be reversed.
- 13.08 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).

The employee's anniversary date shall be adjusted.

- 13.09 An employee selected as a result of a posted vacancy need not be considered for a further vacancy for a period of up to six (6) months from his date of selection.
- 13.10 Where there are no successful applicants from within the bargaining unit for posted vacant positions, employees in other OPSEU Paramedical bargaining units at the Hospital will be considered for such staff transfers or promotions prior to considering persons outside OPSEU Paramedical bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article 13, and selection shall be made in accordance with Article 13.06. All provisions of Article 13 will apply to employees selected in accordance with this provision.
- 13.11 From time to time the job duties or scope of a bargaining unit position(s) may change in such a way as to represent a developmental opportunity, a specialization, or a broadening of duties for a limited number of employees within a department (or appropriate work unit), without increasing the complement of employees in the department.

When this occurs, the Hospital shall post this opportunity in the form of an information notice in the relevant department(s) for a period of at least seven (7) calendar days. A copy of the posted notice will be sent to the Local President or designate within the aforementioned seven (7) calendar days. Employees wishing consideration for these opportunities must express their interest, in writing, within the 7 day period referenced herein.

The Hospital shall consider employees for these opportunities on the basis of skill, ability, relevant qualifications and seniority. Notwithstanding the above, the final decision for selection *will* be at the discretion *of* the Hospital.

If requested, the Hospital will discuss with unsuccessful applicants reasons why they were not chosen for the opportunity.

## ARTICLE 14 - LEAVES OF ABSENCE

**NOTE:** The provisions of Article 14, Leaves of Absence, apply to full-time and regular part-time employees but do not apply to casual part-time employees.

(Subject to implementation instructions, the following clauses will appear in all collective agreements replacing any provision related to Personal Leave, Union Business Leave, Bereavement Leave, Jury and Witness Duty, Pregnancy Leave, Parental Leave, Education Leave and Pre-Paid Leave that existed in the Hospital's expiring collective agreement:)

### 14.01 Personal Leave

Written requests for a personal leave of absence without pay will be considered on an individual basis by the employee's Department Head or his designate. Such requests are to be submitted as far in advance as possible and a written reply will be given. Such leave shall not be unreasonably withheld.

### 14.02 Union Business Leave

#### (a) Local Union Business Leave

The Hospital agrees to grant leaves of absence without pay to local bargaining unit members for the purpose of attending Union seminars and/or attending to Union business. The cumulative total leave of absence will be determined locally, but shall not exceed forty (40) days per year per hospital.

The amount of notice required and the number of employees who may be absent at any one time and from any one area shall be determined locally and will be set out in the Local Provisions Appendix.

#### (b) Union Position Leave - F.T.

When an employee is elected as the Union's President or First Vice-president (Provincially) the Union will immediately following such election advise the Employer of *the name of* the employee so elected. Leave of absence shall be granted from the employee's place of employment for the duration of the current term of office. The Union shall reimburse the Employer the amounts paid on behalf of the employee, including pay and benefits.

(c) Where an individual of the bargaining units represented centrally by OPSEU is elected *or* appointed as an Executive Board Member, Executive Officer, member of the central negotiating committee, member of Medical Division Executive or as a Membership Development Trainee,

such individual shall be granted leave of absence for the time off required to exercise the duties of such appointment. The notice requirements to obtain such time off shall be governed in accordance with the leave of absence policy and procedure of the affected Hospital. Such positions shall be limited to two (2) members from a Hospital with no more than one individual from within a section/division within a Department.

- (d) For leaves of absence without pay for Union business under the terms of this Agreement, including unpaid leave for members of the Central Negotiating Team, the employee's salary and applicable benefits will be maintained by the Hospital and the Union will reimburse the Hospital for the cost of salary and benefits. The Hospital will bill the Union and the Union will reimburse the Hospital within a reasonable period of time. In addition, there shall be no loss of seniority during such leaves of absence.

#### 14.03 Bereavement Leave

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for up to three (3) consecutive scheduled working days off without loss of regular pay from regularly scheduled hours within the seven (7) calendar day period commencing three (3) calendar days prior to the day of the funeral of a member of his immediate family.

Immediate family, for the purposes of this section, shall mean spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law and grandparent of spouse. "Spouse" for the purposes of bereavement leave will include a partner of the same sex.

The Hospital, in its discretion, may extend such leave with or without pay. Furthermore, where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave.

#### 14.04 Jury and Witness Duty

If an employee is requested to serve as a juror in any court of law or is required by subpoena to attend as a witness in a court proceeding in which the Crown is a party, or is required to attend a coroner's inquest in connection with a case concerning the Hospital, the employee shall not lose regular pay because of necessary absence from work due to such attendance, and shall not be required to work on the day of such duty, provided that the employee:



- (a) informs the Employer immediately upon being notified that the employee will be required to attend court or the coroner's inquest;
- (b) presents proof of service requiring the employee's attendance; and
- (c) promptly repays the Employer the amount (other than expenses) paid to the employee for such service as a juror or for attendance as such witness.

(Applicable to full-time employees)

In addition to the foregoing, where an 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 or during his regularly scheduled vacation, the Hospital will attempt to reschedule the employee's regular day off or vacation period, it being understood that any rescheduling shall not result in the payment of any premium pay. If the Hospital fails to reschedule such employees, the Hospital shall arrange lieu time off work for all days the employees would otherwise be off work had it not been for the attendance at Court or the Coroner's Inquest.

(Applicable to part-time employees)

In addition to the foregoing, where a part-time employee is required by subpoena to attend a court of law or Coroner's inquest, in connection with a case arising from the employee's duties at the Hospital, on his regularly scheduled day off, he shall receive regular pay as if he had been scheduled to work the day.

(The following clauses related to Pregnancy Leave and Parental Leave will be incorporated in all collective agreements:)

14.05 (a) **Pregnancy Leave**

- (i) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this agreement.

(Article 14.05 (a)(ii) is applicable to full-time employees and regular part-time employees only)

- (ii) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) plan, and retroactive to date of confirmation by the Employment Insurance Commission, a n

employee who is on pregnancy leave as provided under this agreement and who is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, 1996, 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 Employment Insurance pregnancy benefits during her leave and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of 15 weeks for a pregnancy leave. 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.

This provision only applies to employees with at least 10 months of continuous service at the hospital prior to the commencement of the pregnancy leave.

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

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Note: Effective April 1, 2001, the SUB top-up level increases from 75% to 84%.

(iii) **Transfer of Pregnant Employees**

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 current contractual maternity leave provisions.

(b) **Parental Leave**

- (i) Parental leaves will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this agreement.

(Article 14.05 (b) (ii) is applicable to full-time employees and regular part-time employees only)

- (ii) Effective on confirmation *by* the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUE) plan, and retroactive to date of confirmation by the Employment Insurance Commission, an employee who is on parental leave as provided under this agreement and who is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, 1996, 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 Employment Insurance parental benefits during her leave and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of ten (10) weeks for a parental leave. 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 parental leave times her normal weekly hours.

This provision only applies to employees with at least 10 months of continuous service at the hospital prior to the commencement of the parental leave.

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

Note: Effective April 1, 2001, the SUB top-up level increases from 75% to 84%.

- (iii) (Applicable to full-time employees only)

Where an employee has become a natural father or has qualified to adopt a child and has at least 10 months of service at the commencement of his/her approved parental leave, such employee may be entitled to extend the parental leave up to an aggregate of

six (6) months without pay. Such employee shall advise the Hospital as far in advance as possible of their qualifying to adopt, and shall request the leave of absence in writing upon receipt of confirmation of the pending adoption. Such request for an extension of the parental leave shall not be unreasonably withheld.

It is understood that during any such extension of the parental leave, credit for service or seniority for the purposes of salary increments, vacations, sick leave, or any other benefits under any provisions of the collective agreement or elsewhere shall be suspended during such leave 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 or she is participating for the period of the absence.

(Applicable to part-time employees only)

Where an employee has become a natural father or has qualified to adopt a child and has at least 10 months of service at the commencement of his/her approved parental leave, such employee may be entitled to extend the parental leave up to an aggregate of six (6) months without pay. Such employee shall advise the Hospital as far in advance as possible of their qualifying to adopt, and shall request the leave of absence in writing upon receipt of confirmation of the pending adoption. Such request for an extension of the parental leave shall not be unreasonably withheld.

It is understood that during any such extension of the parental leave seniority and service do not accumulate.

(Note: Any other provision(s) related to Pregnancy and Parental Leaves that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

#### 14.06 **Education Leave**

Where the Hospital directs and the employee agrees to take an educational course to upgrade or acquire new employment qualifications such employee shall not lose regular pay because of necessary absence from work due to participation in such course. The Hospital shall pay the full cost of such course in advance. The Employee may apply to the Hospital for a reasonable advance to cover additional costs associated with the course.

