

COLLECTIVE AGREEMENT

BETWEEN

OAKVILLE LIFECARE CENTRE

-AND -

**SERVICE EMPLOYEES
INTERNATIONAL UNION**

LOCAL 532

**EFFECTIVE: JANUARY 1, 2001
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ARTICLE 1 - PURPOSE

1.01 The purpose of this Agreement is to establish an orderly collective bargaining relationship between the Employer and the employees concerned and to provide machinery for the prompt and equitable disposition of grievances and to establish and maintain satisfactory working conditions, hours of work and wages for all employees within the bargaining unit.

ARTICLE 2 - SCOPE AND RECOGNITION

2.01 The Employer recognizes the Union as the sole collective bargaining agent for all its' employees in its nursing home in Oakville, Ontario, save and except registered nurses, physiotherapists, occupational therapists, supervisors, foremen, persons above the rank of supervisor or foreman, office staff, persons regularly employed for not more than twenty-two and one-half (22-1/2) hours per week, and students employed during the school vacation period.

2.02 The Employer undertakes that it will not enter into any other Agreement or contract with those employees for whom the Union has bargaining rights either individually or collectively, which will conflict with any provisions of this Agreement.

2.03 Where the masculine pronoun is used in this Agreement, it shall mean and include the feminine pronoun where the context so applies.

2.04 The Union and Employer agree to abide by the Human Rights Code.

ARTICLE 3 - PERMANENT PART-TIME EMPLOYEES

3.01 Permanent part-time employees are hereby defined to be those persons regularly employed on the average more than twenty-two and one-half (22-1/2) hours per

week, but less than thirty-seven and one-half (37-1/2) hours per week, who have completed the probationary period described in Article 13.02. Article 43 describes how this Agreement shall affect those persons.

3.02 Permanent part-time employees shall be known as probationary employees until they have worked fifty (50) days.

3.03 The seniority of a permanent part-time employee, who has completed the probationary period requirement, shall date fifty (50) working days prior to the date on which the employee completed his probationary period.

ARTICLE 4 • CONTRACTING OUT AND WORK OF THE BARGAINING UNIT

4.01 The Nursing Home shall not contract-out any work usually performed by members of the bargaining unit if, as a result of such contracting-out, a lay-off of any employees other than casual part-time employees results from such contracting-out. Contracting-out to an Employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid-off with similar terms and conditions of employment is not a breach of this agreement.

4.02 Persons 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 lay-off or reduction in hours of work of an employee in the bargaining unit.

4.03 In the event the Employer plans to change a vacant full-time position to a part-time position, it will advise the Union and discuss its plans with them.

4.04 So long as a full-time position exists, there will be no splitting of that position into two or more part-time positions without agreement of the Union, such agreement not to be unreasonably withheld.

ARTICLE 5 - UNION SECURITY

5.01 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practised upon any employee because of membership in the Union.

5.02

- (a) All persons who are in the employ of the Employer at the signing date of this Agreement and all new employees who enter the employ of the Employer after the Agreement has been signed, shall as a condition of employment be subject to regular monthly Union Dues to be deducted from their wages and remitted to the Union.
- (b) The Employer shall, when remitting such dues, name the employees from whose pay deductions have been made and shall identify the employees.
- (c) The Employer will supply the Union with the name, current address, classification and other relevant information of the employees with the first dues deduction.

5.03 Deductions shall be made upon completion of the probation period from the first pay of each month and forwarded to the Union Office on or before the last day of the same month in which the deductions are made where practicable.

5.04 The Union and its members shall hold the Employer harmless with respect to any liability which the Employer might incur as a result of deductions and remittances.

5.05 It is mutually agreed that arrangements will be made for a Union Representative to interview each new employee who is not a member of the Union within the first thirty (30) days of employment, for the purpose of informing such employee of the existence of the Union in the **Nursing** Home and of ascertaining whether the employee wishes

to become a Union member. The Employer shall advise the Union monthly as to the names of the persons listed for interview and the time and place on the premises of the premises of the Employer designated for each such interview, the duration of which shall not exceed fifteen (15) minutes.

ARTICLE 6 - NO STRIKE OR LOCKOUT

6.01 The Union agrees that there shall be no strikes and the Employer agrees that there shall be no lockouts during the term of this Agreement. The meaning of the words "strike" and "lockout" shall be defined in The Ontario Labour Relations Act, R.S.O. 1980, as amended.

ARTICLE 7 - MANAGEMENT RIGHTS

7.01 The Union acknowledges that all management rights and prerogatives are vested exclusively with the Employer, and without limiting the generality of the foregoing, it is the exclusive function of the Employer:

- (a) To determine and establish standards and procedures for the care, welfare, safety and comfort of the residents in the Nursing Home;
- (b) To maintain order, discipline and efficiency, and in connection therewith to establish and enforce reasonable rules and regulations. Such rules will be made available to all employees and to the Local Union. The Employer reserves the right to introduce new rules from time to time, copies of which will be made available to all employees and to the local Union. The Employer agrees to consider any representation made by the Union concerning any change in rules or introduction of new rules.
- (c) To hire, transfer, layoff, recall, promote, demote, classify, assign duties, discharge, suspend, or otherwise discipline employees who have completed their probationary period for just cause, provided that a claim of discriminatory transfer, promotion,

demotion of classification or a claim that an employee who has completed his probationary period has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided. The discharge of a probationary employee shall be solely in the discretion of the Employer.

