

**AGREEMENT**

**Between**

**The Sault Ste. Marie and District  
GROUP HEALTH ASSOCIATION**

**and**

**THE CANADIAN UNION  
OF PUBLIC EMPLOYEES**

**and its**

**LOCAL No. 894, C.L.C.**

**January 1, 2006 - December 31, 2007**



## INDEX

	<u>Article No.</u>	<u>Page No.</u>
<b>Annual Vacation</b>	17	25
<b>Arbitration</b>	9	5
<b>Bulletin Boards</b>	29	34
Compassionate Leave	15	21
<b>Contracting Out</b>	24	31
Definitions	27	33
Discipline, Suspension, and Discharge	7	2
<b>Equal Pay for Equal Work</b>	23	31
<b>General</b>	25	31
Grievance Procedure	8	3
<b>Health Benefits</b>	21	28
<b>Hours of Work</b>	18	26
<b>Job Posting</b>	13	10
<b>Jury Duty</b>	15	21
Leave of Absence	15	21
Leave for Union Activities	15	21
Management <b>Rights</b>	5	2
Miscellaneous Leaves	15	24
No Discrimination	4	2
No <b>Strikes</b> or Lockouts	6	2
Overtime	19	27
Paid Holidays	16	23
Pay Days	22	31
Pregnancy & Parental Leave	15	22
Purpose	1	1
Representation & Committees	11	6
Schedules	28	34
Scope	2	1
<b>seniority</b>	12	7
Sick Leave	21	29
Special Paid Leave	15	23
Technological Change	26	32
Term of Agreement	31	34
Uniforms	20	28
<b>Union Recognition</b>	3	1
Union Security	10	5
Validity of Agreement	30	34
Wages	14	13

**THIS AGREEMENT, made and entered into this 14th day of November, 2006.**

**Between:**

**SAULT STE. MARIE AND DISTRICT  
GROUP HEALTH ASSOCIATION**

**(hereinafter referred to as the “Employer“)**

**- and -**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894, C.L.C.**

**(hereinafter referred to as the “Union”)**

**WITNESSETH:** That the parties hereto have agreed **as** follows:

**ARTICLE #1 - PURPOSE**

The purpose of this Agreement **is** to establish mutually satisfactory relations between the Employer and the Union, to provide machinery for the prompt and equitable disposition of grievances and to establish and maintain satisfactory working conditions, hours and wages for all employees who are subject to the provisions of this Agreement.

**ARTICLE #2 - SCOPE**

The Agreement shall apply to all employees of the Sault Ste. Marie and District Group Health Association save and except the President and Chief Executive Officer; Chief Operating Officer; General/Senior Managers; Secretaries to the above; Administrative Assistant to the Medical Group; Administrative Assistant to the Medical Director; Department Heads; Optometrists; Registered Nurses; Bookkeepers; Administrative Assistant; Coordinator, Employee Assistance Services; Coordinator, Industrial Rehabilitation Services; Human Resources Department; Safety Officer; Departmental Assistant; Coordinator, Continuous Quality Improvement; Coordinator, Trust Fund; Administrative Clerk Typist; Accounting Clerk; EMR Coordinator; Technical Specialists; Senior System Analyst/Programmer; Help Desk Assistant and Computer Operator - Information Systems.

**ARTICLE #3 - UNION RECOGNITION**

The Employer hereby recognizes the Union **as** the sole and exclusive bargaining agent for all employees covered by Article #2 - SCOPE, in respect of hours of **work**, wages, and all other conditions pertaining to this Agreement.

#### **ARTICLE #4 - NO DISCRIMINATION**

There shall be no discrimination by the Employer **or** the Union against any employee because of race, ancestry, place of **origin, colour, ethnic origin**, citizenship, **creed**, sex, **sexual** orientation, handicap, age, marital status, family status, record of offence **as** defined in the Human **Rights Code**, **or** because of membership in the union or political affiliation.

#### **ARTICLE #5 - MANAGEMENT RIGHTS**

It is agreed that the Employer **has** the **right** to manage all departments, direct the working forces, and to hire, promote, transfer, demote, to layoff, **suspend**, discipline or discharge employees for just **cause**, provided however, that the Employer agrees that any exercise of these rights in conflict with the provisions of the Agreement may be subject to the provisions of the Grievance **Procedure**; to maintain order, discipline and efficiency, and to make and alter from time to time **rules** and regulations to be observed not inconsistent with the provisions of this Agreement.

#### **ARTICLE #6 - NO STRIKES OR LOCKOUTS**

The Union agrees that there will be no interruptions, work stoppage, strike and or any other interference with the Employer's operation during the term of this Agreement. There shall be no lockout by the Employer.

#### **ARTICLE #7 - DISCIPLINE, SUSPENSION AND DISCHARGE**

7:01 A permanent employee, who in the opinion of the Employer, is not performing her duties satisfactorily will be given a verbal warning in the presence of a shop steward, if any notation is to be made in her record, indicating her performance is not satisfactory. The warning will include the manner in which the performance is unsatisfactory, the remedial action desired by the Employer, and an indication of the time within which the performance is to be brought up to a satisfactory level.

7:02 (a) If the performance of a permanent employee continues to be unsatisfactory after the time period required in the verbal warning, or if the performance is deemed as sufficiently unsatisfactory as to require stronger action the employee and the secretary of the union will be notified in writing that her work is unsatisfactory within thirty (30) days of **the** unsatisfactory performance becoming known to the supervisor. This notice will include particulars of the work performance deemed unsatisfactory, the remedial action sought by the supervisor and the time within which the remedial action is to be accomplished. The employee's reply to a written notice will be in writing within five (5) working days of her receipt of the notice. The supervisor's notice and employee's reply will become part of the employee's record. Failure of the employee to follow this procedure will be regarded as an acceptance of the expression of dissatisfaction and the notice will remain in the employee's record.

7:02 (b) **Dismissal or Suspension**

Dismissal or Suspension grievance shall be defined as the grievance of an Employee who claims that she/he has been dismissed or suspended without just cause. This grievance shall proceed directly to Step 2.

At the time formal discipline is imposed or at any stage of the grievance procedure, including the complaint stage, an Employee is entitled to be represented by her or his Union Representative. In the case of suspension or discharge, the Employer shall notify the Employee of this right in advance.

The Employer agrees that where an Employee is required to attend a meeting with the Employer that may lead to disciplinary action, as a good labour relations practice, they will inform the Employee of the purpose of the meeting.

7:03 Failure of an employee to improve her performance to an acceptable level within the time limit may result in suspension or discharge subject to the right of the employee to grieve.

7:04 The notice of dissatisfaction in the employee's record shall not be used in a manner detrimental to the employee in the follow instances:

(a) when eighteen (18) months have elapsed since a suspension provided there has been no recurrence of the same, a similar and/or any other infraction;

(b) when twelve (12) months have elapsed since the issuance of a letter of reprimand provided there has been no recurrence of the same, a similar or any other infraction.

7:05 Corrective action may vary according to the severity of the problem.

7:06 A probationary employee is not a permanent employee and may be terminated on a lesser standard than a permanent employee based on performance and/or ability to do the job, including skills, suitability and availability. The termination of a probationary employee shall be subject to the grievance procedure if the probationary employee is released for reasons which are arbitrary, discriminatory or in bad faith. Reason for termination of a probationary employee will be provided to the union at their request.

7:07 If a permanent employee is suspended or discharged, reason for such action shall be provided to the Union in writing. If the employee believes she has been treated unjustly, she shall have the right to have her grievance taken up under the Grievance Procedure starting at Step 2 if the grievance is presented in writing within three (3) days after the suspension or discharge.

**ARTICLE #8 - GRIEVANCE PROCEDURE**

8:01 It is the mutual desire of the parties that complaints or grievances shall be resolved as promptly as possible.

8:02 **STEP 1**

Any complaint, including a complaint regarding sexual harassment, shall first be discussed by the employee with her immediate supervisor **as soon as** possible but in any event not later than five (5) days following the event giving rise to the complaint. The essentials of the complaint and a suggested remedy will be presented by the employee.

The employee may have a steward present at this meeting. The immediate supervisor of the employee will be notified of the desire to meet prior to the meeting. Following the meeting the supervisor will have three (3) working days in which to give a written reply.

If no remedy for the complaint is found at this stage, the complaint will be put in writing within three (3) working days and regarded as a grievance.

8:03 **STEP 2**

The grievance shall be in writing and shall include the details of the grievance and the sections of the Agreement in violation. It will then be sent to the supervisor or her designate by the Grievance Committee. A meeting shall be arranged between both parties within five (5) working days of receipt of the grievance by the supervisor. The supervisor shall give a reply to the Grievance Committee within five (5) working days of the receipt of the grievance by the supervisor. The supervisor shall give a reply to the Grievance Committee within five (5) working days of the date of the meeting. In either instance a mutually agreeable extension of time may be arranged. Failing settlement at this Step the matter may be referred to arbitration.

Unless the supervisor receives a reply from the Grievance Committee within five (5) working days of the receipt of the reply the grievance will be determined to have been resolved.

8:04 Any difference arising directly between the Union and the Employer concerning the interpretation, application or administration of the terms or provisions of this Agreement may be submitted by the Union at Step 2 of the Grievance Procedure providing that the grievance, in addition to the conditions determined in the preceding paragraph shall be signed by the President of the Union.

8:05 **Wage Grievances**

When a grievance which affects an employee's rate of pay is settled in her favour, it shall be made retroactive to the time the violation occurred.