14.07      **Pre-Paid leave**

(For details on Pre-Paid Leave see Article 26.04)

(NOTE: Any other provision(s) related to Leaves of Absence that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

**ARTICLE 15 - SICK LEAVE AND LONG-TERM DISABILITY**

NOTE: The provisions of Article 15, Sick Leave and Long-Term Disability, apply to full-time employees only.

(Articles 15.01 to 15.06 are related to Sick Leave and Long-term Disability and will be incorporated in all collective agreements:)

15.01 The Hospital shall provide a short-term sick leave plan at least equivalent to that described in the 1992 Hospitals of Ontario Disability Income Plan (HOODIP) brochure.

Copies of the HOODIP brochure will be made available to employees upon request.

15.02 The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long term disability plan (HOODIP or equivalent); employees shall pay the balance of the billed premiums through payroll deduction.

15.03 The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two days of the fourth and subsequent period of absence in any calendar year.

15.04 Effective April 1, 2000, employees with 4 or more years service will be paid at the 100% benefit level for all incidences of absence covered by HOODIP.

15.05 Any dispute which may arise concerning an employee's entitlement to short-term or long-term benefits under HOODIP may be subject to grievance and arbitration under the provisions of this Agreement.

15.06 An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim for Worker's Compensation for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the lesser of the benefit the employee would receive from Workers' Compensation if the employee's claim was approved, or the benefit to which the employee would be entitled under the short

term sick portion of the disability income plan (HOODIP or equivalent plan). Payment will be provided only if the employee provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by The Workers' Compensation Board. If the claim for Workers' compensation is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the short term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

(The following clause will only appear in those collective agreements at hospitals where sick leave banks were established on the transfer to HOODIP or equivalent:)

15.07 Sick leave banks standing to the credit of an employee shall be utilized to supplement payment for sick leave days which would otherwise be paid at less than full wages, or for sick leave days at no wages.

(Articles 15.08, 15.09, and 15.10 will only appear in those collective agreements at hospitals which had sick leave credit pay out provisions in their collective agreements expiring 31, December, 1980.)

15.08 Pay out of sick leave credits shall be made on termination of employment or, in the case of death, to the employee's estate. The amount of the payment shall be a cash settlement at the employee's then current salary rate for any unused sick credits to the maximum provided under the previous accumulating sick leave credit plan.

15.09 Where an employee, employed as of the effective date of the transfer to HOODIP or equivalent, did not have the required service to qualify for pay out on termination, he shall be entitled to the same pay out provisions as set out in Article 15.06 above, providing he subsequently achieves the necessary service to qualify for pay out under those provisions.

15.10 Where an employee, with accumulated sick leave credits remaining, is prevented from working for the Hospital because of an occupational illness or accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act the Hospital, on application from the employee, will supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation of the Hospital, will equal one hundred percent (100%) of the employee's net earnings to the limit of the employee's accumulated sick leave credits. Employees may utilize such sick leave credits while awaiting approval of a claim for Workers' Compensation.

15.11 The Hospital shall pay for such medical certificate(s) as it may require from time-to-time to certify an employee's illness or ability to return to work.

(Note: Any other provision(s) related to Sick Leave and Long-Term Disability that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article, except such provision(s) of an administrative nature related to this Article which will be continued in the Local Provisions Appendix.)

## **ARTICLE 16 - HOURS OF WORK & OVERTIME**

(Subject to implementation instructions, the following clauses will appear in all collective agreements replacing any provision related to the Work Week and Work Day, Rest Periods, Overtime Definitions, Overtime/Callback Accumulation, Missed Meal Breaks, Meal Allowance, Time Off Between Shifts, and Change of Schedule that existed in the Hospital's expiring collective agreement:)

### **16.01 Work Week and Work Day**

(a) (Applicable to full-time employees only)

The normal or standard work week shall be an average of thirty-seven and one-half (37½) hours, with a normal or standard work day of seven and one-half (7½) hours except in those Hospitals where agreements already provide a standard *or* normal work week of less than thirty-seven and one-half (37½) hours per week and seven and one-half (7½) hours per day. (Those Hospitals with the lesser required hours shall reflect in the salary rates a pro-rata lesser amount compared with salaries for other Hospitals based on the ratio that the standard or normal hours of work at the Hospital concerned are to thirty-seven and one-half (37½) hours and shall appropriately reflect such hours in this Article).

The length of time over which the hours of work per week are to be averaged shall be determined locally and shall be set out in the Local Provisions Appendix.

(b) (applicable to part-time employees only)

The normal or standard work day shall be seven and one-half (7½) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37½) hours per week except in those hospitals where agreements already provide a normal or standard work day of less than seven and one-half hours and a normal or standard full-time work week of less than thirty-seven and one-half (37½) hours. (Those Hospitals with the lesser required hours shall reflect in the salary rates a pro-rata lesser amount compared with salaries for other Hospitals

based on the ratio that the standard or normal hours work at the Hospital concerned are to *thirty-seven and one-half (37½)* hours and shall appropriately reflect such hours in this article.)

Part-time employees shall be entitled to overtime pay at the rate of time and one-half their regular straight time hourly rate for all hours worked in excess of the normal or standard work day or in excess of the normal or standard full-time work week.

The length of time over which the hours of work per week are to be averaged shall be determined locally and shall be set out in the Local Provisions Appendix.

- (c) Where the Hospital and the Union agree, subject to the approval of the Ministry of Labour, other arrangements regarding hours of work may be entered into between parties on a local level with respect to tours beyond the normal or standard work day in accordance with the provisions set out in Article 29.01 of the collective agreement.

#### 16.02 **Rest Periods**

- (a) (applicable to full-time employees only)

Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each half shift.

- (b) (applicable to part-time employees only)

Employee;-shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each full half shift.

#### 16.03 **Overtime Definition**

Overtime shall be defined as being all hours worked in excess of the normal or standard work day, or in excess of the normal or standard work week. The overtime rate shall be one and one-half (1 ½) times the regular straight time hourly rate of pay.

NOTE: Article 16.04 is applicable to full-time employees only.

#### 16.04 **Overtime/Call Back Accumulation**

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) or has



accumulated hours for Call Back up to a maximum, then such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where applicable rate is one and one-half times, then time off shall be at one and one-half times). Where an employee chooses the latter option, such time off must be taken within the period set out in the Local Provisions Appendix, or payment in accordance with the former option shall be made. Further: such time off must be taken at a time mutually agreeable to the Hospital and employee.

The maximum for purposes of overtime/call back accumulation and the scheduling of time off shall be determined locally and shall be set out in the Local Provisions Appendix.

#### 16.05 Missed Meal Breaks

- (a) (applicable to full-time employees only)

If an employee is authorized to work, during the lunch break, due to the requirements of patient care, he will be paid time and one-half (1 ½) his regular straight time hourly rate for all time worked in excess of his normal daily hours.

- (b) (applicable to part-time employees only)

If an employee is authorized to work, during the lunch break, due to the requirements of patient care, he will be paid his regular straight time hourly rate for all hours worked. Notwithstanding this provision, he will be paid time and one-half (1 ½) his regular straight time hourly rate for all time worked in excess of the normal or standard workday.

(Note: Any other provision(s) related to Hours of Work and Overtime that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article, except such provisions related to scheduling which will be continued in the Local Provisions Appendix).

### ARTICLE 17 - PREMIUM PAYMENTS AND TRANSPORTATION/MEAL ALLOWANCE

(Subject to implementation instructions, the following clauses will appear in all collective agreements replacing any provision related to Standby, Call back, Shift Premium, Meal Allowance, Transportation Allowance, Responsibility Pay, Time off Between Shifts, Change of Schedule, No Pyramiding and Transportation and Meal Allowances that existed in the Hospital's expiring collective agreement:)

### 17.01 **Standby**

An employee required to standby or remain available for call-back duty on other than regular scheduled hours shall be paid at the rate of two dollars and fifty cents (\$2.50) per hour of standby time. Where such standby falls on any of the designated holidays listed in the collective agreement, the employee shall be paid at the rate of three dollars (\$3.00) per hour of standby time. Hours worked for call-back shall be deducted from hours for which the employee receives standby pay. However, an employee shall be entitled to a minimum of five dollars (\$5.00) for each eight hour period on standby even if called back to work.

NOTE: Article 17.02 is applicable to full-time and regular part-time employees only.