- (d) To have the right to plan, direct and control the work of the employees and the operations of the Nursing Home. This includes the right to introduce new and improved methods, facilities, equipment, and to control the amount of supervision necessary, combining or splitting up of departments, work schedules, and the increase or reduction of personnel in any particular area or on the whole.

ARTICLE 8 • UNION COMMITTEE AND STEWARDS

8.01

- (a) It is mutually agreed that where negotiations are conducted on a joint basis, the Union will elect or otherwise select a negotiating committee consisting of one (1) representative from each Nursing Home.
- (b) If negotiations are carried on individually for any or all of the Nursing Homes in the *Lifecare* chain, it is agreed that the Union will elect or otherwise select a negotiating committee consisting of three (3) employees, one (1) of which shall be the Chief Steward.
- (c) **All** Members of the committee shall be regular employees of the Employer who have completed their probationary period.
- (d) The nursing home members of the Committee will be paid by the Employer for time used during normally scheduled working hours in negotiation of

this Agreement or its successor, including all conciliation proceedings, but excluding any arbitration proceedings.

8.02 The Employer will recognize a Union Administrative Committee which shall consist of a Chief Steward and three (3) Stewards, all selected from members of the bargaining unit, not more than two (2) of which committee members shall meet with the Employer at one time. The Employer shall be advised of the names of members of this committee and shall be notified of any changes from time to time. All members of the committee shall be full-time employees of the Employer who have completed their probationary period.

8.03 The Union acknowledges that the members of the Union Administrative Committee must continue to perform their regular duties, and that so far as possible all activities of the committee will be carried on outside the regular working hours of the members thereof, unless otherwise mutually arranged.

8.04 Labour-Management Committee

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

An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for such meeting will be made in writing at least one (1) week prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of a grievance or matters that are properly the subject of negotiations for the amendment or renewal of this Agreement. Suitable subjects for discussion will include orientation and aggressive residents.

A representative attending such meeting shall be paid for wages lost from regularly scheduled hours. A Union staff

member may attend as representative of the Union. Meetings will be held quarterly unless otherwise agreed.

It is understood that where full and part-time agreement are separate, there shall be one (1) committee only.

- (a) Suitable subjects for discussion will include work load issues.

8.05 Union Committees

The following provision will be added without amending the remainder of the collective agreement.

The Employer shall pay representatives Committee members their respective wages for all time lost from regularly scheduled hours investigating and/or processing grievances, up to but not including the arbitration stage, negotiation of the Collective Agreement and renewals thereof, up to and including conciliation, and while attending meetings with the Employer. Employees on the evening and night shift shall receive paid time off for the actual day of the negotiating meeting.

ARTICLE 9 - COMPLAINTS & GRIEVANCES

9.01 All complaints and grievances shall be taken up in the following manner:

Individual Grievance

A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any employee relating to the interpretation, application or administration of this Agreement, including any question as to whether the matter is arbitrable, and an allegation that this Agreement has been violated.

Group Grievance

Where a number of employees have similar grievances and each employee would be entitled to grieve separately, they may present a group grievance identifying each employee who is grieving to the Department Head or his/her designate

within seven (7) days after the circumstances giving rise to the grievance had occurred, or ought reasonably to have come to the attention of the employees. The grievance shall then be treated as being initiated at Step Number two (2) of the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

Step No. 1 - An employee having a question or complaint shall refer it to his immediate supervisor within eight (8) working days of the actual occurrence leading to the question or complaint. The supervisor shall reply to the employee, giving the answer to the complaint or question within four (4) working days from date of submission.

Step No. 2 - If further action is then to be taken, then within five (5) working days after the decision is given in step number one, the employee, who may request the assistance of his/her Steward, shall submit the grievance in writing to the Administrator. A meeting will then be held between the Administrator or his designated representative and the employee. It is understood that at such a meeting, the Administrator or his designated representative may have such counsel and assistance as he may desire, and that the employee may have his Steward and that the S.E.I.U. Union representative may also be present at the request of either the employee or the Employer. The decision of the Administrator or his designated representative shall be given in writing within five (5) working days following the meeting.

Step No. 3 - Should the Administrator fail to render his decision as required in Step No. 2, or failing settlement of any grievance under the foregoing procedure arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, the grievance may be referred to Arbitration by either the Employer or the Union. If no written request for Arbitration is received within five (5) working days after the decision under Step No. 2 is given, or within ten (10) working days following the meeting under Step No. 2 of the grievance procedure,

the grievance shall be deemed to have been abandoned and the same grievance shall not be the subject matter of a further grievance.

Mediation

- (b) Either party, with the agreement of the other party, may submit a grievance to grievance mediation at any time within ten (10) days after the Employer's decision has been rendered at the step prior to arbitration. Where the matter is *so* referred, the mediation process shall take place before the matter is referred to arbitrator.
- (c) Grievance mediation will commence within twenty-one (21) days of the grievance being submitted to mediation, or longer period as agreed by the parties.
- (d) No matter may be submitted to grievance mediation which has not been properly carried through the grievance procedure, provided that the parties may extend the time limits fixed in the grievance procedure.
- (e) The parties shall agree on a mediator.
- (f) Proceedings before the mediator shall be informal. Accordingly, the rules of evidence will not apply, no record of the proceedings shall be made and legal counsel shall not be used by either party.
- (g) If possible, an agreed statement of facts will be provided to the mediator, and if possible, in advance of the grievance mediation conference.
- (h) The mediator will have the authority to meet separately with either party.
- (i) If no settlement is reached within five (5) days following grievance mediation, the parties are free to submit the matter to arbitration in accordance with

the provision of the Collective Agreement. In the event that a grievance which has been mediated subsequently proceeds to arbitration, no person serving as the mediator may serve as an arbitrator. Nothing said or done by the mediator may be referred to arbitration.