**ARTICLE #9 - ARBITRATION**

- 9:01 If any difference of opinion relating to the interpretation, application, **or** alleged violation of this Agreement cannot be settled after exhausting the Grievance **Procedure.**, they may be settled by Arbitration **as** defined in Section 44 (1) of the Ontario Labour Relations Act.
- 9:02 Each of the parties shall bear the expense of the Arbitrator appointed by it and the parties shall bear equally the expense of the third party and any **costs** of the place of the hearing of the Arbitration, if the necessity **arises**.
- 9:03 The Board shall have the power to dispose of any discharge or a discipline **grievance** by any arrangement which in its opinion it deems just and equitable.

**ARTICLE #10 - UNION SECURITY**

- 10:01 **All** employees covered by Article 2 - SCOPE, **as** a condition of employment, **shall** become and remain members in good standing of the Union according to the Constitution of the Union.
- 10:02 The Canadian Union of Public Employees will certify in writing to the Employer the Union dues currently in effect under the Union's Constitution. The Union agrees that it will provide the Employer with thirty (30) days notice of any change in Union dues to be deducted.
- 10:03 (a) Deduction of union dues shall be made **every** second Friday from the earnings of all employees in the bargaining unit. The total amount of union dues deducted in the year will be shown on the employee's annual tax information report.
- (b) The first deduction in the case of a new employee shall be made at the time of the regular payroll deduction in the month following the month in which she enters the bargaining unit. This deduction will include a one time initiation fee.
- (c) (i) **A** cheque for the full amount of required Union deductions shall be remitted *to* the Treasurer of the Union no later than the sixth working day of the month following, accompanied by the names of all employees from whom wages the dues have been deducted, the amount of dues paid, the number of hours worked, and whether each employee is full-time, part-time or casual and indicating any employee who has completed their probationary period in the previous month.
- (ii) Annually the Employer will produce a list of all employees showing their addresses, telephone numbers and job classification.
- 10:04 No contract, written or oral, shall be entered into between an employee and the Employer or any of its duly authorized representatives, on matters relative to hours of **work**, salaries, working conditions, **promotions**, demotions, or any conditions affecting the welfare of the employees in general.

**ARTICLE #11 - REPRESENTATION AND COMMITTEES**

- 11:01 The Employer acknowledges the right of the Union to appoint or otherwise select the following:
- (a) five (5) stewards;
  - (b) a Negotiating Committee of not more than four (4) employees, one of whom shall be the President of the Union;
  - (c) a Grievance Committee of not more than four (4) members; one member shall be an **officer** of the Union, the remaining members will be selected from among the stewards.
  - (d) an Occupational Health and Safety Committee of not more than two (2) CUPE members;
  - (e) a Cooperative Consultation Committee of not more than two (2) CUPE members, one of whom shall be the President of the Union.
  - (f) a Nurse Management Committee of not more than three (3) CUPE members.
- 11:02
- (a) Representatives and members of committees must obtain permission from their immediate supervisor before absenting themselves from their place of duty to engage in any activity relating to the affairs of the Union. Such permission shall not be unreasonably withheld but shall be subject to the practicality of staff replacement necessary in the interest of maintaining efficient operations and the highest standard of service.
  - (b) No Union activities or meetings will be carried out during regularly scheduled hours or on the Employer's premises without the express permission of the immediate supervisor.
  - (c) The Union will advise the Employer of the names of representatives and committee members.
  - (d) The Employer shall pay employees their respective salaries for all regularly scheduled time while attending mutually agreed upon meetings as committee members of the Union or while engaged in the legitimate business of the Union subject to 11:02(a) and (b).
  - (e) A representative of the Canadian Union of Public Employees shall have access to the Employer's premises at reasonable times with permission of the President and Chief Executive Officer in order to investigate or assist in the settlement of grievances.



**ARTICLE #12 - SENIORITY**

- 12:01 (a) The parties recognize that job opportunities and security **shall** increase in proportion to length of **service**. Therefore, it is agreed that in all **cases of** vacancy, promotion, layoff and rehiring, senior employees **shall** be entitled to preference when qualifications as required by the Employer to **perform the work** are **equal**.
- (b) In **recognition**, however, of the responsibility of management for effective operation it is understood and agreed that in all such **cases** management shall have the right to pass over an employee if she does not have the ability to **perform** the work, subject to the right of the employee to grieve.
- (c) Recognizing that job security shall increase in proportion to length of **service** and that it is the responsibility of management to maintain effective operations, the following guidelines will be implemented during work shortages:
- (i) Work shortages of less than five (5) days expected duration will not be considered a layoff although every effort will be made to find work, on a seniority basis, **for** these employees if requested.
- (ii) Work shortages of five (5) **or** more days will be considered a layoff.
- (iii) **All** cases of work shortages, layoffs or decreases in the work force resulting in a bumping situation will be discussed with the Union prior to their implementation.
- (d) **An** employee, who is subject to layoff shall have the right to:
- (i) accept layoff; or
- (ii) bumps the least senior employee in the same position first, then the same or lower job level providing they have the ability and qualifications to perform the normal duties of the job without training other than orientation.
- (iii) In addition, when two (2) or more employees are in a bumping situation and positions identified to be bumped under 12.01 (d) (ii) and 12.01 (e) changes depending on the order of bumping in each instance, the senior employee will determine the order she/he wishes to bump.

The decision of the employee to choose 12:01 (d)(i) or (ii) above shall be given in writing within five (5) working days following the notification of layoff. Employees failing to do so will be deemed to have accepted the layoff.

Employees electing to bump will be paid the applicable rate for the job but will advance through the Schedule of Progressive Rates for the new job as though no change had occurred.

An employee will lose these **rights** should they decline a comparable position **for which** they are qualified and able.

- (e) (i) Full-time employees will bump the least **senior** full-time or part-time employee.
- (ii) **Part-time** employees will bump the least **senior** part-time employee.
- (iii) Part-time employees will not bump full-time employees.
- (iv) Should no permanent position be available employees may bump to **casual** status, where applicable, and will maintain recall **rights** in accordance with 12:06 (c) (i).  
  
An employee who bumps into a **casual** position will maintain her **current step** in the rate of progression at the job level she bumped into.
- (f) If the position from which an employee has been bumped from becomes vacant within three (3) calendar months **from** the time of bumping, the bumped employee will have the option to return to that position.
- (g) Recall notice will be by Registered Mail to their last place of residence recorded with the Employer, and if they fail to **report** within seven (7) days after the mailing of such notice, the Employer shall be under no obligation to re-employ them.
- (h) When qualifications and abilities to perform the work are equal, employees will be recalled in order of seniority. No new employees will be hired until those laid off have been given opportunity to return to work in accordance with above.

12:02 A list showing the seniority of full-time and part-time employees as calculated in 12:03(b) of all employees covered by the Agreement shall be compiled twice each year in January and July. A copy of this seniority list will be posted on the bulletin board designated for Union use and a copy will be sent to the Union.

12:03 (a) Newly hired employees shall be considered probationary for a period of 490 hours worked from their last date of hiring subject to the provisions of 13:06(b). During the probationary period employees shall be entitled to all rights and privileges of this Agreement except with respect to ARTICLE 15 - LEAVE OF ABSENCE, with the exception of 15:02 (b) and 15:03; ARTICLE 20 - UNIFORMS; ARTICLE 21 - HEALTH BENEFITS and except as otherwise provided in this Agreement.

10

- (b) After completion of the probationary period **seniority** shall be calculated as follows:
- (i) for full-time employees
    - from the last date of hire;
  - (ii) for part-time employees
    - the cumulative time worked from the last date of hire. Time may be expressed in years by dividing the cumulative hours **worked** by the **annual normal** hours scheduled for full-time employees.
- (c) ~~Casual~~ or temporary employment will not be used in calculating seniority, except as outlined in **Article** 27:04 and 27:05.

12:04 Protests in regard to **seniority** standing must be submitted in writing **thirty (30)** days **from** the date the seniority list is posted. When proof of error is presented by the employee or her representative, such error will be ~~corrected~~ and when so corrected the agreed upon seniority date shall be final. No change in the seniority status of an employee shall be ~~made~~ unless concurred in by the Union.

12:05 **An** employee within the bargaining unit transferred to a job not in the bargaining unit, but still in the employ of the Employer, who reverts to the bargaining unit within six **(6)** months of such transfer shall return to her former position in the bargaining unit without loss of seniority rights as though she were on leave of absence. The Employer shall notify the Union of all persons so transferred.

- 12:06 (a) Seniority shall be retained and accumulated when an employee is absent from work under the following circumstances:
- (i) approved leave of absence with pay;
  - (ii) when in receipt of illness allowance;
  - (iii) when in receipt of Workplace Safety and Insurance Board benefits;
  - (iv) when on pregnancy or parental leave of absence.
- (b) Seniority shall be retained but not accumulated when an employee is absent from work under the following circumstances:
- (i) **for** a period of twenty-four (24) months for a continuous illness or work related injury;
  - (ii) for the period that an employee is in receipt of Long Term Disability benefits relating to her inability to perform her own job;
  - (iii) when laid off due to reduction in the staff for a period of one year or less;
  - (iv) when on approved leave of absence without pay;
  - (v) when on a disciplinary suspension.

- (c) **Seniority** shall be lost and employment terminated when an employee is absent from work **under the following circumstances:**
- (i) resignation;
  - (ii) laid ~~off~~ more than one year;
  - (iii) is absent from work for a period of **twenty-four (24)** months for a continuous illness **or** work related injury;
  - (iv) discharged for just cause;
  - (v) failed to return to work on the date specified in a recall notice without reasonable excuse;
  - (vi) failed to **return** to work **after** completion of a leave of absence granted by the Employer,
  - (vii) utilizes a leave of absence for purposes other than those for which the leave was granted;
  - (viii) is absent from work for three **(3)** working days without reasonable **excuse.**
- (d) **A** permanent employee will retain seniority when transferring from a part-time position to a full-time position and vice versa.