### 17.02 **Call Back**

An employee who is called to work after leaving the Hospital premises and outside of his regular scheduled hours, shall be paid a minimum of no less than two (2) hours' pay (except those Hospitals where 2 ½ or 3 hours is applicable; such hospitals shall appropriately reflect the applicable hours in this article) at time and one-half (1 ½) his regular straight time hourly rate for work performed on each call-in. In the event that such two (2) hour period overlaps and extends into his regular shift he will receive the two (2) hour guarantee payment at time and one half (1 ½) and his regular hourly rate for the remaining hours of his regular shift. The reference to leaving the Hospital premises referred to above will not be applicable where an employee remains in the Hospital on standby arrangement with the Hospital.

NOTE: Applicable to part-time employees only.

For purposes of clarification, Article 17.02 does not apply to pre-scheduled hours of work. Article 17.02 does not apply where the employee elects to work additional unscheduled hours made available by the Hospital.

(NOTE: Any other provision(s) related to Call Back that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

### 17.03 **Shift Premium**

An employee shall be paid a shift premium of one dollar (\$1.00) per hour for each hour worked which falls within the normal hours of the evening shift and one dollar and twenty-five (\$1.25) cents for each hour worked which falls within the normal hours of the night shift provided that such hours exceed two (2) hours if worked in conjunction with the day shift. For purposes of this provision, the normal or standard evening and night shift each consist of 7.5 hours. For those hospitals with lesser required hours as provided for in Article 18.01, the length of

the evening and night shift will be adjusted accordingly. Shift premium will not form **part** of the employee's straight time hourly rate.

#### 17.04 **Weekend Premium**

An employee shall be paid a weekend premium of one dollar and thirty-five cents (\$1.35) per hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other 48 hour period that the Hospital may establish. If an employee is in receipt of premium payment pursuant to a local scheduling regulation with respect to consecutive weekends worked, he will not receive weekend premium under this provision.

#### 17.05 **Meal Allowance**

An employee who continues to work more than *two* (2) hours of overtime immediately following his scheduled hours of work, shall be provided with a meal voucher valued at a maximum of four dollars (\$4.00) or four dollars (\$4.00) if the Hospital is unable to provide a meal voucher.

#### 17.06 **Transportation Allowance**

When an employee is required to travel to the Hospital, or to return to his home, as a result of being called back to work outside of his regularly scheduled hours, the Hospital will pay transportation costs either by taxi or by his own vehicle at the rate of (amounts to be determined locally and will be set out in the Local Provisions Appendix) or such greater amount that the Hospital may in its discretion determine for each trip. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

(The following clause related to Responsibility Pay will be incorporated into all collective agreements:)

#### 17.07 **Responsibility Pay**

- a) Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification in or out of the bargaining unit, for one full shift or more, he shall be paid a premium equal to the greater of his next or last increment in his salary range for the duration of the assignment.

(NOTE: Any other provision(s) related to Responsibility Pay that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

- b) When an employee is acting in a supervisory position and when approved by the head of the department, the employee shall receive a responsibility allowance of two dollars and fifty cents (\$2.50) per shift.

### 17.08 Time Off Between Shifts

Failure to provide the minimum number of hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 ½) times the employee's regular straight time hourly rate for only those hours which reduce the minimum hour period.

Where the minimum period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

The minimum number of hours for purposes of this Article shall be determined locally and will be set out in the Local Provisions Appendix.

### 17.09 Change of Schedule

(a) (applicable to full-time employees only)

Where an employee's schedule is changed by the Hospital with less than twenty-four (24) hours notice, she shall receive time and one-half (1 ½) of her regular straight time hourly rate for all hours worked on her next shift.

(b) (applicable to regular part-time employees only)

Where a regular part-time employee's scheduled shift is cancelled by the Hospital with less than twelve (12) hours notice, she shall receive time and one-half (1 ½) of her regular straight time hourly rate for all hours worked on her next shift.

(c) Additional unscheduled shifts shall be first offered to regular part-time employees on the basis of seniority in the Bargaining Unit.

(The following clause related to No Pyramiding will be incorporated into all collective agreements:)

### 17.10 No Pyramiding

Premium payment (including both overtime and holiday premium payment) shall be calculated and paid under one provision of this Agreement only, even though hours worked may be premium payment hours under more than one provision. In such circumstances the highest premium will be applied. The provision of this clause will not negate any entitlement to shift premium, call-back, standby, or weekend premium.

(NOTE: Any other provision(s) related to **No Pyramiding** that existed in the expiring Collective Agreement will be continued and numbered in sequence as provision of the Article.)

(NOTE: Any other Premium Payment provision(s) related to scheduling that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article. Any other Allowance provision(s) that existed in the expiring Collective Agreement will be continued in the Local Provisions Appendix.)

## **ARTICLE 18 - PAID HOLIDAYS**

(The following central provision will be appropriately reflected in the collective agreements as Article 18.01. The holidays designated will also be set out in this Article:)

18.01 (a) (Applicable to full-time employees only)

The collective agreements shall provide twelve (12) paid holidays with appropriate payment to all employees who have completed twenty (20) days worked with the employer, provided that he fulfils the qualifying conditions, if any, set out in the respective collective agreements. It is understood that the list of paid holidays may include a combination of designated and non-designated days such as float days, anniversary days, and birthdays.

New Year's Day	Civic Holiday (1st Monday in August)
January 2nd	Labour Day
Good Friday	Thanksgiving Day
Queen's Birthday	Boxing Day
Dominion Day	Christmas Day
Remembrance Day	

In addition to the above paid holidays, full-time employees with one (1) year of service or more shall be entitled to an additional floating holiday (not premium day) effective January 1, 1980. This holiday shall be taken on a date mutually agreed between the employee and his supervisor but with a minimum notice of fifteen (15) days.

In the event Heritage Day or some other day is proclaimed as a statutory holiday by the Government of the Province of Ontario, such day shall be substituted for the floater holiday provided for herein.

In order to qualify for holiday pay, an employee must have completed twenty (20) days worked with the Hospital, must work his last full scheduled shift immediately preceding and his first full scheduled shift immediately

following the holiday unless excused from doing so by the Hospital, except that an employee who is scheduled to work on a holiday and who fails to do so shall not be entitled to holiday pay unless excused by the Hospital.

(b) (Applicable to part-time employees only)

The collective agreements shall list twelve (12) holidays for purposes of payment for work performed on such holidays.

New Year's Day	Civic Holiday (1st Monday in August)
January 2nd	Labour Day
Good Friday	Thanksgiving Day
Queen's Birthday	Boxing Day
Dominion Day	Christmas Day
Remembrance Day	

In addition to the above paid holidays, full-time employees with one (1) year of service or more shall be entitled to an additional floating holiday (not premium day) effective January 1, 1980. This holiday shall be taken on a date mutually agreed between the employee and his supervisor but with a minimum notice of fifteen (15) days.

In the event Heritage Day or some other day is proclaimed as a statutory holiday by the Government of the Province of Ontario, such day shall be substituted for the floater holiday provided for herein.

(The following clause will appear in all collective agreements replacing any provision related to Work on a Paid Holiday that existed in the Hospital's expiring collective agreement:)

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18.02 (a) (Applicable to full-time employees only)

An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 ½) his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, he will receive a lieu day off with pay in the amount of his regular straight time hourly rate of pay times seven and one-half (7 ½) hours, except in those hospitals which have a standard work day of less than seven and one-half (7 ½) hours in which case holiday pay will be based on the standard daily hours in that hospital. The scheduling of lieu days shall be determined locally and shall be set out in the Appendix of Local Provisions.

## (b) (Applicable to part-time employees only)

An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03.

(The following clause will appear in all collective agreements replacing any provision related to Overtime on a Paid Holiday that existed in the Hospital's expiring collective agreement:)

18.03 Where the employee is required to work on a paid holiday for which he is paid at the rate of time and one-half (1 ½) his regular straight time hourly rate and is required to work additional hours following the full shift on that day (but not including hours on a subsequent regularly scheduled tour for such employee) he shall receive two (2) times his regular straight time hourly rate for such additional hours worked.

(The following clause will appear in all collective agreements replacing any provisions related to Payment of Holiday and Sick Pay that existed in the Hospital's expiring collective agreements:)

## 18.04 (Applicable to full-time employees only)

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

(NOTE: Any other provision(s) related to Paid Holidays for full-time employees that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article, except such provision(s) related to the scheduling and selection of the holidays for full-time employees which will be continued in the Local Provisions Appendix.)

Any other provision(s) related to the scheduling of Work on a Holiday for part-time employees that existed in the expiring Collective Agreement will be continued in the Local Provisions Appendix.)

**ARTICLE 19 - VACATIONS**

(The following clauses will appear in all collective agreements replacing any provision related to Vacation Entitlement that existed in the Hospital's expiring collective agreement:)

## 19.01 (a) (Article 19.01(a) is applicable to full-time employees only)

Registered Technologist and higher classifications who have completed less than one (1) year of continuous service shall be entitled to a vacation

on the basis of 1.25 days per month for each completed month of service with pay in the amount of 6% of gross earnings.