- (j) The Union and Employer will share the cost of the mediator, if any.

9.02 Any of the time allowances above may be extended by the mutual agreement of the parties.

9.03 In determining the time within which any action is to be taken or completed under the terms of this Agreement, such time limits shall be exclusive of Saturdays, Sundays and paid holidays.

9.04 Letters of Reprimand

Letters of reprimand are to be removed from an employee's personnel file after twelve (12) months from the date of discipline, except in the case of incidents involving third party interface i.e. residents and family where the record will remain on file.

Suspension Records of suspension are to be removed from an employee's personnel file after eighteen (18) months from the date of discipline, except in the case of incidents involving third party interface i.e. residents and family where the record will remain on file.

9.05 An employee subject to disciplinary action which is to be recorded in the employee's personnel file, shall have the right, if she so requests, to the presence of the Union Steward or Union committee member or, if either of the above are not available, a member representative of the employee's choice who is working on the current shift.

9.06 Having provided a written request to the Administrator at least one week in advance, an employee shall be entitled to her personnel file for the purpose of reviewing

any evaluations or formal disciplinary notations contained therein in the presence of a supervisor at a mutually satisfactory time. It is understood and agreed that an employee is not entitled to see job references.

ARTICLE 10 - DISCHARGE GRIEVANCE

10.01 In the event of an employee who has completed his probationary period being discharged from employment, and the employee feeling that an injustice has been done, the case may be taken up as a grievance.

10.02 All such cases shall be taken up within four (4) days and disposed of within seven (7) days (or such longer period as may be mutually agreed upon) of the date of the employee being notified of his discharge, except where a case is taken to arbitration. Such a claim by an employee who has completed his probationary period shall be treated as a grievance if a written statement of such grievance is lodged with the Administrator within four (4) days after the employee is notified of his discharge or within four (4) days after the employee ceases to work for the Employer, whichever is the earlier. All steps of the grievance procedure to Step No. 2 may be omitted in such cases.

10.03 Such special grievances may be settled by confirming the Employer's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties or the Board of Arbitration, as the case may be.

ARTICLE 11 - EMPLOYER AND UNION GRIEVANCES

11.01 The Employer may institute a grievance consisting of an allegation of a general misinterpretation or violation of the Agreement (by the Union or any employee covered by this Agreement), in writing at Step No. 2 of the grievance procedure, by forwarding a written statement of said grievance to the S.E.I.U. Union Representative, providing

it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred. The S.E.I.U. Union Representative shall give his decision in writing five (5) working days after receiving a written grievance and, failing settlement, the grievance may be referred to Arbitration by the Employer in accordance with Step No. 3 of the grievance procedure.

11.02 The Union may institute a grievance consisting of an allegation of a general misinterpretation or a violation by the Employer of this Agreement, in writing, at Stage **Two** of the Grievance Procedure, providing that it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred. However, it is expressly understood that the provisions of this clause may not be used to institute a grievance directly affecting an employee or employees, which such employee or employees could themselves initiate as an individual or group grievance and the regular grievance procedure shall not be thereby by-passed.

ARTICLE 12 - ARBITRATION

12.01 When either party requests that a grievance be submitted to Arbitration, the request shall be in writing addressed to the other party to this Agreement and shall contain the **name of** the first party's nominee to the Board of Arbitration. The recipient of the notice shall within ten (10) days thereafter designate its nominee to the Board of Arbitration. The two (2) so nominated shall endeavour within ten (10) days after the appointment of the second of them agree upon a third person to act as Chairman of the Board of Arbitration. If the nominees are unable to agree upon a third person as Chairman within ten (10) days after the appointment of the second of one of them, then either party may request the Ministry of Labour for the Province of Ontario to appoint the third member as Chairman of the Board of Arbitration.

The said two nominees first appointed shall be at liberty prior to the expiration of ten (10) days from the date of the

appointment of the second of them, or prior to the appointment of the Chairman within the said **period** of ten (10) days to discuss the grievance submitted to them with a view to mutual settlement.

12.02 No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.

12.03 Each of the parties shall pay its own expenses including pay for witnesses, and the expenses of its own nominee and one-half of the expenses and fees of the Chairman.

12.04 The Board of Arbitration shall have authority only to settle disputes under the terms of this Agreement and only to interpret and apply this Agreement to the facts of the grievance(s) involved. Only grievances arising from the interpretation, application, administration or alleged violation of this Agreement including a question as to whether a matter is arbitrable, shall be arbitrable.

12.05 The Board of Arbitration shall have no power to alter, add to, subtract from, modify or amend this Agreement in order to give any decision inconsistent with it. The decision of the majority of the members of the Board of Arbitration shall be the decision of the Board, but if there is no majority the decision of the Chairman shall govern.

12.06 All agreements reached under the grievance and arbitration procedures between the Employer and its representatives and the Union and its representatives will be final and binding upon the Employer, the Union and the employee(s) involved.