**A** permanent full-time **or** part-time employee who transfers to a casual position will retain seniority for the purposes of bidding on posted jobs.

**A** casual employee who transfers to a permanent part-time or full-time position will retain seniority.

### **ARTICLE #13 - JOB POSTING**

- 13:01 (a) **All** vacant, newly created and limited classifications will be posted according to the following schedule:
- (i) all newly created permanent positions - five (5) working days;
  - (ii) temporary vacancies and limited classifications
    - over six months will **be** posted for **five (5)** working days;
    - under six months no posting required.

(iii) Vacancies due to employees absent from work in accordance with provisions outlined in 12:06(b)(i) and (ii) will be posted in accordance with 13:01(a)(ii). If the employee is able to return to work within twenty-four (24) months she will resume her position. If she is not able to return to work within twenty-four (24) months the employee filling the position previously posted in accordance with 13:01(a)(ii) will be considered permanent in that position.

Should no position be readily available the returning employee shall be given the opportunity to exercise her seniority in accordance with Article 12:01.

(iv) It is agreed that experience gained while filling a temporary vacancy of less than six (6) months will not take precedence over seniority if the job is later posted. Experience gained while filling a posted temporary vacancy of more than six (6) months will be considered as fulfilling the necessary qualifications for the job if it is later posted as a permanent position.

(v) The Employer will advise the Union on a monthly basis of all hours worked by casual and temporary employees during the previous month. The list will show the name and status of the employees along with the departments in which they were working.

(vi) Where it is established over a period of three (3) months that one part-time employee's hours in one position would constitute a full-time job that position must be posted.

(b) Any resulting vacancy arising from an employee's successful application to a job posted in accordance with 13:01(a) will be posted for two (2) working days.

(c) The notice of posting shall include a summary of the qualifications and duties involved, the salary rate and the name of the person to whom application should be made.

(d) A copy of the posting will be forwarded to the President and Secretary of the Union and the name of the successful applicant will be posted and unsuccessful applicants will be notified.

(e) Where the vacancy occurs as a result of

(i) insufficient notice by an employee that she will not be available for work

- or

(ii) a requirement on management to provide leave for an employee to engage in Union affairs

the vacancy may be filled in any manner deemed most appropriate by the Employer.

- 13:02
- (a) During the scheduled posting period regular employees will have an opportunity to apply for such positions before temporary or non-employees are considered.
  - (b) Applications from regular employees will not be given preference after the posting is removed; subject to Article 13:07.
  - (c) Applications from probationary employees may not be accepted by the Employer. In cases where external recruitment is involved late applications and applications from probationary employees will be considered.
  - (d) When an employee has been granted a new position as a result of a job posting, that employee may be passed over if she applies for another job until she has completed one (1) calendar year in the position
  - (e) Applications for jobs for downward or lateral job level will only be accepted in unusual circumstances.
- 13:03
- (a) Within fifteen (15) working days the Employer shall either post the position as referred to in paragraph 13:01(a) or inform the Union that they do not intend to fill the position.
  - (b) Within five (5) working days after the removal of the posting the Employer shall notify the successful candidate in writing.
  - (c) The successful applicant will move to her new position as soon as possible.
- 13:04
- (a) A Limited Classification shall mean a classification which is for a limited duration, not exceeding twelve (12) months or such longer period as may be mutually agreed upon between the Employer and the Union.
  - (b) The notice of posting of a Limited Classification will indicate its probable duration.
- 13:05
- On the termination of a vacancy posted in accordance with Article 13:01(a)(ii) the regular employee who filled it shall revert to the classification and former position held immediately preceding her transfer.
- 13:06
- (a) Where the successful applicant is a permanent employee she shall be given a trial period of 326 hours in the new position. Such trial period may be extended by mutual agreement.
  - (b) Where the successful applicant is a probationary employee she must complete a probationary period of 490 hours worked in one job.
  - (c) In the event that an applicant proves unsatisfactory during that period, she shall be given the opportunity of returning to her former position and any other employee who may have been promoted or transferred as a consequence of the initial promotion shall be returned to her former position and assignment.

- (d) Prior to acceptance of a new position it is the employee's responsibility to understand the duties and work environment to ensure their compatibility with the job. If at any time **during** the first 163 regular hours worked in the new position, it is **seen as** untenable, the employee shall be given the opportunity of returning to her former position and any other employee who may have been promoted or transferred **as** a consequence of the **initial** posting **shall** be returned to her former position.

13:07 The Employer agrees that employees will be given reasonable opportunity to make application for vacancies in permanent positions within the bargaining unit which occurred while an employee was on vacation or other paid leave of absence. The application must be made **within** two (2) **working** days of the employee's return from vacation or in the case of other paid leaves, within twenty (20) **days** of the job being posted.

#### **ARTICLE #14 - WAGES**

14:01 The Joint Evaluation Committee System used to describe and evaluate jobs, which is implemented upon ratification, is **incorporated** into this Agreement **as** Schedule "A" and its provisions shall apply as if set forth in full herein.

14:02 Each employee's job shall be described and classified and a rate of pay applied to such employee in accordance with the provisions of this Agreement.

14:03 A Schedule of Progressive Rates applies to each job in the respective job level for the period of time as follows:

(i) **Job Bands 1 to 7** inclusive:

- (1) Step 1: Probationary Rate;
- (2) Step 2: after 490 hours worked;
- (3) Step 3: after 2447.5 hours worked.

(ii) **Market Adjusted Positions and Rates:**

- (1) Step 1: Start
- (2) Step 2: after 1957.5 hours worked;
- (3) Step 3: after 3915 hours worked;
- (4) Step 4: after 5872.5 hours worked;
- (5) Step 5: after 7830 hours worked

14:04 (a) (i) Job Bands 1 through 7

		Jan 2006				
<b>Band 1</b>	V&E Reception	14.89	15.19	15.49		
	Housekeeping	14.67	14.96	15.26		
<b>Band 2</b>	Audiology Reception	15.55	15.86	16.18		
	Warehouse	15.22	15.53	15.84		
	DI Reception	15.55	15.86	16.18		
	Central Supply Operator	15.55	15.86	16.18		
	Supply Distribution Clerk	15.55	15.86	16.18		
	Office Services Clerk	15.55	15.86	16.18		
	Groundskeeper	15.22	15.53	15.84		
	Enrollment Clerks	14.89	15.19	15.49		
	Van Driver	14.89	15.19	15.49		
	<b>Band 3</b>	Registration Clerk	16.21	16.54	16.87	
Scanners		16.00	16.32	16.65		
Purchasing Clerk		16.21	16.54	16.87		
Physio Reception		16.21	16.54	16.87		
DI Booking Clerk		16.21	16.54	16.87		
<b>Band 4</b>	Medical Records Clerk	16.57	16.90	17.24		
	Office Assistant	16.57	16.90	17.24		
	Surgery Clerk 2	16.88	17.22	17.56		
	Billing Clerk	16.57	16.90	17.24		



		Jan 2006				
<b>Band 4</b>	ADEC Reception	16.82	17.16	17.50		
(continued)	Oph Asst	16.88	17.22	17.56		
	Clinical Research Asst.	16.88	17.22	17.56		
	Physician Support Clerk	16.57	16.90	17.24		
<b>Band 5</b>	Surgery Clerk 1	16.44	16.76	17.10		
	Lab Data Entry	16.91	17.25	17.59		
	ABHP Clerk	17.41	17.75	18.11		
	AR Clerk	17.41	17.75	18.11		
	Senior HouseKeeping	17.15	17.49	17.84		
	Hospital Billing Clerk	17.54	17.89	18.25		
	Graphics Tech	17.54	17.89	18.25		
	Med Oph Asst	17.54	17.89	18.25		
	Derm Asst	17.54	17.89	18.25		
	Optician	17.54	17.89	18.25		
	Clinical Research Clerk	17.15	17.49	17.84		
<b>Band 6</b>	Maintenance Worker	17.98	18.34	18.71		
	Transcriptionist	17.98	18.34	18.71		
	Sr Credit Clerk	18.20	18.57	18.94		
	Scheduling Asst	18.20	18.57	18.94		
	Physio Aide	17.98	18.34	18.71		
	ECG Tech	18.20	18.57	18.94		
<b>Band 7</b>	Hearing Aid Asst	18.85	19.23	19.61		
	Secretary – Counselling	18.85	19.23	19.61		
	IRP Aide	18.31	18.68	19.05		
	Comm Coordinator	18.85	19.23	19.61		
	Secretary – Psych	18.58	18.95	19.33		
	Kinesiologist	18.85	19.23	19.61		
	RPN	18.58	18.95	19.33		

	FOR PERIOD JAN 1, 2006 THROUGH DECEMBER 31, 2006.				
POSITION	STEPS 1:	2	3	4	5
Chiropodist	23.83	25.31	26.80	28.29	29.79
Social Worker	25.30	25.82	26.33	26.87	27.43
Dietitian	23.70	25.16	26.66	28.14	29.61
Physical Therapist	25.25	26.83	28.42	29.99	31.57
Senior Physical Therapist	25.25	26.83	28.42	29.99	31.57
Speech Language Pathologist	25.25	26.83	28.42	29.99	31.57
Ultrasound Technologist	24.04	25.54	27.04	28.55	30.04
Medical Radiation Technologist	23.70	25.16	26.66	28.14	29.61