Registered Technologist and higher classifications shall receive three (3) weeks vacation after one (1) year of continuous service, and four (4) weeks vacation after three (3) years of continuous service.

Employees below the Registered Technologist classification who have completed less than one (1) year of continuous service shall be entitled to a vacation on the basis of .83 days per month for each completed month of service with pay in the amount of 4% of gross earnings.

Employees below Registered Technologist shall receive two (2) weeks vacation after one (1) year of continuous service, three (3) weeks vacation after two (2) years of continuous service and four (4) weeks vacation after five (5) years of continuous service.

All employees shall receive five (5) weeks vacation after fifteen (15) years of continuous service and six (6) weeks vacation after twenty-five (25) years of continuous service.

(b) (Article 19.01(b) is applicable to regular part-time employees only)

All regular part-time employees shall be entitled to vacation pay based upon the applicable percentage provided in accordance with the vacation entitlement of full-time employees of their gross salary for work performed in the preceding year. Scheduling of vacations shall be in accordance with local scheduling provisions.

Equivalent years of service shall be used to determine vacation pay entitlement. Equivalent years of service shall be calculated on the basis of one (1) year of service for each 1650 hours worked.

Notwithstanding this provision, the calculation of service for purposes of vacation entitlement will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03 (a)(ii) of the agreement.

NOTE: Employees hired prior to April 17, 1985 who are currently enjoying vacation benefits superior to those set out above shall continue to receive such superior benefits.

(The following clause will appear in all collective agreements replacing any provision related to Interruption of Vacation Due to Illness that existed in the Hospital's expiring collective agreement:)



NOTE: Article 19.02 is applicable to full-time employees only.

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

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

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

(The following clause will appear in all collective agreements replacing any provision related to Vacation Pay on Termination that existed in the Hospital's expiring collective agreement:)

19.03 Should an employee terminate with less than two weeks notice of termination, the vacation pay requirements of the Employment Standards Act will apply.

(NOTE: Any other provision (s) related to Vacations that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article, except such provision(s) related to the scheduling of vacation and to the date for determining vacation entitlement which provisions will be continued in the Local Provisions Appendix.)

## **ARTICLE 20 - HEALTH AND WELFARE BENEFITS**

(The following clauses will appear in all collective agreements replacing any provision(s) related to insured benefits (excluding Sick Leave and Long-Term Disability benefits for full-time employees), pension benefits and benefits for part-time employees, that existed in the Hospital's expiring agreement:)

(NOTE: The provisions of Articles 20.01 to 20.03 with respect to Health and Welfare Benefits apply to full-time employees only.

20.01 The Hospital agrees to contribute towards the premium coverage of participating eligible employees in the active employ of the Hospital under the insurance plans as set out in Article 20.01 subject to their respective terms and conditions including any enrolment requirements. For newly hired employees, coverage as set out in Article 20.01 shall be effective the first billing date in the month following the month in which the employee was first employed subject to any enrollment or other requirements of the Plan. In no instance shall the first billing date for an employee occur later than the first day of the fourth full month following the month in which the newly-hired employee was first employed:

(a) **Semi-Private Hospital Insurance**

The Hospital agrees to pay seventy-five (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Liberty Health Plan or comparable coverage with another carrier.

(b) **Extended Health Care**

The Hospital shall contribute on behalf of each eligible employee seventy-five percent (75%) of the billed premium under the Extended Health Care Plan (Liberty Health \$15-25 deductible plan including hearing aids with a maximum of \$300.00 per person and vision care with a maximum of \$150.00 every 24 months per person, or its equivalent) provided the balance of the monthly premium is paid by employees through payroll deduction. Any Hospital currently paying more than 75% of the premium shall continue to do so. The drug formulary shall be as defined by Liberty Health Formulary Three.

Note: The change of vision care maximum is effective April 1, 2001.

(c) **Dental**

The Hospital agrees to contribute seventy-five percent (75%) of the billed premiums towards coverage of eligible employees in the active employ of the hospital under the Liberty Health Dental Plan #9 (or its equivalent) based on the current ODA fee schedule provided the balance of the monthly premiums are paid by the participating employees through payroll deduction. Employees will be enrolled in the existing Plan in accordance with the terms and conditions of the Plan. The Plan shall provide for recall oral examination to be covered once every 9 months.

Effective April 1, 2001, orthodontic coverage will be included for participating employees on a 50/50 co-insurance basis, with a lifetime maximum of \$1,000 per insured person.

(d) **Group Life insurance**

The Hospital shall contribute one hundred percent (100%) toward the monthly premium of HOOGLIP or other equivalent group life insurance plan in effect for eligible full-time employees in the active employ of the Hospital on the eligibility conditions set out in the existing Agreements.

(e) **Same Sex Partner Coverage**

Coverage will be available to an employee and his or her same sex partner, and their dependents in accordance with the term and conditions of the plans.

20.02 **Change of Carrier**

It is understood that the Employer may at any time substitute another carrier for any Plan (other than OHIP) provided the benefits are equivalent and are neither reduced or increased. The Employer shall provide to the Union full specifications of the benefit programs contracted for before implementation of any change.

20.03 **Pension**

All present employees enrolled in the Hospital's Pension Plan shall maintain their enrollment in the Plan subject to its terms and conditions. New employees and employees employed but 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.

20.04 **Divisible Surplus**

The parties agree that any surplus, credits, refunds or reimbursements excluding sick leave and/or pension credits, under whatever name accrue to and for the benefit of the Hospital.

20.05 **Part-Time Benefits**

A part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or in part by the hospitals, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call-in pay, responsibility pay, jury and witness duty, bereavement leave, and pregnancy and parental supplemental unemployment benefits) an amount equal to 14% of his regular straight time hourly rate for all straight time hours paid. For part-time employees who are members of the Hospital's pension plan the percentage in lieu of fringe benefits is twelve percent (12%).

20.06 **Benefits on Lay-off**

Effective for employees whose actual lay-off date is April 1, 2000 or after, such employees are entitled to the Extended Health and Dental benefits. Employees will be able to buy those benefits at 100% employee cost. The employee will be responsible for making appropriate arrangements with the Hospital for payment of both the employer and employee portions of the premium costs. The

employee will be able to access these benefits for a maximum of 12 months from the date of their actual lay-off.

20.07 **Benefits on Sick Leave**

Effective for absences beginning on or after April 1, 2000, the Hospital will pay the employer portion of the benefit premiums while an employee is on sick leave, including the EI period prior to the commencement of long term disability and LTD, to a maximum of 30 months from the date the absence began.

**ARTICLE 21-MODIFIED WORK**

(The following clause related to modified work agreements will be incorporated into all collective agreements)

21.01 In order to facilitate a safe return to work, in compliance with the *Workplace Safety and Insurance Act*, the *Ontario Human Rights Code*, the collective agreement and other applicable legislation, the parties will endeavour to provide fair and consistent practices to accommodate employees who are ill, injured or permanently disabled.

(The following clause related to modified work agreements will be incorporated into all collective agreements)

21.02 **Modified Work**

Where the Hospital and the Union agree, the Hospital may implement modified/rehabilitative work programs in order to assist employees returning to work following illness or injury. To facilitate these programs, it is understood and agreed that provisions of the collective agreement may, where agreed, be varied. The specific terms of the program will be signed by the Hospital and the Union.

(Note: Any other provision(s) related to Modified work that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article.)

**ARTICLE 22-CONTRACTING OUT**

(The following clause will appear in all collective agreements replacing any provisions related to Contracting Out that existed in the Hospital's expiring collective agreement:)

22.01 The Hospital shall not contract out work currently performed by members of this bargaining unit if, as a result of such contracting out, a layoff of any bargaining unit employees occurs. This clause will not apply in circumstances where the

Hospital no longer provides particular services as a result of the rationalization or sharing of services between Hospitals in a particular geographic district, or as a result of the withdrawal of the Hospital's license to perform such services.

### **ARTICLE 23 - WORK OF THE BARGAINING UNIT**

(The following clause will appear in all collective agreements replacing any provision related to Work of the Bargaining Unit that existed in the Hospital's expiring collective agreement:)

23.01 Supervisors or Managers excluded from the bargaining unit shall not perform duties normally performed by members in the bargaining unit which shall directly cause or result in the layoff, loss of seniority or service or reduction in benefits to members in the bargaining unit.