12.07 Any grievance involving the interpretation or application, administration or alleged violation of this Agreement which has been disposed of hereunder, shall not be made the subject of another grievance. No costs of any arbitration shall be awarded to or against any party.

12.08 At any stage of the grievance procedure, including arbitration, the parties may have the assistance of the employee or employees concerned as a witness, and all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to any part of the Nursing Home to view any working conditions which may be relevant to the settlement of the grievance at a reasonable time and so as not to interfere with the function of the Nursing Home.

12.09 Sole Arbitrator. In the event that one party wishes to submit a grievance to arbitration and is content that the matter be dealt with by a sole arbitrator, as opposed to a Tripartite Board of Arbitration, as hereinbefore referred to, the party submitting the grievance to arbitration shall so signify when advising the other party and shall advise **as to** three (3) alternative choices as to a sole arbitrator in addition to that party's nominee to a Tripartite Board. The recipient of the notice shall in reply advise as to its nominee to a Tripartite Board and three (3) alternative choices as to a sole arbitrator. If the parties can agree to a sole arbitrator within twenty (20) days of the notice referring the matter to arbitration, the matter shall be determined by a sole arbitrator and, failing such agreement, the regular arbitration procedure shall apply.

ARTICLE 13 • SENIORITY

13.01 Whenever they are used in the Collective Agreement, the terms seniority and service shall be deemed to refer to length of employment, subject to the following conditions:

- (a) It is understood that during an approved absence not paid by the Employer not exceeding thirty (30) continuous days or any approved absence paid by the Employer, both seniority and service will accrue.
- (b) During an absence not paid by the Employer exceeding 30 continuous calendar days other than an absence under the maternity provisions, credit for service for purposes of salary increment, vaca-

tion, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended; the benefits concerned appropriately reduced on a pro-rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she is participating for the period of the absence.

- (c) It is further understood that during such leave of absence not paid by the Employer, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision, seniority shall accrue during maternity leave or for a period of one year if an employee's absence is due to a disability resulting in W.S.I.B. benefits.

- (d) **Benefits/Workplace Safety and Insurance Board, Paid Leave**

The Employer shall continue to pay premiums for benefit plans for employees who are on paid leave of absence or W.S.I.B. if the employee continues their contribution towards said benefits. It is understood that the obligation of the Employer to pay the aforesaid benefits while on W.S.I.B. shall continue for up to twenty-four (24) months following the date of the injury.

- (e) For purposes of this provision, it is understood and agreed that absence on Weekly Indemnity shall be considered a leave with pay.

13.02 A newly hired employee must successfully complete a probationary period of fifty (50) days worked. It is agreed that the dismissal or lay-off of a probationary employee, on a rational basis, shall not be made the subject of a grievance.

13.03 The seniority of an employee who has completed the probationary period shall date fifty **(50)** working days prior to the date on which the employee completed his probationary period.

13.04 In cases of promotions, demotions, or permanent transfers of employees, the qualifications, experience, ability and seniority of the employees shall be considered.

13.05 Any questions having to do with the observance or non-observance of seniority may be the subject of a grievance and dealt with under the grievance procedure including the arbitration provisions.

13.06 Notice of Lay-Off

(a) In the event of a proposed layoff of a permanent or long-term nature, the Employer will provide the Union with at least six weeks notice. This notice is not in addition to required notice for individual employees.

(b) In the event of a layoff of a permanent or long-term nature, the Employer will provide affected employees with notice in accordance with the *Employment Standards Act*. However, the *Employment Standards Act* will be deemed to be amended to provide notice to the affected employee as follows:

- if her service is greater than 9 years - 9 weeks notice;
- if her service is greater than 10 years - 10 weeks notice;
- if her service is greater than 11 years - 11 weeks notice;
- if her service is greater than 12 years - 12 weeks notice.

13.07 Lay-off Procedure

- (a) In the event of a lay-off, the Employer shall first lay-off employees in the reverse order of their seniority within their classification, provided that there remain on the job employees who have the ability **and** qualifications as required by law to perform the work.
- (b) An employee who is subject to lay-off, shall have the right to either:
 - (i) accept the lay-off or
 - (ii) first bump an employee with less bargaining unit seniority within his or her bargaining unit (full-time or part-time) in a lower or identical paying classification for which they are qualified, as required by law and can perform the duties of the lower or identical paying classification without training other than orientation.
 - (iii) Chain bumping will be allowed with the understanding that an employee subject to layoff who chooses to bump, must bump the employee with less seniority who has scheduled hours **equal** to or less than the employee laid off, subject to paragraph (vi) below.
 - (iv) Consistent with the opportunity to chain bump, all employees who are potentially impacted will be given notice of layoff at the outset of the process.
 - (v) An identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid-off employee is within one percent (1%) of the laid-off employee's straight time hourly wage rate.