		January 2007				
<b>Band 1</b>	V&E Reception	15.30	15.60	15.92		
	Housekeeping	15.30	15.60	15.92		
<b>Band 2</b>	Audiology Reception	15.98	16.30	16.62		
	Warehouse	15.98	16.30	16.62		
	DI Reception	15.98	16.30	16.62		
	Central Supply Operator	15.98	16.30	16.62		
	Supply Distribution Clerk	15.98	16.30	16.62		
	Office Services Clerk	15.98	16.30	16.62		
	Groundskeeper	15.98	16.30	16.62		
	Enrollment Clerks	15.98	16.30	16.62		
	Van Driver	15.98	16.30	16.62		
<b>Band 3</b>	Registration Clerk	16.66	16.99	17.33		
	Scanners	16.66	16.99	17.33		
	Purchasing Clerk	16.66	16.99	17.33		
	Physio Reception	16.66	16.99	17.33		
	DI Booking Clerk	16.66	16.99	17.33		
<b>Band 4</b>	Medical Records Clerk	17.34	17.69	18.04		
	Office Assistant	17.34	17.69	18.04		
	Surgery Clerk 2	17.34	17.69	18.04		
	Billing Clerk	17.34	17.69	18.04		
	ADEC Reception	17.34	17.69	18.04		
	Oph Asst	17.34	17.69	18.04		
	Clinical Research Asst.	17.34	17.69	18.04		
	Physician Support Clerk	17.34	17.69	18.04		
<b>Band 5</b>	Surgery Clerk 1	18.02	18.38	18.75		
	Lab Data Entry	18.02	18.38	18.75		
	ABHP Clerk	18.02	18.38	18.75		
	AR Clerk	18.02	18.38	18.75		
	Senior HouseKeeping	18.02	18.38	18.75		
	Hospital Billing Clerk	18.02	18.38	18.75		
	Graphics Tech	18.02	18.38	18.75		
	Med Oph Asst	18.02	18.38	18.75		
	Derm Asst	18.02	18.38	18.75		
	Optician	18.02	18.38	18.75		
	Clinical Research Clerk	18.02	18.38	18.75		
<b>Band 6</b>	Maintenance Worker	18.71	19.08	19.46		
	Transcriptionist	18.71	19.08	19.46		
	Sr Credit Clerk	18.71	19.08	19.46		
	Scheduling Asst	18.71	19.08	19.46		
	Physio Aide	18.71	19.08	19.46		
	ECG Tech	18.71	19.08	19.46		
<b>Band 7</b>	Hearing Aid Asst	19.37	19.75	20.15		
	Secretary - Counselling	19.37	19.75	20.15		

		January 2007				
<b>Band7</b> (continued)	IRP Aide	19.37	19.75	20.15		
	Comm Coordinator	19.37	19.75	20.15		
	Secretary - Psych	19.37	19.75	20.15		
	Kinesiologist	19.37	19.75	20.15		
	RPN	19.37	19.75	20.15		

	FOR PERIOD JAN 1, 2007 THROUGH DECEMBER 31, 2007.				
POSITION	STEPS:				
	1	2	3	4	5
Chiroprapist	24.49	26.00	27.54	29.07	30.61
Social Worker	25.99	26.53	27.06	27.60	28.18
Dietitian	24.35	25.86	27.39	28.91	30.43
Physical Therapist	25.94	27.57	29.20	30.82	32.44
Senior Physical Therapist	25.94	27.57	29.20	30.82	32.44
Speech Language Pathologist	25.94	27.57	29.20	30.82	32.44
Ultrasound Technologist	24.70	26.25	27.78	29.33	30.87
Medical Radiation Technologist	24.35	25.86	27.39	28.91	30.43

14:05 **The** established step rate shall apply to each employee during such time **as** the employee is assigned to the respective levels in accordance with the provisions of this Agreement.

14:06 (a) (i) Each employee on a job shall be assigned to the applicable **step** rate **for** the job on the basis **of work** on the job with the progression from one applicable step rate to the next higher applicable step rate to be at intervals **of work** as specified in **section** 14:03.

(ii) For the positions in Market Adjusted Positions and Rates, Section 14:04, **the** Employer may place employees on the scale that will appropriately reflect their **current** applicable experience.

(b) (i) In recognition that **certain** jobs require extraordinary training periods not allowed for in the Schedule **of** Progressive Rates certain employees will be required to complete a full year at a training level which will be one job level lower than the actual job level. Upon commencement of a position requiring the extraordinary training period the employee will be placed on the appropriate step of the lower job level and will progress through that Schedule of Rates as though it was the actual job level.

After successfully completing the training period the employee will be placed on the actual step rate as though they had been on that scale since commencement of employment in that job

(ii) It is also recognized that any such job description is classified to represent the job after successful completion of the extraordinary training period and that each incumbent is not qualified to perform all functions in a satisfactory manner until that time.

14:07 Out-of-Line Differentials

**An** out-of-line differential shall be established where, as the result of job evaluation, an employee receives a rate of pay greater than the applicable step rate specified in Article 14:04.

14:08 The Employer shall furnish to the Union a list of incumbents who **are** to be paid out-of-line differentials in accordance with the *terms* of this Agreement, and such list shall contain the following:

- (a) name of employee to whom out-of-line differential is being paid;
- (b) job title of job on which out-of-line differential is being paid;
- (c) job level of such job;
- (d) position rate of such job;
- (e) applicable step rate at which out-of-line differential applies;
- (f) amount of out-of-line differential;
- (g) date such out-of-line differential became effective.

14:09 **A general** wage adjustment to the Schedule of Progressive Rates shown in Article **14:04** and any lateral or **vertical** movement on the job grid will be used to eliminate **an** out-of-line differential.

14:10 Notwithstanding the provisions outlined in Article **14:09**, the **out-of-line** differential will remain in effect **unless** promotion **or** transfer to a higher rate **of** pay. Out-of-line differentials will be eliminated **with** demotion **or** **successful** application to **lower** classified position.

14:11 **An** employee returning to her former position **with** in her probationary period will have the **out-of-line** differential reinstated, except **as** it may have been reduced **or** eliminated by provisions outlined in **14:09**.

14:12 (a) Temporary Transfer

In case of a temporary transfer an employee's rate assignment shall not be changed except **as** required for progression to a higher applicable rate level, if any, **as** provided in Section 14:06. The rate assignment of an employee temporarily transferred to **a** job in a higher job level shall not be changed until the employee occupies the job **for** a period of three (3) consecutive working days at which time the employee's rate assignment shall be changed retroactively to the first day the employee occupied the job. When filling the same vacancy on all subsequent occasions, the employee occupying the job shall receive the higher rate at once. At the end of the temporary assignment the employee shall revert to the applicable rate of her regular job. Hours worked on a temporary assignment shall be credited towards progression on the employee's regular job.

(b) Salary progression in the employee's regular job level shall occur while relieving in a lower job level.

14:13 (1) Promotion to a Higher Job Level

**For job bands 1 through 7**, an employee shall receive the Step 2 rate **for** such higher job level or, if greater, the attained rate for the lower job level. Maximum is payable on completion of 1957.5 hours at the new job level. If an employee has 2447.5 hours worked, she shall move to Step 3 after 326 hours worked in the new position.

(2) Transfer to Another Job in the Same Level or to a Lower Job Level

For job **bands 1 through 7**, an employee shall progress through salary range as though no transfer had occurred

14:14 General

Any mathematical **or** clerical **errors** made in the preparation, establishment **or** application of job descriptions, job levels or applicable rates shall be corrected to **conform** to the provisions of this Agreement.

14:15 Except as **otherwise** provided, no basis shall exist for an employee covered by this Agreement to allege that a **salary** rate inequity exists and no grievance on behalf of an employee alleging a salary rate inequity shall be filed **or** processed during the **term** of this Agreement.

**ARTICLE #15 - LEAVE OF ABSENCE**

- 15:01
- (a) All requests for leave will be made in writing to the supervisor. All replies will be in writing and will specify the date the employee is to return to work.
  - (b) Adequate notice must be given the supervisor with due regard to the problems of staffing and general efficiency.
  - (c) In the event of an emergency the request and permission may be verbal; however, a written outline of the situation must be given to the employee's supervisor within (5) days of the verbal request except in extenuating circumstances.
  - (d) When leaves of absence without pay are granted in excess of one month, the Employer will not be required to pay or contribute **to** the cost of any benefits but may allow the continuance of benefits if the employee elects to pay the full cost of the benefits in advance.
  - (e) The name of any employee who does not return to work on the day specified following a leave except for circumstances beyond her control and where reasonable effort **has** been made to notify the Employer, will be removed **from** the seniority roster and the employee will forfeit any severance benefits except those required by law.
  - (f) Any employee granted an unpaid leave of absence will be required to **work** at least a period equivalent to the length of the leave before gaining entitlement **to** payment of severance pay. Exceptions may be made on compassionate grounds.

15:02 Leaves for Union Activities

- (a) Employees elected or appointed as salaried representatives of a Union shall be granted leave of absence without pay while so engaged, provided written request is made by the Union.
- (b) Duly appointed delegates shall be granted leave of absence Without pay to attend conventions, **seminars** and **schools** of the Union. Any leave under this clause shall not **exceed** three (3) employees at any one time nor more than one (1) employee from any one (1) position except for the position of Physician's Assistant which shall be allowed **two** (2) delegates.
- (c) The Union **will** reimburse the Employer for all pay and benefits incurred during the leave.

15:03 Pregnancy and Parental Leave

- (a) An employee who started employment with her Employer at least thirteen (13) weeks before **the** expected birth date shall be granted pregnancy leave of absence up to seventeen (17) weeks duration without pay and should the employee elect, a consecutive maximum of thirty-five (35) weeks parental leave of absence without pay.
- (b) An employee planning to adopt a child **or** utilize parental leave will notify the supervisor and keep the supervisor informed of the progress of the application. Providing that the employee has been employed by the Employer at least thirteen (13) weeks they will be granted a parental leave without pay of up to thirty-seven (37) weeks within thirty-five (35) weeks after the child is born **or** comes into care of the parent.
- (c) Notwithstanding the foregoing, pregnancy and parental leave of absence shall be administered in accordance with the provisions of the Employment Standards Act.