### **ARTICLE 24 - CONTINUING EDUCATION**

24.01 The Hospital and the Union recognize that continuing education is important for all employees and that they have shared interests and responsibilities in ensuring equitable access to it. Therefore:

- (i) The Local Parties will endeavour to maximize internal opportunities for training and development which may include but are not limited to: lunch hour programs, guest lecturers, trained employees training other employees, teleconferences, and access to in-house programs/seminars.
- (ii) Continuing..-education opportunities will be communicated within the department(s). Where access to an opportunity is limited, the Hospital will identify pertinent selection criteria, terms of payment, etc. Decisions about continuing education opportunities will be made at the departmental level within the context of employee, Hospital, and department/program needs.
- (iii) Where the employee requests it, the Hospital and the employee will jointly create an Annual Development Plan outlining continuing education goals and objectives.
- (iv) In the event of dissatisfaction with the way in which continuing education decisions are made at the departments1 level, the issue will be considered **by** a continuing education sub-committee of the Labour Management Committee. This sub-committee will consider opportunities, employee needs, Hospital needs and department/program requirements. The sub-committee may make *recommendation(s)* to the Hospital.

## ARTICLE 25 - COMPENSATION

(The following clause will appear in all collective agreements replacing any provision related to *New or Changed* Classifications that existed in the Hospital's expiring collective agreement:)

25.01 When a new classification in the bargaining unit is established by the Hospital, or the Hospital makes a substantial change in the job content of an existing classification, the Hospital shall advise the Union of such new or substantially changed classification and the rate of pay which is established. If so requested within thirty (30) calendar days of such advice, the Hospital agrees to meet with the Union to permit the Union to make representations with respect to the appropriate rate of pay, providing any such meetings shall not delay the implementation of the new or substantially changed classification. Where the Union challenges the rate established by the Hospital and the matter is not resolved following the meeting with the Union, the matter may be referred to arbitration in accordance with the arbitration provisions contained in this collective agreement, it being understood that any arbitration board shall be limited to establishing an appropriate rate based on the relationship existing among other classifications within the Hospitals (which are covered by the O'Shea award) and the duties and responsibilities involved. It is further understood and agreed that when determining the appropriate rate, primacy must be given to the relationship between job classifications covered by this collective agreement and that such relativity must be maintained. Each change in the rate established by the Hospital either through meetings with the Union or by a Board of Arbitration shall be retroactive from the time at which the new or substantially changed classification was first filled.

(The following clause will appear in all collective agreements replacing any provision related to Credit for Previous Experience that existed in the Hospital's expiring collective agreements:)

25.02 Claim for recent related experience, if any, shall be made in writing by the employee at the time of hiring on the application for employment form or otherwise. The employee shall cooperate with the Hospital by providing verification of previous experience. The Hospital will credit the employee with one increment on the salary scale for every two years of recent, related, full-time experience, as determined by the Hospital, to a maximum of two increment levels below the maximum of the salary scale.

For the purposes of this clause, as it applies to part-time employees, part-time experience will be calculated on the basis of 1650 hours worked equalling one year of experience.

NOTE: Where existing collective agreements have provisions for recent related experience credit superior to the above provisions, such provisions shall continue to be in effect.

(The following clause will appear *in* all collective agreements replacing any provision related to service accrual for the purposes of salary progression that existed in the Hospital's expiring collective agreement:)

(Article 25.03 is applicable to part-time employees only)

25.03 Part-time employees will accumulate service for purposes of progression on the salary grid, *on* the basis of one year of service for each 1650 hours worked.

Notwithstanding this provision, the calculation of service for purposes of progression on the salary grid will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03 (a)(ii) of the agreement.

25.04 Wage grids for those job classifications not covered by the Central wage grids are an appropriate subject matter for Local Negotiations. Notwithstanding the foregoing, those non-standard job classifications will receive general wage increases in accordance with the centrally negotiated agreement.

(NOTE: Any other provision(s) related to Compensation that existed in the expiring Collective Agreement will be continued and numbered in sequence as provisions of this Article, except such provision(s) related to payroll administration which will be continued in the Local Provisions Appendix.)

## **ARTICLE 26 - SUPERIOR BENEFITS**

26.01 The Central Parties wish to encourage non-participating Hospitals and Bargaining Units to join the central OPSEU and Participating Hospitals bargaining process.

Therefore, the parties agree:

- 1) a) Each of the Local Parties can retain up to three (3) conditions that exist in their current collective agreement that either party considers to be superior to the current Central Agreement. The parties will negotiate which items may be kept as Superior Conditions. Term may not be retained as a Superior Condition.
- b) Should the Local Parties agree that wages is one of the Superior Conditions to be protected under this article, they must also address how future Centrally Negotiated wage increases apply to the Local Parties' Agreement. This determination of applicability of

Centrally Negotiated future wage increases must be dealt with in these negotiations.

- 2) The Local Parties must agree to adopt Central Language in their collective agreement, with the exception of the agreed upon Superior Conditions (see 1 above).
- 3) The Superior Conditions will remain in force for a maximum period of the duration of the *two* Central Agreement terms following the expiry of the Central Agreement in force at the time that the Local Parties joined the Central Process.
- 4) The Local Parties have only one opportunity to join the Central Process with the protection of these Superior Conditions. Should they leave the Central Process and later rejoin, they will not have access to the same opportunity.

26.02 Existing rights, privileges, practices, terms or conditions of employment which may be considered to be superior to those contained herein shall be deemed not to continue in effect unless specifically retained by this agreement.

## **ARTICLE 27 – MULTI-SITE ISSUES**

27.01 Where multi-site/location operations currently exist, or are anticipated, either party may bring forward issues for local bargaining in accordance with the Memorandum of Conditions for Joint Bargaining. Where a new multi-site or location operation arises after the signing of the collective agreement, at the request of either party, the parties will enter into negotiations to effect an agreement to address multi-site/location issues.

Such an agreement may encompass issues that have traditionally been deemed to be Central, subject to approval by the Central Parties. The issues appropriate for local negotiation may include, but are not restricted to: the process used to determine who works where and when, transportation allowance, cost of transportation (including parking), travel time, definition of headquarters, job posting procedure, health and safety, union committees, standby, call back, and scheduling. The Local Parties may wish to use the Flexible Tours Model Agreement to address Hours of Work. Issues that are not appropriate for local negotiation are: Layoff and Recall, Hours of Work and Overtime (unless amended through the Model Agreement with respect to Innovative Scheduling/Flexible Scheduling Agreement).

Where the Local Parties are unable to negotiate an agreement on language that modifies central issues, the Central Parties will be invited to provide assistance.



Where assistance from the Central Parties does not result in an agreement, and where the outstanding issues are only local in nature, the dispute will be resolved by mediation/arbitration. Where the matters in dispute are Central in nature, the manner of dispute resolution will be determined by the Central Parties.

## **ARTICLE 28 - JOB REGISTRY**

28.01 A Central Repository of Job Openings in Participating Hospitals will be maintained and updated by OPSEU and posted on its Web Site. The Participating Hospitals will inform OPSEU, by way of e-mail or fax, of these job opportunities at the same time as they are posted at the hospital. This information will include the job requirements so employees viewing the listing can ascertain whether or not to make application. OPSEU members who are on lay off, or are in receipt of notice of layoff may apply to those vacancies.

These applications will be considered after the normal job posting procedure has been completed and no internal applicant has been selected.

If such an employee who applies through this process is selected, and accepts the position, such employee will transfer his accumulated service to the receiving Hospital for the purposes of placement on the wage grid and for vacation entitlement only. Placement on the wage or vacation grid means that the employee shall be placed at the same step in the grid the employee held in his previous position and shall progress through the grid thereafter on the basis of his service date from his former Hospital. It is understood that service for the purposes of determining seniority, and notice/severance under the Employment Standards Act, will be based upon the first day of employment with the receiving Hospital and will be governed by the terms of the receiving Hospital's collective agreement.

An employee changing Hospitals under this provision will be subject to the normal probationary period as outlined in the hiring Hospital's collective agreement (Article 10.01). During this probationary period the employee retains any right of recall he might have to his former Hospital. If for any reason the new employment relationship ceases during the probationary period the employee will return to his former status as a laid off employee of the former Hospital.

After the successful completion of the probationary period the employee forfeits any right of recall to his former Hospital. Any monies that may be owing to the employee as a result of his termination from his former place of employment will be the responsibility of the former Hospital.