- (vi) In the event that there are no employees within the laid off employee's classification in either bargaining unit with lesser seniority who have scheduled hours equal to, or less than the employee being laid off, such employee may bump a less senior employee with greater regularly scheduled hours within 10% of the laid-off employee's regularly scheduled bi-weekly hours within her classification.
- (vii) When an employee subject to layoff chooses to bump and there are no employees with less seniority within his or her bargaining unit, the seniority lists will be merged and the laid-off employee may bump into the other bargaining unit.
- (viii) In the event that there are no employees in either bargaining unit with lesser seniority in lower or identical paying classifications as defined in this article, a laid off employee will have the right to displace an employee with less seniority, who has scheduled hours equal to or less than the employee laid off, in a classification where the straight time hourly rate at the level of service corresponding to that of the laid-off employee is within five percent (5%) of the laid-off employee's straight time hourly rate provided he or she is qualified for and can perform the duties without training other than orientation.
- (ix) The decision of the employee to choose (i) or (ii) above shall be given in writing to the Administrator within three (3) days following the notification of layoff. Employees failing to do so will be deemed to have accepted the lay off.

13.08 Recall Rights

- (a) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided she has the ability and qualifications as required by law 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. In determining the ability and qualifications as required by law as agreed between the parties of an employee to perform the work for the purposes of the paragraph above, the Employer shall not act in an arbitrary manner.
- (b) An employee recalled to work in a different classification from which she was laid off shall have the privilege of returning to the position she held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (c) 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.
- (d) It is the sole responsibility of the employee who has been laid off to notify the Employer of his intention to return to work within three (3) working days (exclusive of Saturdays, Sundays and Paid Holidays) after being notified to do so by registered mail, addressed to the last address on record with the Employer (which notification shall be deemed to have been received on the second date of mailing) and return to work within ten (10) working days after being notified. 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 Employer.

- (e) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies which are expected to exceed twenty (20) days of work. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off. This provision supersedes the job posting provision.
- (f) A laid off employee shall retain the rights of recall for a period of twenty-four (24) months.

NOTE For purposes of layoff and recall, full-time and part-time seniority will be deemed to be merged. It is understood and agreed that if a part-time employee bumps a full-time employee **as** part of the above-noted procedure, the part-time employee **is** accepting the full-time position only.

It is understood and agreed that if a full-time employee bumps a part-time employee **as** part of the above-noted procedure, the full-time employee **is** accepting the part-time position only.

For these purposes, 1 year full-time seniority = 1800 hours part-time seniority.

13.09 Benefits on Layoff

In the event of a lay-off provided the employee deposits with the Employer her share of insured benefits for the succeeding month (save for weekly indemnity for which laid-off employees are not eligible) the Employer shall pay its share of the insured benefits premium for a period up **to** three (3) months from the end of the month in which the lay-off occurs, or until the laid-off employee is employed elsewhere, whichever comes first.

NOTE: For the purposes of layoff and recall, full-time and part-time seniority will be deemed to be merged. It is understood and agreed that if a part-time employee bumps a full-time employee **as** part of the above noted procedure, the part-time employee **is** accepting the full-time position only.

It is understood and agreed that if a full-time employee bumps a part-time employee, as part of the above noted procedure, the full-time employee is accepting the part-time position only.

For these purposes, one year full-time seniority equals 1800 hours part-time seniority.

13.10 Seniority for purposes of layoff, recall, job posting or other non-economic reasons shall accrue up to twenty-four (24) months when an employee is absent due to W.C.B.

13.11 Grievances on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step Number 2 of the grievance procedure.

ARTICLE 14 - SENIORITY LISTS

14.01 The Employer shall supply the Union Office and the Chief Steward with set of seniority lists by departments in January and July of each year, showing employees' names alphabetically, classification, and their seniority starting dates.

14.02 When compiling a seniority list in January and July of each year, the Employer shall calculate the hours for persons working less than full-time for the past six (6) month period. The average hours paid for permanent part-time employees during that six (6) month period shall be the hours used for calculating purposes under Article 43 - Permanent Part-Time Employee Proration Formula Benefits.

14.03 Parking Spaces - Parking spaces are to be offered to staff, by seniority, as they become available.

ARTICLE 15 - LOSS OF SENIORITY

15.01 An employee shall lose all seniority and her employment shall be deemed to be terminated if she:

- (a) voluntarily resigns, retires or is discharged for just cause: or

- (b) is absent from work more than thirty-six (36) months by reason of illness or other physical disability; or
- (c) is absent from work without a reasonable excuse for more than three (3) consecutive days for which she is scheduled to work; or
- (d) is absent from work for more than thirty-six (36) months by reason of layoff; or
- (e) ~~is~~ absent from work **for** more than thirty-six (36) months by reason of absence while on W.S.I.B.

The union and the employer agree to abide by the Human Rights Code.

15.02 The Employer will notify the employee when his or her benefits will cease.

15.03 Severance Pay

Severance pay will be in accordance with the provisions of the Employment Standards Act.

ARTICLE 16 - PERMANENT TRANSFERS

16.01

- (a) If an employee is transferred or reclassified to a higher rated job group, he shall receive the rate immediately above the rate of his prior job in the salary range of the job to which he is transferred. Job seniority for pay purposes shall date from the date the transfer becomes effective.
- (b) **If** an employee is transferred to a lower job group due to a reduction in staff, inability to perform his/her work as required at the employee's request, or any other reason as determined by the Employer acting within the scope of Article 7, the employee will receive the corresponding rate of the job group to which he/she is transferred. Job seniority for

pay purposes shall include seniority on the job he/she is being transferred from.

16.02 Subject to Article 16.01 a part-time employee, changing his/her status to that of a full-time employee, covered by this full-time Agreement, shall retain his/her corporate seniority and his/her classification seniority. Upon entering into a full-time status, he/she shall suffer no loss of basic wage rate nor loss of any benefits in which the employee may be enrolled, and will then progress in seniority and the wage rate will increase in the same manner as other full-time employee covered by the full-time Agreement.