15:04 Jury Duty and Crown Witness

The Employer shall grant leave of absence without loss of seniority to an employee while she is required by the Court to serve as a **Juror** or Crown Witness. The Employer shall pay such an employee the difference between her normal earnings and the payment she receives for jury duty or as a Crown Witness, excluding payment for travelling, meals or other expenses. The employee will present her supervisor with proof of service and the amount of pay received on a form supplied by the Court.

15:05 Compassionate Leave

- (a) In the event of death in the immediate family of the employee (i.e. father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, guardian, grandparents, step-parents, grandchildren) an employee may

request four (4) consecutive days leave of absence from regularly scheduled hours not worked commencing from the date of death for the purpose of attending the funeral or memorial service.

- (b) In recognition of the various personal relationships and responsibilities which exist among different families no fixed amount of leave has been established.
- (c) It is recognized that the requirements of an employee can vary; therefore, the leave of absence from regularly scheduled hours will be granted with pay, however, an appropriate deduction from accumulated sick leave will be made for all regularly scheduled time taken after the fourth consecutive day provided this will not deplete the employee's sick leave credits below 90 hours. Any such leave will be taken in accordance with Articles 25:04 and 25:05.
- (d) Compassionate leave benefits for part-time employees will be pro-rated in accordance with Article 21:04.
- (e) If a death as outlined in 15.05 (a) occurs on an employee's vacation, the employee may change their vacation time to compassionate leave. The vacation time will be rescheduled at a mutually acceptable date.

15:06

Sick Leave

Refer to Article 21 - HEALTH BENEFITS.

15:07

Special Paid Leave

- (a) On and after January 1st, 1972 an employee having completed at least six (6) years of continuous service who has, at January 1st or July 1st of any year, more than 120 days of accumulated sick leave to her credit may elect to take one special paid leave in that or the following calendar year equal to one-third of her credited sick leave days in excess of 120 provided that her sick leave credits shall be reduced as of the commencement of such leave by three (3) days for each day of special paid leave and further provided that:
- (b) An employee having qualified once for special paid leave shall become entitled to elect such leave once again as of January 1st or July 1st, that is the equivalent of two (2) years continuous employment after the preceding qualification date on which she shall then have at least 120 days of accumulated sick leave to her credit. Unpaid leaves of absence will not be used to fulfil the time requirements of this clause.
- (c) An employee who has qualified for a special paid leave and who, prior to the commencement of such leave, shall have used any days of sick leave for the purpose of a verified illness, may elect by written notice to the supervisor to defer her qualification date for such leave. and having so elected. her qualification date shall be changed to the next following January 1st or July 1st that she shall have accumulated more than 120 days of sick leave credits



- (d) Except by mutual consent, a special paid leave shall be **taken in** no more than **two portions**.
- (e) Following notification by the Employer an employee may elect to **take** special paid leave by providing her supervisor with a completed **request form**.
- (f) Scheduling of special paid leave shall be subject to the reasonable **staffing** requirements of the Employer and shall otherwise conform to the conditions governing scheduling of annual vacations.
- (g) It is understood that the **scheduling** of normal vacations **takes precedence** over the scheduling of a special paid leave. All vacations will continue to be scheduled in accordance with Article 17 - Annual Vacations. Following **April 1** of each year employees entitled to special paid leave may select the period of leave in conjunction with outstanding vacation and in a manner consistent with Article 17.

15:08      Miscellaneous Leaves

- (a) The granting of all miscellaneous leaves, their duration, the number of employees on leave at any time and acceptable reasons **for** granting leaves **will** be at the discretion of the Employer.
- (b) Employees may be granted up to three (3) months unpaid leave of absence. Leaves under this provision may be extended by mutual agreement of the Employer and the Union.
- (c) Miscellaneous leave **will** not be granted or used for the purpose of engaging in work outside the services of the Employer.

**ARTICLE #16 - PAID HOLIDAYS**

- 16:01      (a) All employees within the **scope** of the Agreement shall be paid a normal day's pay at their regular rate for each of the following Paid Holidays:
- |                    |                        |
|--------------------|------------------------|
| (i) New Year's Day | (vi) Labour Day        |
| (ii) Good Friday   | (vii) Thanksgiving Day |
| (iii) Victoria Day | (viii) Christmas Day   |
| (iv) Canada Day    | (ix) Boxing Day        |
| (v) Civic Holiday  |                        |
- (b) If the Federal Government proclaims a holiday to fall in February, the Employer will follow the community pattern in declaring it a Paid Holiday.

16:02      In the event that any of the above mentioned holidays falls on a Saturday or Sunday a day will be substituted which will be selected by mutual agreement between the Employer and the Union.

- 16:03 (i) In addition to the holidays specified in 16:01(a) each employee shall be entitled to one (1) day **off** in recognition of both her birthday and Remembrance Day, for a total of **two** (2) days. Any such holiday will be taken on a mutually **agreeable** day during the calendar year in which it falls, providing it is scheduled by September 1st of that year. If the day is not scheduled by that date, it will be assigned by the supervisor.
- (ii) **An** employee taking a floating Paid Holiday before the actual date(s) of entitlement and before meeting eligibility requirements is not entitled to pay for the Paid Holiday and will reimburse the Employer for any time paid.
- 16:04 (a) Full-time employees called upon to work on any of the Holidays provided for in this Article shall be paid their regular day's pay plus time and one-half (1½) their regular rate per hour for all hours worked with a guaranteed minimum of four (4) hours pay.
- (b) Regular part-time employees called upon to work on any of the Holidays provided in Articles 16:01 (a) and (b) shall be paid their regular rate of pay for all hours worked plus time and one-half (1½) their regular rate per hour for all hours worked.
- (c) **Part** Time and Casual employees will be paid in accordance with the Employment Standards Act.
- 16:05 (a) Employees to qualify to be paid for a specified Holiday must work their regular shifts before and after the Holiday unless the employee is on vacation, sick leave or paid leave of absence, **or** a regularly scheduled day off.
- (b) Full-time employees normally scheduled to work may be paid for the Paid Holidays listed in Article 16:01 (a) for which they qualify that fall within the first week of an unpaid leave of absence. If the period of leave exceeds one (1) week there will be no payment for any Paid Holidays falling during that leave.
- 16:06 When the day before Christmas and the day before New Year's are regularly scheduled work days the Employer will cease normal activities at 1:00 p.m. Regular employees normally scheduled to work on these days will receive their regular pay for any hours scheduled but not worked as a result of such closing.
- 16:07 The Employer agrees to distribute as equally as possible among all employees long weekends which occur as a result of a Paid Holiday falling on a Friday or Monday.
- 16:08 Employees entitled to Paid Holiday shall not be entitled to sick pay in respect of the same day.

**ARTICLE #17 - ANNUAL VACATION**

- 17:01 (a) Consistent with the efficient operation of the Employer employees will be given preference on the basis of **seniority** with respect to the first selection of their vacation period. Employees will book their first **two** (2) weeks of vacation in accordance with **seniority**. **Once** all employees have had the opportunity to book their first **two** (2) weeks vacation, then employees will book remaining vacation entitlement in accordance with **seniority**.
- (b) (i) In order to post vacation **schedules** by February 15, employees will select vacation by February 1. **Once** selected, vacation schedules shall not be changed unless mutually agreed to by the Employer and the employee. Employees who do not select their vacation for posting may have their period assigned.
- (ii) **An** employee who successfully applies to a job posting and transfers into her new department between February 15 and December 31 will select her vacation in accordance with the receiving department's vacation schedule. Consistent with efficient operations, consideration will be given to the employee who has been bumped. If accommodation cannot be provided the employee bumping into the department will have to change their request. The employee should avail themselves of the vacation schedule prior to exercising their right to bump. The employee will not be able to use seniority to change vacation periods already scheduled. In all subsequent years, vacation will be scheduled in accordance with her seniority.
- (c) The normal minimum vacation period allowed will be one week. When mutually agreed, employees may elect to split one week of vacation. Special Paid Leave takes precedence over a split week of vacation.
- (d) When an employee is terminated for any reason other than for just cause, payment for vacations earned but not taken will be paid on a prorated basis.
- 17:02 (a) (i) On the completion of one year's service and annually thereafter employees shall be entitled to vacation with pay on the following basis:
- |                                     |                     |
|-------------------------------------|---------------------|
| (i) after one year's service        | - <b>two</b> weeks; |
| (ii) after three years' service     | - three weeks;      |
| (iii) after eight years' service    | - four weeks;       |
| (iv) after fifteen years' service   | - five weeks;       |
| (v) after twenty-two years' service | - <b>six</b> weeks. |
- (ii) Vacation pay for regular part-time employees will be paid in an amount calculated as follows:
- (i) Employees with less than three (3) years of continuous service shall be paid 4% of their previous year's earnings.

- (ii) Employees with ~~three~~ (3) years of continuous service but less than eight (8) years of continuous service shall be paid 6% of their previous year's earnings.
- (iii) Employees with eight (8) years of continuous service but less than fifteen (15) years of continuous service shall be paid 8% of their previous year's earnings.
- (iv) Employees with fifteen (15) years of continuous service shall be paid 10% of their previous year's earnings.
- (v) Employees with twenty-five (25) years of continuous service shall be paid 12% of their previous year's earnings.