## ARTICLE 29 - MODEL SCHEDULING AGREEMENTS and PRE-PAID LEAVE

(Subject to the implementation instructions, the following clauses will appear in all collective agreements replacing any provision related to Extended Tours, Innovative Scheduling/ Flexible Scheduling, Job Sharing and Pre-paid Leave that existed in the Hospital's expiring collective agreement:)

### 29.01 Extended Tours

Where the Hospital and the Union agree, subject to the approval of the Ministry of Labour, other arrangements regarding hours of work may be entered into between the parties on a local level with respect to tours beyond the normal or standard work day. The model agreement with respect to extended tour arrangements is set out below:

## MODEL AGREEMENT WITH RESPECT TO EXTENDED TOUR ARRANGEMENTS

### MEMORANDUM OF AGREEMENT

Between: The Hospital -

And: The Ontario Public Service Employees Union  
(and its Local )

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

#### Article 1 - Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

#### Article 2 - Hours of Work

- 2.1 The normal or standard extended work day shall be \_\_\_ hours per day.
- 2.2 (Detailed description with an attached schedule where appropriate.)
- 2.3 Failure to provide (\_\_\_) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 ½) times the employee's regular straight time hourly rate for only those hours which reduce the (\_\_\_) hour period. Where the (\_\_\_) hour period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

### Article 3 – Overtime

- 3.01 Overtime shall be defined as being all *hours worked* in excess of the normal or standard extended work day, as set out in Article 2.1 of the Model Agreement or in excess of the normal or standard work week as set out in Article 16.01 of the collective agreement.
- 3.02 For purposes of overtime the hours of work per week shall be averaged over \_\_\_ weeks.

### Article 4 - Rest Periods

- 4.01 Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

### Article 5 - Meal Periods

- 5.01 (The length of the meal period to be determined locally.)

### Article 6 - Sick Leave and Long-Term Disability

(Applicable to Full-Time Employees Only)

- 6.01 The short-term sick leave plan will provide payment for the number of hours of absence according to the scheduled tour to a total of 562.5 hours. All other provisions of the existing plan shall apply mutatis mutandis.

### Article 7 - Paid Holidays (Applicable to Full-Time Employees Only)

- 7.01 Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the number of hours for a normal or standard work day as set out in Article 16.01 (a).
- 7.02 **An** employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 ½) his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, he will receive a lieu day off with pay in the amount of his regular straight time hourly rate of pay times seven and one-half (7½) hours, except in those hospitals which have a standard work day of less than seven and one-half (7½) hours in which case holiday pay will be based on the standard daily hours in that hospital.

Article 8 - Vacation

- 8.01 (Applicable to full-time only)  
Vacation entitlement as set out in Article 19.01 (a) will be converted to hours on the basis of the employee's normal work week.
- 8.02 (Applicable to part-time only)  
As set out in Article 19.01 (b) of the collective agreement.

Article 9 - Local Provisions

(Local provisions related to extended tours are to be set out in this Article and numbered in sequence.)

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (days, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

For the Union

For the Hospital

\_\_\_\_\_

\_\_\_\_\_

**29.02 Innovative/Flexible Scheduling**

Where the Hospital and the Union agree, arrangements regarding Innovative Scheduling/Flexible Scheduling may be entered into between the parties on a local level. The model agreement with respect to such scheduling arrangements is set out below:

**MODEL AGREEMENT WITH RESPECT TO INNOVATIVE SCHEDULING/  
FLEXIBLE SCHEDULING**

**MEMORANDUM OF AGREEMENT**

Between: The Hospital –

And: The Ontario Public Service Employees Union  
(and its Local )

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 - Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 - Hours of Work

(Scheduling arrangement to be set out in this Article.)

Article 3 - Agreed Variation From the Collective Agreement

(Collective Agreement provisions to be varied.)

Article 4 - Rest Periods

4.01 (a) Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

Article 5 - Meal Periods

5.01 (The length of the meal period to be determined locally.)

Article 6 - Local Provisions

(Local provisions related to these scheduling arrangements are to be set out in this Article and numbered in sequence.)

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (days, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

For the Union

For the Hospital

\_\_\_\_\_

\_\_\_\_\_

(Where both full-time and part-time employees are represented by OPSEU, the following clauses will appear in all collective agreements replacing any provision related to Job Sharing that existed in the Hospital's expiring collective agreements.)

### 29.03 Job Sharing Arrangements

Where the Hospital and the Union agree, job sharing arrangements may be entered into between the parties on a local level. Job sharing is defined as an arrangement whereby two employees share the hours of work of one full-time position on a 50/50 basis. Subject to the provisions of Article 11, the position involved in the job sharing arrangement will be maintained as a full-time position in the Hospital's staffing complement.

The model agreement with respect to job sharing is set out below:

#### MODEL AGREEMENT WITH RESPECT TO JOB SHARING

##### MEMORANDUM OF AGREEMENT

Between: The Hospital -

And: The Ontario Public Service Employees Union  
(and its Local )

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

#### Article 1 - Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

#### Article 2 - Hours of Work

(Scheduling and coverage arrangements to be set out in this Article.)

#### Article 3 - Status of Employees

The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of the applicable Collective Agreement.

#### Article 4 - Introduction

(Introduction provisions to be set out in this Article.)

#### Article 5 - Discontinuance

(Discontinuance provisions to be set out in this Article. In preparing discontinuance language, the parties shall make provisions for a full-time

employee who has transferred to a regular pad-time position as part of a job sharing arrangement to have the first option of returning to that full-time position on the collapse of the arrangement. )

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

FOR THE UNION

FOR THE HOSPITAL

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Employees presently covered by a job sharing arrangement shall be subject to its terms and conditions until such job sharing arrangement is discontinued.

29.04 **Pre-Paid Leave** (Effective Date: April 1, 1989)

(a) Purpose

The Pre-Paid Leave Plan is a plan developed to afford employees the opportunity to take a one (1) year leave of absence, funded solely by the employee through the deferral of salary over a defined period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801 (as may be amended from time to time).

(b) Application

Eligible employees must make written application to the Department Head, with a copy to the Director of Human Resources/Personnel, at least six (6) months prior to the intended commencement date of the salary deferral portion of the Pre-Paid Leave Plan. Such application will outline the reason the leave is being requested.

Priority will be given to applicants intending to use the leave to pursue formal education related to their profession. As between two (2) or more candidates, from the same department, with the same intended purpose seniority shall govern. The employee will be informed of the disposition of his application as soon as is reasonably possible after the closing date for applications.

- (c) The total number of employees that may be accepted into the Pre-Paid Leave Plan in any one plan year as defined in Article 14.07(l) and from any one department shall be (number subject to local negotiations). Where there are more applications than spaces allotted, seniority shall govern subject to 14.07 (b) above.

(c) Nature of Final Agreement

Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital, authorizing the Hospital to make the appropriate deductions from the employee's pay. The agreement will also include:

- (a) A statement that the employee is entering the plan in accordance with Article 14.07 of the Collective Agreement.
- (b) The period of salary deferral and the period for which the leave is requested.
- (c) The manner in which the deferred salary is to be held. The letter of application to enter the plan will be appended to, and form part of, the written agreement.
- (d) The letter of application to enter the plan will be appended to, and form part of, the written agreement.
- (e) Deferral Plan  
The deferral portion of the plan shall involve an employee spreading four (4) years' salary over a five (5) year period, or such other schedule as may be mutually agreed between the employee and the Hospital. In the case of the four (4) years' salary over a five (5) year schedule, during the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee. Such deferred salary will not be accessible to the employee until the year of the leave or upon the collapse of the plan. In the case of another mutually agreed upon deferral schedule, the percentage of salary deferred shall be adjusted appropriately.
- (f) Deferred Earnings  
The manner in which the deferred salary is held shall be at the discretion of the Hospital. The employee will be made aware, in advance of having to sign any formal agreement, of the manner of holding such deferred salary.

Interest which is accumulated during each year of the deferral period shall be paid out to the employee in accordance with Part LXVIII of the Income Tax Regulations, Section 6801.



(g) Health and Welfare Benefits

All benefits shall be kept whole during the deferral period of the plan.

Full-Time Employees Only

Employees will be allowed to participate in health and welfare benefits plans during the year of the leave, but the full cost of such plans will be borne by the employees. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan.

Notwithstanding the above, employees will not be eligible to participate in the disability income plan during the year of the leave.

(h) Seniority and ServiceFull-Time Only

During the year of the leave, seniority shall continue to accumulate. Service for the purposes of vacation and salary progression and other benefits will be retained but will not accumulate during the period of the leave.

(i) Assignment on Return

On return from leave, a participant will be assigned to his former position unless it is no longer available. In such a case the employee will be given a comparable job, if possible, or the layoff provisions will be applied.

(j) Withdrawal Rights

(i) A participant may withdraw from the plan at any time up to a date three (3) months prior to the commencement of the leave. Deferred salary, and accrued interest will be returned to the participant within a reasonable period of time.

(ii) On Leaving Employment

If a participant resigns, or is terminated, prior to the commencement of the leave, deferred salary plus interest will be returned to the participant within a reasonable period of time. In the event of the death of a participant, such funds will be paid to the participant's estate.