16.03 An employee whose status is changed from part-time to full-time shall receive credit for her full seniority and service on the basis of one (1) year of seniority for each 1800 hours paid. Any time worked in excess of an equivalent shall be prorated at the time of transfer.

ARTICLE 17 - TEMPORARY TRANSFERS

17.01 When an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half of a shift, she shall be paid the rate in the higher salary range immediately above her current rate from the commencement of the shift on which she was assigned the job.

ARTICLE 18 - JOB POSTING AND PERMANENT TRANSFERS

18.01 In the event new jobs are created or vacancies occur in existing job classifications (unless the Employer notifies the Union in writing that it intends to postpone or not fill the vacancy) the Employer will post such new jobs or vacancies for a period of ten (10) calendar days and shall stipulate the qualifications, classification, rate and department concerned before new employees are hired in order to allow employees with seniority to apply.

The employer agrees to provide the chief steward with a copy of each job posting, the parties agree that an administrative oversight in this regard does not void the job posting.

18.02 Until the vacancy is filled resulting from the job posting provisions, the Employer is free to fill the vacancy on a temporary basis as it sees fit.

18.03 If no applications are received by 10 A.M. on the tenth (10th) day following the posting date the Employer may start proceedings to secure permanent applicants for the vacancy from outside labour sources.

18.04 All applications received will be considered within seven (7) days of the end of the posting procedure. In the event one or more employees apply, the Employer shall consider the qualifications, experience, ability and seniority of the applicant. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy.

If the applicants are not qualified to perform the work required, the Employer reserves the right to immediately hire outside help.

18.05 The successful applicant shall be placed on trial in the new position for a period of 337 1/2 working hours. Such trial promotion or transfer shall become permanent after the trial period unless:

- (a) the employee feels that she is not suitable for the position, and wishes to return to her former position; or
- (b) the Employer feels that the employee is not suitable for the position and requires that she return to her former position.

In the event of either (a) or (b) above, the employee will return to her former position and salary without loss of seniority. Any other employee promoted or transferred as

a result of the rearrangement of positions shall also be returned to her former position and salary without loss of seniority. It is understood and agreed that once the trial period has expired, the Employer no longer has the right to return an employee to her former position and the employee no longer has the right to return to her former position.

The above provisions shall also apply in the event of a transfer to a position outside the bargaining unit. It is understood, however, that no employee shall be transferred to a position outside the bargaining unit without her consent.

18.06 The Employer will discuss with any unsuccessful applicant the manner in which the employee may improve his position and his work in order to be considered for any future vacancy.

18.07

- (a) Where vacancies are posted for positions within the full-time bargaining unit and no applicants within the full-time unit are successful in obtaining the positions, applications submitted for such posting from part-time employees will be considered prior to consideration of persons not employed by the Home. In the event one or more part-time employees apply, the Employer shall consider the qualifications, experience, ability and seniority of the applicants. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy provided she can perform the work.
- (b) Where vacancies are posted for positions within the part-time bargaining unit and no applicants within the part-time unit are successful in obtaining the positions, applications submitted for such posting from full-time employees will be considered prior to consideration of persons not employed by the Home. In the event one or more full-time employees apply, the Employer shall consider the qualifications, experience, ability and seniority of the applicants. Where these factors are

equal, the applicant with the greatest seniority shall fill the vacancy provided she can perform the work.

- (c) When an employee transfers from the full-time bargaining unit to the part-time bargaining unit, seniority in terms of days and years accumulated in the full-time unit shall be transferred to part-time status and converted to seniority in terms of ONE (1) year equals 1,800 hours.

18.08 Temporary Vacancies

- (a) A temporary vacancy is a vacancy created by an employee's absence due to maternity leave, compensable or non-compensable illness or injury or any other leave of absence expected to exceed six calendar weeks. Employees working less than 37-1/2 hours a week shall be given the first opportunity to fill temporary vacancies, subject to Article 18.07. The Corporation will outline to the employee selected to fill the vacancy the anticipated conditions and duration of such vacancy. Upon the return of the employee from her absence, she shall have the right to return to her former position. In instances where an employee returns to work prior to estimated date of return the Corporation shall not be liable for payments to the resulting displaced employee(s). In the event that a part-time employee is the successful applicant, the part-time employee shall retain his/her part-time status during the temporary full-time period. Nothing herein shall prevent the Corporation from temporarily filling any position or vacancy for a period of up to six weeks duration as the Corporation may deem appropriate.
- (b) During the summer vacation period, employees on staff prior to the commencement of the summer vacation period shall be given the first opportunity to fill available hours caused by vacation. An employee exercising her option shall not, as a result

of such extra work, change her employment status (i.e. part-time, full-time).

ARTICLE 19 - BULLETIN BOARDS

19.01 The Employer agrees to supply and make available to the Union for the posting of seniority lists and Union notices - one (1) bulletin board in such place so as to inform all employees in the bargaining unit of the activities of the Union.

ARTICLE 20 - LEAVE OF ABSENCE

20.01 The Administrator may grant or refuse a request for leave of absence without pay for extenuating personal reasons provided that he receives at least one (1) month's notice in writing, unless impossible, and that such leave may be arranged without undue inconvenience to the normal operations of the Nursing Home. Applicants when applying must indicate the date of departure and specify the date of return.