(b) For certain positions it may be necessary to place new employees at the vacation level specified in 17:02(a)(i)(ii) or (a)(ii)(ii) as applicable. These employees would not progress to the vacation level specified in 17:02(a)(i)(iii) or (a)(ii)(iii) until they had completed the necessary eight (8) years of service. The Union will be advised of all instances when the article is applied.

(c) All vacations will be taken between January 1 and December 31 in the year following the year in which they were earned. Vacations for the first January 1 to December 31 period worked will be pro-rated according to the number of months worked in the previous year (i.e. the number of months worked by 10/12).

17:03 Should any of the Holidays provided for in Article 16 - PAID HOLIDAYS, fall during an employee's vacation period, then the employee shall receive an extra day's pay or an equivalent day off which may be added to the vacation period with the exception of 16:06.

17:04 Scheduled vacation periods will be rescheduled to another period when an employee becomes hospitalized as the result of a sickness or non-compensable accident prior to starting vacation. Any rescheduled vacation period under this provision will be in accordance with Article 17:01(b).

At the discretion of the Employer and upon satisfactory written medical verification to be supplied by the employee the word "hospitalized" as used in the Article may be interpreted as meaning immobilized or bedridden at home as if the employee has been hospitalized.

#### ARTICLE #18 - HOURS OF WORK

18:01 (a) The regularly scheduled hours of work shall be thirty-seven and one-half (37½) hours per week and seven and one-half (7½) hours per day Monday to Friday with a minimum of one-half (½) hour allowed for lunch. Regular Saturday hours will be 9:00 a.m. to 1:00 p.m.

- (b) If the demands of space, workload, doctors' scheduling or other demands of operation require a change to current departmental scheduling patterns, the Employer reserves the right to change the hours of option after consultation with the Union.
- 18:02 Notwithstanding the provisions in 18:01 some employees may be required to work on a scheduled basis Monday to Friday as follows:
- (a) Employees required to work past 1800 hours as part of their regularly scheduled hours shall receive a premium for each hour worked past that time.
- Effective upon ratification, an employee shall receive a premium of 50¢ per hour.
- This provision will not apply to special work arrangements.
- (b) Normal hours of work for the full-time maintenance staff shall be thirty-seven and one-half (37½) hours per week to be scheduled according to the present practice except by mutual agreement.
- 18:03 Any full-time employee required to work on Saturday as part of her regular scheduled hours shall receive a corresponding amount of consecutive time off during that week. Saturday work will be divided as equally as possible among the employees in each department as per employee classification.
- 18:04 Employees may be required to work at times other than regularly scheduled hours, however, all such hours will be paid in accordance with Article 19 - OVERTIME.
- 18:05 Employees may be away from their place of work no more than fifteen (15) minutes for a rest period during both the morning and the afternoon.
- 18:06 (i) Where a department posts a schedule, the schedule will be posted no later than 10 a.m. on the Friday at least 10 calendar days preceding the start of the schedule. Necessary changes to a posted schedule will be communicated to the affected staff.
- (ii) Where a change to a posted schedule is made within the work week, the supervisor or designate will make every reasonable effort to verbally communicate the change.
- 18:07 If the Employer fails to notify a regular or casual employee of a change in the work schedule the day the employee is to report to work, the employee shall be assigned a minimum of three (3) hours work at their regular rate.

#### **ARTICLE #19 - OVERTIME**

- 19:01 Compensation at the rate of time and one-half (1½) the regular rate per hour will be paid for all hours worked outside of normal hours of work in excess of seven and one-half (7½) hours per day or thirty-seven and one-half (37½) hours per week.

- 19:02 Where an employee is required **for** overtime work, overtime will be assigned on a voluntary basis. Where employees within the department decline to work the overtime, it will be assigned to the least **senior** employee qualified and able to **perform** the work.
- 19:03 Overtime will be divided as equally **as** possible among the employees in each department as **per** employee classification. **Such** overtime shall be given to regular employees before temporary **or** non-employees are considered.
- 19:04 In order to qualify **for** overtime pay the initial period of fifteen (15) minutes must be worked in full. Further overtime will be paid to the nearest fifteen (15) minutes and will be computed on a daily basis.
- 19:05 (a) Notwithstanding paragraph :04 of this Article employees called upon to perform work not continuous with *their* regular shift shall be entitled to the greater of (i) two (2) hours pay at regular straight time rates; **or** (ii) pay **for** the actual time *so* worked at the applicable overtime rates.
- (b) **For** the time worked by a full-time employee on Sunday, time and one-half (1½) the employee's regular rate per hour will be paid for all hours worked with a guaranteed minimum of four (4) hours pay.
- (c) All regular part-time employees, with the exception of the maintenance staff, required to work Saturday or Sunday will be guaranteed a minimum of four (4) hours pay at their regular rate.

#### **ARTICLE #20 - UNIFORMS**

- 20:01 Where the Employer requires an employee to be in uniform, it will be supplied and laundered by the Employer.
- 20:02 At the discretion of the Employer, however, the employee may be required to supply a uniform in a quality and style deemed suitable by the Employer. In this event the employee shall be reimbursed to a maximum amount of one hundred dollars (\$100.00) on presentation of proof of purchase. **An** employee will be eligible for reimbursement of the cost of required uniforms up to the maximum allowance following the end of the probationary period and once per calendar year thereafter.

#### **ARTICLE #21 - HEALTH BENEFITS**

- 21:01 Sick Leave
- (a) Effective January 1st, 2000, a permanent employee, after working 490 hours of continuous employment, shall accumulate eleven and one-quarter (11.25) hours of sick leave credits per 163 hours paid, effective from the original date of hire. The employee will be required to verify that her absence was due to illness by submitting a doctor's certificate or other suitable verification, if requested by the Employer. Such sick leave shall be cumulative to a maximum of 1050 hours.

- (b) Sick leave **credits** are not payable to employees requesting a leave of absence for purposes of cosmetic surgery nor to **resulting costs or care unless** medically necessary and prescribed by a physician.
- (c) Sick leave credits are payable at a **rate** equal to the employee's **regular earnings** when she is absent **from** work due to illness **or** injury until her accumulated sick leave credits have been utilized.
- (d) Where an employee has submitted a claim to Workplace Safety and Insurance Board (WSIB) and is awaiting confirmation **of such** claim, the employee **can** request a cash advance equivalent to the anticipated **WSIB** payment, to a maximum value **of** the employee's accumulated sick leave credits.

Any moneys paid to the employee by **WSIB** for time lost associated with the claim will be reimbursed to the employer **as** repayment of the cash advance.

If such a claim is declined, moneys paid will be deducted from the employees sick leave credits.

- (e) An employee, on termination **or** retirement, after 19,575 hours of continuous employment, and in accordance with the provision in 15:01(f) will be paid an amount equal to 50% of the accumulated sick leave standing to her credit to a maximum **of** 120 days provided such employee is not discharged **for** cause.
- f) The Employer will cover the cost of required return to work slips to a maximum of \$40.00 per slip.

21:02 For all employees covered by this Agreement and subject to the enrolment rules of the insurer, the Employer will pay 100% of the premium **for:**

- (a) a group life insurance plan with benefits in the amount of twice the employee's expected earnings;
- (b) (i) Employees enrolled in the Group Health Centre's pension plan shall maintain their enrolment in HOOPP subject to its terms and conditions. New employees not yet eligible for membership in **the** plan shall **as** a condition of employment enrol in HOOPP when eligible in accordance with its terms and conditions.  
  
(ii) Employees will provide the Employer with sixteen (16) weeks written notice prior to commencement of retirement.
- (c) a long term disability plan equivalent to that provided by a contract effective April 1, 1974 with the North American Life Assurance Company. The plan shall provide a benefit equivalent to sixty percent (60%) of monthly earnings subject to a maximum of three thousand (\$3,000) dollars per month.

- (d) Employees who are fifty-five (**55**) years of age and with ~~twenty~~ (20) years of ~~service~~ shall become eligible to receive the following retirement benefits: Dental, Prescription ~~Drugs~~.

The Employer will pay 100% of the cost to provide the retirement benefits.

Retirement benefit coverage is available to the employee providing the employee ~~remains~~ unemployed, is without accessibility to coverage elsewhere and is in receipt of a Group Health Centre pension.

**An** employee will ~~remain~~ eligible until she is sixty-five (**65**) years of age or has accessibility to coverage under any other plan.

21:03 For those full-time employees the Employer will also provide:

- (a) payment of 100% of the appropriate premium of the Ontario Health Insurance Plan;
- (b) payment of 100% of the premium of a prescription drug plan;
- (c) payment of 100% of the premium for a dental plan equivalent to Blue Cross Plan No. 9. **A** rider will be added to the plan to provide for crown and bridge benefits of 50% co-insurance, shared risk basis
  - (i) following ratification: O.D.A. Schedule of benefits - current year minus two.
- (d) payment of 100% of the premium for an optical plan. The optical plan provides for eye glasses or \$150 towards contact lenses.
- (e) payment of 100% of the premium for an emergency travel assistance plan.

21:04 Paid benefits are available to part-time employees on a pro-rated basis. The pro-ration will be calculated by expressing the hours worked during the preceding calendar year as a percentage of full-time hours available in the same period.

For newly hired employees the regular hours worked in probationary period as a percentage of full-time regular hours available in the same period will be used in calculation.



**ARTICLE #22 - PAY DAYS**

22:01 Pay days shall be every second Friday; however, ~~should~~ a Paid Holiday fall on that day, ~~then~~ the preceding day shall be deemed to be pay day.

22:02 The Employer will show conspicuously in writing on the cheque stub accompanying the wages paid to each employee the following facts:

employee's wage rate, number of overtime **hours** worked, and all deductions made.