(k) Replacement Employees

The Hospital will endeavour to find a temporary replacement for the employee, as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. If, after a period of postponement, a suitable temporary replacement cannot be found, the Hospital will have the option of considering a further postponement or of collapsing the plan. The employee, subject to such a postponement, will have the option of remaining in the plan and rearranging the leave at a mutually agreeable time, or of withdrawing from the plan as outlined in Article 26.04 (j).

(l) Plan Year

The year for the purposes of the plan shall be from September 1 of one year, to August 31, of the following year, or such other years as the parties may agree to.

(m) Status of Replacement Employee

Only the original vacancy resulting from an absence due to pre-paid leave will be posted.

Employees in bargaining units at the Hospital represented by OPSEU, selected to fill vacancies resulting from replacing an employee on a pre-paid leave need not be considered for other vacancies while replacing such employee. Upon completion of the leave, the replacing employee will be returned to his former position, and the filling of subsequent vacancies will likewise be reversed.

Employees newly hired to fill vacancies resulting from replacing an employee on pre-paid leave will not accrue seniority during the filling of such vacancies. Furthermore, such employees need not be considered for other vacancies. If such employees do post into permanent positions they will be credited with seniority from their last date of hire. The release or discharge of such employees will not be subject of a grievance or arbitration.

(NOTE: All other provisions in the expiring Collective Agreement will be continued and numbered consecutively beginning with Article 27.)

### ARTICLE 30 - DURATION AND RENEWAL

(The following clause will appear in all collective agreements replacing any provision related to Duration and Renewal that existed in the Hospital's expiring collective agreement:)

30.0: This Agreement shall continue in effect until the 31st day of March, 2002 and shall continue automatically thereafter for annual periods of one year each unless either party notifies the other in writing that it intends to amend or terminate this Agreement in accordance with the following:

- 30.02 (a) In the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party may give notice to the other of its desire to bargain for the renewal of this Agreement within 120 days prior to the termination date of this Agreement. Negotiations on local matters shall take place during the period from 120 to 60 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 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 as may be determined by mutual agreement between the central negotiating committees referred to above.
- (b) In the event the parties to this Agreement do not agree to negotiate for its renewal through the process of central bargaining, either party may notify the other within the period from ninety days to sixty days preceding the expiry date of this Agreement that it desires to amend or terminate this Agreement. If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiations within thirty (30) days after the giving of notice, if so requested.

It is further understood that the central negotiating committees will meet in the sixth month prior to the termination of this Agreement to convey the intentions of their principals as to participation in central negotiations, if any, and to determine the conditions for such central bargaining.

Proposals on central issues shall be exchanged by the central negotiating committees on a date set out in the Memorandum of Conditions for Joint Bargaining. Negotiations on central matters shall take place during the period commencing 90 days prior to the termination of this Agreement.

SIGNED THIS 4<sup>th</sup> DAY OF April, 2008

FOR THE HOSPITAL

Raymond L. Lewis  
Paul Depina

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE UNION

Laurie Brown  
[Signature]  
Marcelle Deschamps

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(The following Letter of Intent will be appended to all collective agreements:)

**LETTER of INTENT - CENTRAL JOINT ACTION COMMITTEE**

The Hospitals and OPSEU share significant interests in the advancement of the professions and fields of work represented by the OPSEU bargaining units.

A Central Committee will be established to identify and pursue opportunities to work together in these regards. The Committee will be composed of *two* representatives appointed by each of OPSEU and the OHA, and will meet at least quarterly.

The parties will invest in this Committee the authority and, on a cost share basis, the funds that it needs to work effectively.

The mandate of the Committee will include, but is not limited *to*, the following:

- Determining its reporting mechanisms and frequency,
- Finding ways to raise the profile of the professions and fields of work,
- Engendering public knowledge, support and recognition for the critical nature of this work,
- Working together on strategies to gain public and government support for funding to meet future needs,
- Identifying and implementing strategies to increase future retention and recruitment for these areas of work,
- Seeking approaches to create new employment opportunities, and
- Working to increase the awareness within the hospital of the work of these employees.

The Committee will begin its work by identifying the areas that need to be addressed and gathering / sharing the information necessary for informed discussion.

**LETTER OF INTENT - CENTRAL BARGAINING**

The Central Parties recognize that it would be beneficial to encourage non-Participating Hospitals and bargaining units to join the Central Bargaining Process. To facilitate this the Central Parties will jointly assist the Local Parties in identifying the necessary conditions that will enable them to participate in Central Bargaining.

OPSEU and the OHA also undertake to separately explore with their respective principals ways in which they might address current barriers that prevent Non-Participating Hospitals and Bargaining Units from joining the Central Bargaining Process.

(The following Letter of Intent will be appended to all collective agreements:)

Letter of Intent

Re: Pay Equity

Recognizing that the Participating Hospitals and Local Unions have developed, or are developing, their individual pay equity plans, the Central Parties confirm the inter-relationship of the negotiated wage rates with those plans as follows:

- (i) a pay equity adjustment will not result in the maximum rate for a classification exceeding the rate for that classification's comparator:
- (ii) a negotiated increase in pay may result in the maximum rate for a classification exceeding the rate for that classification's comparator.

The parties agree that the provisions attached hereto represent the central portions of the combined full-time and part-time collective agreements between each of the applicable participating hospitals (as listed in Appendix "A" to the Memorandum of Settlement and the corresponding locals of the Ontario Public Service Employees Union, expiring March 31, 1999.

Signed at Toronto, Ontario the \_\_\_\_ day of \_\_\_\_\_, 1998.

FOR THE PARTICIPATING HOSPITALS

FOR ONTARIO PUBLIC SERVICE  
EMPLOYEES UNION

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**COMBINED FULL-TIME AND PART-TIME**

**APPENDIX OF LOCAL ISSUES**

**BETWEEN**

**HAWKESBURY AND DISTRICT HOSPITAL**

**AND**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION  
AND IT'S LOCAL 461**



## APPENDIX OF LOCAL ISSUES

<u>ARTICLE</u>	<u>SUBJECT</u>
1.	<b>Scope and Recognition</b>
2.	<b>Management Rights</b>
3.	<b>Definitions</b>
4.	<b>Representation and Committees</b>
	4.1 Union Stewards
	4.2 Grievance Committee
	4.4 Negotiating Committee
5.	<b>Leave of Absence</b>
	5.1 Local Union Business Leave
6.	<b>Hours of Work and Overtime (Full-time and Part-time)</b>
	6.1 Averaging Hours
	6.2 Overtime Accumulation/Scheduling
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7.	<b>Premium Payment and Transportation Meal Allowance</b>
	7.1 On-Call Distribution
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8.	<b>Paid Holidays</b>
	8.1 Holiday Shift Definition
	8.2 Holiday on Scheduled Day Off
9.	<b>Vacation</b>
	9.1 Vacation Year Defined
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	9.3 Scheduling
10	<b>Compensation</b>
11	<b>Bulletin Boards</b>
12	<b>Printing of Collective Agreement</b>
13	<b>Schedule "A" - Wage Scale</b>

## 1. SCOPE AND RECOGNITION CLAUSE

- 1.1 The Hospital recognizes the Union as the sole and exclusive bargaining agent of all paramedical personnel including Chief Technologists of Hawkesbury and District General Hospital in the County of Prescott-Russell, Ontario, save and except department managers, those above the rank of department manager, department secretaries and persons covered by subsisting Collective Agreements.
- 1.2 (a) Employees excluded from the bargaining unit shall not perform duties normally performed by employees in the bargaining unit which shall directly cause or result in the layoff, loss of seniority or service or reduction of benefits to employees in the bargaining unit.
- (b) The Hospital shall not contract out any work usually performed by members of this bargaining unit if, as a result of such contracting out, a layoff of any bargaining unit employee occurs.
- 1.3 The Hospital agrees to give representatives of the Union access at all times to the premises of the Hospital for the purposes of discussing Union business, investigating grievances, attending meetings of otherwise assisting in the administration of this Agreement. This access will be with the approval of the Administrator and such approval will not be unreasonably withheld.

## 2. MANAGEMENT RIGHTS

- 2.1 The Union recognizes that the management of the Hospital and the direction of working forces are fixed exclusively in the Hospital and shall remain solely with the Hospital except as specifically limited by the provisions of this Agreement and, without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Hospital to:
- (a) maintain order, discipline and efficiency;
  - (b) hire, discharge, retire, assign, direct, promote, demote, classify, transfer, lay-off, recall and suspend or otherwise discipline employees;
  - (c) determine, in the interest of efficient operation and highest standard of service, job rating or classification, the hours of work assignments, methods of doing the work and the working establishment for any services;
  - (d) determine the number of personnel required, the services to be performed and the methods, procedures and equipment to be used in connection therewith;
  - (e) make and enforce and alter from time to time rules and regulations to be observed by the employees, provided that such rules and regulations shall not be inconsistent with the provisions of this Agreement. Copies of new rules and amendments shall be sent to the Union.