20.02 If a leave of absence is granted, the employee shall be advised in writing with a copy to the Union.

20.03 Employees who are on leave of absence will not engage in gainful employment while on such leave, and if an employee does engage in gainful employment while on such leave of absence, he will forfeit all seniority rights and privileges contained in this Agreement unless otherwise agreed by the Union and the Employer.

20.04 An employee who has been granted a leave of absence of any kind and who overstays her leave unless she obtains permission or provides a satisfactory explanation, shall be considered to have terminated his employment without notice.

20.05 To qualify for leaves of absence as stipulated above the employee must have completed six (6) months of employment with the Employer and it is expressly

understood, no benefit except as hereinafter provided shall accrue to or be paid to any employee on leave of absence.

20.06 Unpaid leaves of absence in excess of thirty (30) consecutive days shall not count as service to advance an employee to a one (1) or two (2) year wage rate in a job classification. However, a leave of absence because of a work related disability or illness shall count as service for wage progression purposes.

20.07 Where any leave of absence without pay exceeds thirty (30) calendar days:

- (a) The Employer shall pay its share of any and all the Health and Welfare benefits for the first 30 continuous calendar days.
- (b) If the leave of absence exceeds thirty (30) continuous calendar days, benefit coverage may be continued by the employee provided the employee pays the total cost of the premiums to the Employer for each monthly period in excess of the thirty (30) continuous calendar days leave of absence.

ARTICLE 21 - MATERNITY & ADOPTION LEAVE

21.01 Pregnancy and parental leaves will be granted in accordance with the *Employment Standards Act of Ontario*, unless otherwise amended.

21.02 Pregnancy Leave

- (a) An employee who is pregnant shall be entitled, upon application, to pregnancy leave and parental leave immediately thereafter. Pregnancy leave shall be granted for 17 weeks as provided in the *Employment Standards Act*, and may begin no earlier than 17 weeks before the expected birth date.

The employee shall give the Employer two (2) weeks notice, in writing, of the day upon which she intends to commence her leave of absence, unless

impossible, and furnish the Employer with a certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated day upon which delivery will occur.

- (b) The employee must have started employment with her Employer at least thirteen (13) weeks prior to the expected date of birth.
- (c) The employee shall give at least two (2) weeks notice of her intention to return to work. The employee may, with the consent of the Employer, shorten the duration of the leave of absence requested under this Article upon giving the Employer two (2) weeks notice of her intention to do so, and furnishing the Employer with a certificate of a legally qualified medical practitioner stating that she is able to resume her work.

Additional leave of absence may be taken under Article 21.10 Parental leave.

- (d) Notwithstanding Article 21.02 (b) above, an employee must complete 10 months of continuous service prior to the expected date of birth to be paid a supplemental unemployment insurance benefit.

Effective January 1, 1992, an employee on maternity and parental leave who is in receipt of Unemployment Insurance maternity leave benefits shall be paid a supplemental Unemployment Insurance benefit.

That benefit will be the equivalent to the difference between seventy-five percent (75%) of her regular weekly earnings and the sum of her weekly rate of unemployment insurance benefits. In any week, the total amount of SUB payments and the weekly rate of U.I. benefits will not exceed 75% of the employee's normal weekly earnings.

Vested Interest - Employees do not have a right to SUB payments except for supplementation of U.I. benefits during the unemployment period as specified in the plan.

The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The regular hourly rate shall be calculated to include all of the employee's insurable earnings as defined by the *Unemployment Insurance Act*.

Other Income - Payments 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 this plan.

The SUB top-up by the Home would not take into account UIC insurable earnings from sources other than this facility.

21.03 An employee who does not apply for leave of absence under Article 21.02 (a) and who is otherwise entitled to pregnancy leave thereunder, shall be entitled to and shall be granted leave of absence in accordance with Article 21.02 (a) upon providing the Employer, before the expiry of two (2) weeks after she ceased to work, with a certificate of a legally qualified medical practitioner stating that she was not able to perform the duties of her employment because of a medical condition arising from her pregnancy, and giving the estimated day upon which, in his opinion, delivery will occur or the actual date of her delivery.

21.04 During the period of leave, the Employer shall continue to pay the Employer's portion of hospital, medical, dental, weekly indemnity, group life, pension and other benefits included and prescribed by the *Employment Standards Act* if the employee gives the Employer written notice

that the employee does not intend to pay the employee contributions. If deductions for the employee's share of the premiums are required, the Employer shall deduct these amounts from the SUB payments. Union dues are not deducted from SUB plan payments and the Employer has no responsibility for Union dues while an employee is off on Pregnancy and/or Parenting Leave.

21.05 An employee who intends to resume her employment on the expiration of the leave of absence granted to her under this Article shall so advise the Employer when she requests the leave of absence. If a full-time employee returns to work at the expiry of the normal maternity or adoption leave, and the employee's former permanent position still exists, the employee will be returned to her former job, former shift if designated. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

21.06 Where the Employer has suspended or discontinued operations during the leave of absence and has not resumed operations upon the expiry thereof, the Employer shall, upon resumption of operations, reinstate the employee to her employment or to alternate work in accordance with the established seniority system or practice of the Employer in existence at the time the leave of absence began, and in the absence of such a system or practice shall reinstate the employee in accordance with the provisions of Article 21.05.