**ARTICLE #23 - EOUAL PAY FOREOUAL WORK**

Where an employee has the necessary qualifications and has proven his or her ability to handle the work, there shall be no discrimination between men and women in the matter of appointments or salaries in such position

**ARTICLE #24 - CONTRACTING OUT**

The parties hereto agree that ~~for~~ the term of this Agreement there shall be no contracting out by the Employer of work or services of a kind now performed by employees covered by this Agreement.

**ARTICLE #25 - GENERAL**

25:01 Any benefits which may come into existence during the life of this Agreement that are not specifically covered by this Agreement shall remain in effect and shall be deemed to be part of this Agreement and shall be appended thereto.

25:02 Employees may be required to take annual or other health examinations. If the employee chooses to have the examination done outside the Centre any costs incurred will be borne by the employee.

25:03 The Employer shall keep employees covered by this Agreement informed of who their supervisors or Department Heads are, and the line of authority of such supervisory personnel.

25:04 Employees will promptly report to supervisors anything affecting work situations, scheduling, etc.

25:05 Employees will notify their supervisor, or designate, **as soon as** possible of an illness or other situation which will require an absence from work.

- 25:06 Except for working supervisors, emergency situations and conformance to past practice and policy, no work regularly **performed** by a member of the bargaining unit shall be **performed** by any other employee unless prior consultation with the Union.
- 25:07 **An** employee request to access their personnel file will be granted within a reasonable time and **in** the presence of a member of the Human Resources Department. **An** employee will not remove **any** material **from** their file, but shall be provided with copies of any material, at their expense.
- 25:08 **In this** Agreement, unless the context otherwise requires, **the** words importing the singular number **or** the feminine gender shall include the plural number **or** the masculine gender as the **case** may be and vice versa.

#### **ARTICLE #26 - TECHNOLOGICAL CHANGE**

- 26:01 (a) Technological change shall mean the introduction **of** technological equipment **or** a change in work methods directly resulting from the implementation and utilization of technological equipment.
- (b) An employee shall be deemed to be adversely affected if the technological equipment to be used by an incumbent or the resulting work methods affects their ability to carry out the job functions and responsibilities of the job **as** established prior to its introduction.
- (c) Where new skills are required due to the introduction of technological change the Employer shall attempt to provide the necessary training and development in order that the incumbent can continue the duties of the job. Consideration will be given by the Employer to the degree of development required, time constraints for filling the position and obtaining the new skills. Whenever possible the training shall be given during regular hours of **work**.
- (d) Should an employee be displaced from their current position due to an inability to comply with technological change, the employee shall be given the opportunity to exercise her seniority in accordance with Article 12:01.
- (e) (i) Where **a** Registered Technologist is in a lay-off position due to the lack of training on equipment introduced during her term in the job and such training was previously provided to any other junior technologist the Employer shall provide similar training.
- (ii) The Technologist will have the necessary qualifications and ability to do the job and the equipment should be of the type customarily used within their specific technology.
- (iii) Where the Technologist is not able to develop the skills necessary to comply with the technological change, she will exercise her rights as in (d) of this Article.

- (f) Where a new **service** or technology is introduced into the workplace the Employer will attempt to utilize a bargaining unit **employee(s)** in filling the newly created position(s); subject to other provisions **of this** Agreement.

#### **ARTICLE #27 - DEFINITIONS**

- 27:01 A permanent employee is an employee who **has** successfully completed a Probationary period **of** 490 hours worked on a specified job **from her** last date **of** hire.
- 27:02 A full-time employee is an employee who regularly works 37½ hours per week on a pre-determined basis.
- 27:03 A part-time employee is: (i) an employee who regularly works less than 37½ hours per week on a pre-determined basis; (ii) an employee hired to relieve full-time and/or part-time staff.
- 27:04 (i) A casual employee is an employee whose employment is irregular and sporadic and which may vary in length from day to day and month to month.
- (ii) Casual employees shall accumulate seniority on the basis of hours worked. Notwithstanding Article 12:01 (e) (iv), casual employees who do not work during a period of three (3) consecutive calendar months will lose their seniority standing.

Seniority gained by casual employees will be used for the sole purpose of bidding on posted jobs and rate progression.

The following articles and clauses do not apply to casual employees: Articles 15:01, 15:02, 15:04, 15:05, 15:06, 15:07, 15:08, 20 and 21.

- 27:05 A temporary employee is an employee who was hired externally to **fill** a vacancy in accordance with Article 13:01 (ii). Should a temporary employee be successful in obtaining a permanent position, the employee will be credited with seniority accumulated while filling the temporary position.
- 27:06 A probationary employee is an employee who has been newly hired into a permanent position and is serving an initial probationary period as defined in 12:03(a) and 13:06(b).
- 27:07 (a) A student employee is an employee who is attending an education facility on a full-time basis. A student employee is excluded from the provision of Articles 12 and 14.
- (b) A student employee will be paid at Step 1, Level A *or* if in a position normally occupied by a permanent full-time employee will be at Step 1, Level B.

- 27:08 Regular rate is the rate of pay for the job level in which **an employee** is presently working.
- 27:09 A grievance is a formal complaint with regards to the interpretation, application or alleged violation **of** the Collective Agreement.

**ARTICLE #28 - SCHEDULES**

Attached hereto and forming an integral part of this Agreement are the following Schedules:

SCHEDULE "A"

Document describing the process for Job Evaluation (to describe, evaluate and classify jobs).

**ARTICLE #29 - BULLETIN BOARDS**

The Employer shall provide space on designated bulletin boards upon which the Union shall have the right to post notices of meetings and other notices that may be of interest to the employees concerned, providing they are not inimical to the interests of the Employer.

**ARTICLE #30 - VALIDITY OF AGREEMENT**

In the event of any provisions of this Agreement or any practice established hereby being contrary to the provisions **of** any applicable law hereinafter enacted, this Agreement shall not be, **or** deemed to be abrogated but shall be amended so as to conform with the requirements of any such law.

**ARTICLE #31 - TERM OF AGREEMENT**

- 31:01 This agreement will generally take effect on the 1st day of January 2005 and will remain in effect until the 31<sup>st</sup> day of December, 2007.
- 31:02 Notice that amendments are required or that either party intends to terminate this Agreement may only be given within a period of not more than ninety (90) days and not less than thirty (30) days prior to the expiration date of this Agreement. or any anniversary date of such expiration date.
- 31:03 If notice of amendments or termination is given by either Party, the other party agrees to meet for the purpose of negotiating within a period of thirty (30) days prior to the termination date of this agreement.

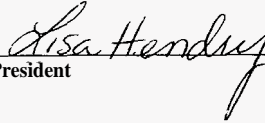
IN WITNESS HEREOF: The parties hereto have hereunto set their hands and seals this <sup>25<sup>th</sup></sup> day of OCTOBER 2007.

SIGNED ON BEHALF OF  
SAULT STE. MARIE AND DISTRICT  
GROUP HEALTH ASSOCIATION

SIGNED ON BEHALF OF  
CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894, C.L.C.

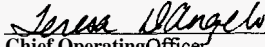
\_\_\_\_\_  
For the Board

\_\_\_\_\_  
President



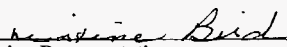
\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Secretary



\_\_\_\_\_  
Department Head, Human Resources

\_\_\_\_\_  
Union Representative

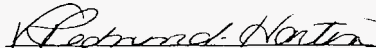


\_\_\_\_\_  
Management Representative

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Management Representative

\_\_\_\_\_  
Union Representative



39

LETTER OF UNDERSTANDING

between

SAULT STE. MARIE AND DISTRICT GROUP HEALTH ASSOCIATION

and

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894 C.L.C.

Key staff of private practitioners who join the Algoma District Medical Group (ADMG) and whose patients relocate with *them*, shall become a member of Local 894 and come in at an entry level job, any other arrangements must be agreed to by the Union.

Dated at Sault Ste. Marie, Ontario this 3<sup>rd</sup> day of May, 2006.

For the Employer

For the Union

*Teresa D'Angelo*

*M. Bunt*

*M. O'Keefe*

*Lisa Hendry*

*J. B. Scott*

*V. B. [Signature]*

*H. [Signature]*

*[Signature]*

*Jackie Demy*

*Christine Bird*

**LETTER OF UNDERSTANDING**

**between**

**SAULT STE. MARIE AND DISTRICT GROUP HEALTH ASSOCIATION**

**and**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894 C.L.C.**

A \$0.10 premium on regular paid hours only, excluding overtime, will be added to all hourly wage rates to compensate for the removal of ~~free~~ parking benefit when paid parking is implemented. All employees will pay the employee rate ~~for~~ parking.

Dated at Sault Ste. Marie, Ontario this 1st day of December, 2004.

For the Employer

For the Union

Teresa D'Angelo

T. Munro

W. Scott

Christine Bird

Jackie Homy

V. Redmond-Harten

\_\_\_\_\_

Lisa Hendry

**LETTER OF UNDERSTANDING**

**between**

**SAULT STE. MARIE AND DISTRICT GROUP HEALTH ASSOCIATION**

**and**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894 C.L.C.**

**It is understood that the current relief staffing policy used in Physician Support Services remains in effect and will not be changed without prior consultation with the Union.**

**Dated at Sault Ste. Marie, Ontario this 3<sup>rd</sup> day of May, 2006.**

**For the Employer**

**For the Union**

Teresa D'Angeli

[Signature]

MD Jera

Lisa Hendry

JK Scott

[Signature]

[Signature]

[Signature]

Jackie Kemp

Christine Bird



**LETTER OF UNDERSTANDING**

between

**SAULT STE. MARIE AND DISTRICT GROUP HEALTH ASSOCIATION**

and

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894 C.L.C.**

It is the **intent** of the Sault Ste. Marie and District Group Health Association to call part-time and casual employes for available shifts based upon seniority, recognizing continuity of care.