### 3. DEFINITIONS:

3.1 A full-time employee is one who normally works the standard hours per week.

A part-time employee is one who normally works less than the standard hours per week.

The terms Unit and Services are interchangeable and mean department e.g. Lab., X-Ray, etc.

#### 4. REPRESENTATION AND COMMITTEES

##### 4.1 Union Stewards:

There shall be three (3) stewards, either full-time or part-time employees, from the following areas:

- One (1) Laboratory
- One (1) X-Ray
- One (1) Physiotherapy/Other

##### 4.2 Grievance Committee:

*The Hospital will* recognize a grievance committee comprising of (3) members to be elected or appointed from the bargaining unit.

##### 4.3 Negotiating Committee:

The Hospital *agrees to* recognize a negotiating committee comprised of (3) members to be elected or appointed from the bargaining unit.

5. **LEAVE OF ABSENCE**

- 5.1 Local union business leave will be granted to a cumulative maximum of forty (40) **days** per year. The notice period required to request such leave shall be fourteen (14) days. The employer may waive the required notice in exceptional circumstances. No more than one employee per unit shall be granted such union leave. Notwithstanding the above, no more than three (3) employees shall be granted such leave at any one time or as mutually agreed.

**6. HOURS OF WORK AND OVERTIME (FULL-TIME AND PART-TIME)**

- 6.1 a) Averaging of Hours: (Full-time)  
The hours of work per week shall be averaged over a two week period.
- b) Averaging of Hours: (Part-time)  
The hours of work per week shall be averaged over a two week period.
- 6.2 Overtime Accumulation/Scheduling:  
As per Article 16.04, the maximum for purposes of overtime/call-back accumulation shall be ten (10) days.  
As per Article 16.04, the scheduling of time off shall be within sixty (60) days of the occurrence of the overtime at a time mutually agreeable to the Hospital and the employee.
- 6.3 Work Schedule:  
The schedule of working hours and days of each employee shall be posted in a suitable place, and the schedule for full-time and part-time employees shall not be modified without the consent of the employee, except in cases of changes required by sickness or accident, without twenty-four (24) hours notice to the employee.
- 6.4 All employees will receive time and one-half (1-1/2) his regular straight time hourly rate for all hours worked on third and additional, if any, consecutive and subsequent weekends, save and except where:  
(a) Such weekend has been worked by the employee to satisfy specific days off requested by such employee; or  
(b) Such employee has requested weekend work; or  
(c) such weekend is worked as a result of an exchange of shifts with another employee.
- 6.5 Each employee covered by the terms of this Agreement understands and agrees that the Hospital may require employees to perform reasonable overtime work.
- 6.6 When more than one (1) hour of overtime is anticipated, the overtime will be dispensed on a seniority basis within the service and employees affected.

- 6.7 The Hospital **will** endeavour to post tour of duty schedules covering a *six* (6) week period at least *two* (2) weeks prior to the commencement of such said period. The Employer will supply the Union with copies of schedules.
- 6.8 Request for change in posted tour schedule must be submitted in writing twenty-four (24) hours in advance and co-signed by the employee willing to exchange days off or tour of duty. However, it **is** understood that such request when initiated by an employee and approved by the Hospital **shall** not result in overtime compensation or payment to any of the employees affected.
- 6.9 The Employer will not to schedule an employee more than two (2) different shifts in any given week, unless operational need requires it or **is** mutually agreed between the Employer and the employee.
- 6.10 It **is** agreed that part-time/casual employees will provide the Hospital by December 1st of each year with their availability for work either Christmas' Day or New Year's Day. It **is** agreed that part-time/casual employees will provide by April 1st of each year their availability for work at least four (**4**) weeks during the months of July and August.
- 6.11 Holiday scheduling will be distributed equitably and on a rotational basis, taking the last three (3) years of holiday scheduling into account.
- 6.12 Weekend work will be distributed equitably amongst all staff.



## 7. PREMIUM PAYMENTS AND TRANSPORTATION/MEAL ALLOWANCES

### 7.1 Call-Back:

As per 17.02, when three (3) or more volunteers are available to do calfs for a monthly period, distribution will *be* made in a numerical order according to seniority.

When less than three (3) volunteers are available for on-call duty, the monthly calls will be assigned to all employees within the Unit.

### 7.2 Transportation Allowance:

As per 17.06, the rate is thirty-one cents (31¢) per kilometre to be evaluated twice a year on the 1<sup>st</sup> of April and the 1<sup>st</sup> of October.

### 7.3 Time off Between Shifts:

As per Article 17.08, the minimum number of hours off between shifts shall be sixteen (16) hours.

## 8. PAID HOLIDAYS

- 8.1 A shift that begins or ends during the *twenty-four (24) hour* period of the holiday 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 shift.
- 8.2 If a holiday is observed on an employee's scheduled day off or during his vacation period and provided further that he *does* not work for the Hospital on the said holiday he shall be granted an alternate day off with pay in lieu of the holiday at a time mutually agreed upon by the employee and his Department Head, provided that he complies with the requirements of Article 18.01A. An employee who is required to work on a holiday shall be paid holiday premium pay at one and one-half (1-1/2) times his basic straight time hourly rate for all hours so worked and in addition provided that he qualifies, shall receive holiday pay or a day off in lieu with pay at the employee's option and as arranged in advance with the Department Head. Such lieu day shall be taken within thirty (30) days following the holiday or as otherwise mutually agreed between the employee and the Hospital.

## 9. VACATION

- 9.01 Effective for the 1980 vacation year, for the purpose of calculating vacation eligibility and vacation pay, the vacation year shall be deemed to run from May 1 to April 30 of the succeeding year.
- 9.02 Employees with less than one (I) year of service shall be entitled to earned leave with pay at their rate of 1.25 days for each completed month of service not to exceed fifteen (15) working days.
- 9.03
- (a) Vacation may be taken at any time during the calendar year and such request will not be unreasonably withheld.
  - (b) Employees shall be given preference with respect to their vacation periods in accordance with seniority subject to the needs of the Hospital. Where more than one employee in the Laboratory Service request vacation during the same time period, the employer will allow at least two such requests.
  - (c) Vacation preference will be submitted by the employee to the person responsible for scheduling in writing by the end of April. The Hospital shall post an approved vacation schedule by May 15th.
  - (d) It is understood and agreed that vacation weeks are not necessarily continuous: however, the Hospital will endeavour to accommodate the wishes of the employees with respect to the choice of vacation dates, subject to the right of the Hospital to operate in an efficient manner.
- (d) An employee may, if possible, receive his vacation pay prior to the commencement of his vacation if requested in writing at least two (2) weeks prior to the commencement of his vacation.
- (f) The weekend prior and after the vacation will be scheduled off.

**10. COMPENSATION**

- 10.01 Each employee will be advanced from his present level to the next level set out in Schedule "A", twelve (12) months after he was last advanced, (hereinafter called his "service review date"). If an employee's absence without pay from the Hospital exceeds thirty (30) consecutive calendar days during such twelve (12) month period, his service review date will be extended by the length of such absence.
- 10.02 The Hospital shall pay its employees every *two* (2) weeks by cheque or bank deposit and the following information shall be inscribed thereon: date of pay period, deductions made, number of working hours, both regular and overtime. It is understood that bank deposit will not be instituted unless agreed upon, in writing, by the employees.

**11. BULLETIN BOARDS**

- 11.1 The Hospital shall provide a bulletin board which will be located in a place where all employees shall have access and on which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees, provided that all such notices shall be submitted to the Administrator for approval before posting. The Administrator will respond within 48 hours of the request. Such approval will not be unreasonably withheld.

**12. COPIES OF AGREEMENT:**

- 12.1 The Union and the Hospital wish that each employee be familiar with the terms of this Agreement as well as the rights and duties that it provides for him. Therefore the Union shall print a sufficient number of copies of the Agreement, and such printing will be done by unionized labour and the cost for this printing and translation shall be shared on a fifty-fifty basis between the Hospital and the Union.
- 12.2 The parties agree that any dispute arising out of the interpretation of this Agreement shall be resolved through reference to the English version.

SIGNED THIS 4<sup>th</sup> DAY OF April 2001.

FOR THE HOSPITAL

Raymond J. Lewis  
D. L. [unclear]  
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FOR THE UNION

Lamin Brown  
[unclear]  
Wanda [unclear]  
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