Dated at Sault Ste. Marie, Ontario this 3<sup>rd</sup> day of May, 2006.

For the Employer

Terese D'Angelo

M. J. J. J.

W. Scott

H. J. J.

Jackie Domy

\_\_\_\_\_

For the Union

M. J. J.

Lisa Hendry

Robert J. J.

R. J. J.

Cristina Bird

\_\_\_\_\_

LETTER OF UNDERSTANDING

Between

**Sault Ste. Marie and District Group Health Association**

And

**Canadian Union of Public Employees Local #894 C.L. C.**

The parties recognize:

- The scope of practice of the RPN has been expanding within the healthcare sector.
- The philosophy of the Group Health Centre is for all employees to work at their maximum **scope** of practice.

Therefore, the parties agree that as an RPN position becomes vacant, it will be reassessed to determine if the duties of the position require the qualifications of an RPN. It is understood that RPN vacancies will not automatically be replaced by an RPN.

The parties further agree that for the life of this agreement, that clerical replacement of current RPN positions will be done through attrition and that an RPN will not be laid off from her/his position to be replaced by a clerical position.

Agreed and Signed: November 14, 2006

For the Employer:

Teresa D'Angelo  
Jacqui Demy  
A. Scott  
\_\_\_\_\_  
\_\_\_\_\_

For the Union:

Lisa Hendry  
John Leonard (Secretary)  
M. Hume  
Cristine Bied  
\_\_\_\_\_  
\_\_\_\_\_



LETTER OF UNDERSTANDING

between

SAULT STE. MARIE AND DISTRICT GROUP HEALTH ASSOCIATION

and

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #894 C.L.C.

It is understood that employees represented by CUPE may enrol in a plan to provide Physiotherapy Coverage and the Association will provide insured persons Physiotherapy Services to a maximum of \$250 per benefit year. The Group Health Centre will self insure the benefit with the understanding that the service will be provided by the Physiotherapy Department of the Group Health Centre.

It is further understood that the Association will not pay for charges associated with Physiotherapy Services from any provider other than the Rehabilitation Department of the Group Health Centre.

Part Time employees with Physiotherapy Coverage will be responsible for the portion of the cost of the examination based on the formula used to calculate their benefit premium.

Dated at Sault Ste. Marie, Ontario this 14<sup>th</sup> day of Nov. 2006.

For the Employer

Terese O'Anato  
Jacqui Domy  
M. Gatto  
\_\_\_\_\_  
\_\_\_\_\_

For the Union

Lisa Hendey  
Celeste...  
M. ...  
Christina Bird  
\_\_\_\_\_  
\_\_\_\_\_

**Letter** of Understanding  
Between  
Sault Ste. Marie & District Group Health Association  
**And**  
**CUPE Local 894**

**Re: Selection Process for Applications to Job Postings**

The parties:

- Acknowledgethat management**has** the right to establish the **tool(s) used to assess** an applicant's qualifications against **those** outlined on the job **posting**.
- **Agree** that the tool **used** (i.e. test, interview etc.) will be relevant to the qualifications **on the job posting**
- Agree that the **correct** responses**to** any tests, or interviews will be **determined** in advance.
- Agree that any assessment of qualifications will be confidential**and** designed to enhance**objectivity**.
- Acknowledge that each **job** selection process is in **accordance** with the collective agreement. Applicants will be considered relatively equally qualified to the applicant if they **attain** 90% of the **highest** mark.
- Agree that there will be **an assessment of qualifications** for every position that is posted **regardless** of the number of applicants. **An** employee who **has** undergone assessment for qualifications for the **posted** position within the last year may choose to stand **on** the results of that assessment.
- Agree that should a **screening** process be **used** due to the number of applicants, the **union** will be advised **of the** process in advance.

Date:

For **the** employer

*Suzanne D'Amico*  
*Jackie D'Amico*  
*R. Scott*

For the Union

*Lisa Hendry*  
*Robert D'Amico*  
*W. R. ...*  
*Christina Bird*

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

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

## SCHEDULE A

### Article #1 - Purpose

The joint job evaluation program will be used to:

- (a) **collect** data relating to job content (job analysis)
- (b) evaluate **all** jobs **within** the **scope** of this Agreement to establish a job hierarchy and provide the basis on which to establish internal equity.

### Article #2 - Process

- (a) **The** job evaluation plan **used** to evaluate CUPE positions is the Peat Marwick **Revised Core** Plan. This **is** a weighted-point job evaluation plan that measures positions on four criteria: *skill*, effort, responsibility and working conditions.
- (b) **A** joint job evaluation committee will be composed of three (3) representatives each from Management and the Union.
  - (i) Those members of the joint job evaluation committee *from* the union **shall** be granted leave of absence with pay at their current rate and without **loss** of **seniority** for periods of time spent **on** committee business, including training. These members will continue to have all the rights and privileges of the collective agreement between the parties, including access to the grievance procedures, promotional opportunities and salary increments to which the *employee* would normally be entitled.
  - (ii) One alternate from the union will be trained in accordance with the provisions of (i) above. This alternate will be used as relief if required.
  - (iii) The members of the committee shall be assured of a return to their original positions that they were in prior **to** being appointed to the committee
- (c) It shall be the purpose of the joint job evaluation committee to:
  - (i) maintain **the** job evaluation manual
  - (ii) maintain and amend (if necessary) the questionnaire used to collect job data
  - (iii) collect data and review all job questionnaires
  - (iv) evaluate questionnaires for all jobs
  - (v) consider and determine the status of appeals for all evaluated jobs

- (d) In order to compile appropriate data on each job under review, a questionnaire will be used to collect job information. The questionnaire will not be deemed official until the following procedure has been completed:
  - (i) The questionnaire has been forwarded to the incumbent(s) and immediate supervisor for completion, review and comment. The questionnaire shall be returned within two weeks of receipt indicating agreement or otherwise. In the case where there is more than one incumbent, incumbent compliance will be recognized through acceptance of a majority of the incumbents.
  - (ii) Where compliance does exist, the incumbent(s) and supervisor will sign and date the job questionnaire.
  - (iii) Where compliance does not exist, the incumbent(s) and/or supervisor may appeal in writing within three working days, detailing the nature of the concern to the joint evaluation committee, whose determination after due inquiry will be final based on a consensus of the committee. Such inquiry may involve an interview of either or both parties and/or observation. The committee will respond within three (3) working days of receipt of the written appeal.
  - (iv) Two (2) members of the job evaluation committee (one from each party) may interview employee(s) and/or supervisor(s), observe any job work site, documentation, vehicle, machinery or office equipment, to gain more specific information about the job.
  
- (e) Job evaluations will be based upon the following:
  - (i) Each job shall be evaluated using the Peat Marwick job evaluation manual.
  - (ii) Each evaluation shall be conducted taking into consideration that it is the job content that is under consideration and not the performance of the incumbent.
  - (iii) Each job will be analyzed and evaluated without regard to existing wage rates/classifications.
  - (iv) Job evaluations will be determined by consensus of the committee.
  - (v) Job ratings agreed upon will be signed and dated by all members of the committee.

- (vi) Upon completion of the evaluation, each employee will be forwarded their job evaluation sheet. ~~An~~ appeal period of ~~three~~ (3) working days, which may be extended at the discretion of the committee, will be allowed during which time ~~an~~ employee and/or supervisor may submit a written request for a review of the job questionnaire and job rating sheet along with justification to the joint evaluation committee. Appeals will be accepted for requests of re-evaluation. **Consensus** decisions by the joint committee are final. Should it not be possible for the joint committee to arrive at a decision, the parties shall refer the matter back to their respective executive for review by ~~an~~ independent third party.
- (vii) A quorum of four committee ~~members~~, ~~two~~ from each party, will be required to undertake all evaluations.
- (f) Each party shall designate one of its members as co-chairperson.
  - (i) The employer will appoint a secretary to the committee who will provide minutes of the previous meeting and agenda of the forthcoming meetings which will be circulated to each committee member prior to each meeting. The secretary shall not be a voting member of the committee.
  - (ii) Evaluations decisions of the committee will be by consensus. Business decisions of the committee will be by majority.

**Article #3 - Maintenance Procedures**

- (a) To maintain the ongoing job evaluation program, the joint committee shall be retained to:
  - (i) review all job evaluations every 10 years;
  - (ii) evaluate new CUPE positions as they arise;
  - (iii) evaluate positions previously evaluated under this system which have undergone a significant change in one or more of the evaluation criteria;
  - (iv) A completed and signed "Request for Job Evaluation Form" will initiate an evaluation for ~~either~~ (ii) or (iii) above. Please see Appendix 1.
- (b) The committee will meet annually to review any outstanding evaluations as a result of (a) (ii) or (iii).
- (c) When a new position is established, the employer shall notify the union of job title, proposed job duties, and assign a temporary wage rate. After the incumbent has been in the position for at least ~~six~~ (6) months, the committee will evaluate the position in accordance with Article #2.



- (d) Job descriptions will be prepared by Human Resources following the evaluation and forwarded to the joint committee, incumbent and supervisor for review and signature.
- (e) Copies of job evaluation documentation will be retained in Human Resources and also forwarded to the union for their records.

**Article #4 - Salary Administration**

All wage/salary job rates resulting from the joint job evaluation process will be the subject of negotiations between the parties.

Generally, however, adjustments will be as follows:

- (a) new positions will be retroactive to the effective date of the position;
- (b) re-evaluated positions will be retroactive to the date the request form was received by Human Resources.

49