21.07 Such absence is not an illness under the interpretation of this agreement and credits on the accumulated sick leave plan and the weekly indemnity plan cannot be used.

21.08 Credits for service for the purpose of salary increments, vacations or any other benefit included and prescribed under the *Employment Standards Act* shall continue and seniority shall accumulate during the leave.

21.09 Upon expiry of seventeen (17) weeks pregnancy leave, an employee may immediately commence parental

leave, as provided under Article 21.10 of this Agreement. The employee shall give the Employer at least two (2) weeks notice in writing, that she intends to take parental leave.

21.10 Parental Leave

- (a) An employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of child or the date the child first came into the care or custody of the employee, shall be entitled to parental leave.
- (b) A “parent” includes: the natural mother or father of the child; a person with whom a child is placed for adoption and a person who is in a relationship with the parent of the child and who intends to treat the child as his or her own.
- (c) Parental leave must begin within thirty-five (35) weeks of the birth of the child or within thirty-five (35) weeks of the date the child first came into the custody, care and control of the parent. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to eighteen (18) weeks in duration and shall, in all cases, be completed within fifty-three (53) weeks of the date the child is born, or comes into the custody, care and control of a parent for the first time.
- (d) The employee shall give the Employer two (2) weeks written notice of the date the leave is to begin. Parental leave ends eighteen (18) weeks after it began or on an earlier day if the employee gives the Employer at least four (4) weeks written notice of that day.
- (e) For the purposes of parental leave under Article 21.10 Parental Leave, the provisions under 21.01,

21.04, 21.05, 21.06, 21.07 21.08 and 21.09 shall also apply.

ARTICLE 22 - LEAVE OF ABSENCE FOR UNION BUSINESS

22.01 The Employer shall grant leaves of absence to employees to attend Union Conventions, Seminars, Education Classes or other Union business. The Union agrees that such leave will not unduly affect the proper operations of the Nursing Home.

22.02 In requesting such Leave of Absence, the Union **must** give twenty-one(21) days clear notice to the Employer, to be confirmed by the Union in writing.

22.03 While on unpaid Union Leave of up to thirty (30) days, employees will be maintained on *normal* pay and benefits (including Pension), and the Union shall fully reimburse the Employer for wages, statutory benefits (i.e. E.H.T., U.I.C., C.P.P. and W.C.B.) and Pension, but would not include Health and Welfare and Weekly Indemnity premiums (if applicable).

22.04 Upon application by the Union in writing, the Nursing Home will give reasonable consideration to a request for leave of absence, without pay, to any employee elected or appointed to full-time Union office. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if granted, shall be for a period of one(1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave *to* the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment, one month in advance, of any applicable benefits in which the employee is participating during such leave of absence. It is agreed that for the purpose of Workers' Compensation coverage, such employees are deemed to be employed by the Union.

ARTICLE 23 - BEREAVEMENT LEAVE

23.01 Upon the death of an employee's spouse (to include same sex partner), child or stepchild, an employee shall be granted leave up to a maximum of four (4) days without loss of pay, ending with the day following the day of the funeral.

23.02 Upon the death of an employee's mother, father, step-parents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, legal guardian, grandparent, grandchildren, son-in-law, daughter-in-law the employee shall be granted leave up to a maximum of three (3) days without loss of pay, ending with the day of the funeral.

23.03 It is agreed that this leave is to apply only where the employee **is** in attendance at the funeral and pay for such days of absence is limited to the days actually missed from work as per the employee's scheduled working days. **If** the funeral is not attended the paid leave shall be limited to two (2) days ending no later than the day of the funeral.

23.04 An employee shall be granted one (1) day bereavement leave without loss of pay to attend the funeral of his or her aunt, uncle, niece or nephew.

23.05 An employee will not be eligible to receive payment under the terms of bereavement leave for any period in which he is receiving payments for holiday pay or vacation pay.

*Note: It is understood that if an employee is on sick leave and attends the funeral that the bereavement leave will not be charged against sick leave accumulated.

23.06 Where it is necessary because of distance, the employee may be provided up to four (4) days additional unpaid leave.

ARTICLE 24 - JURY AND WITNESS DUTY

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

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

ARTICLE 25 - EDUCATIONAL LEAVE

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

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

25.03 The Administrator may grant a request for unpaid leave of absence to upgrade employment qualifications, provided that she receives at least one month's notice in writing unless impossible and provided that such a leave may be arranged without undue inconvenience to the normal operations of the Nursing Home. Applicants, when applying, must indicate the date of departure and specific date of return.

ARTICLE 26 - HOURS OF WORK

26.01 The following is intended to define the normal hours of work for the full time employees, but shall not be interpreted as a guarantee of hours of work per day or per week, or days of work per week.

26.02 The regular work shift for full-time employees shall be seven and one-half (7-1/2) working hours per day exclusive of meal periods. The seven and one-half (7-1/2) working hours per day will be worked within an eight (8) hour period.

26.03 It is mutually agreed that existing arrangements for lunch periods will continue as practised at the date of the signing of this Agreement.

26.04 Daylight Savings Time

During the changeover from Daylight Saving Time to Eastern Standard Time, or vice-versa, an employee shall be paid for 7-1/2 hours, notwithstanding the fact they have worked either 6-1/2 hours or 8-1/2 hours.

26.05 There shall be no split shifts.

ARTICLE 27 - OVERTIME

27.01 Overtime shall be paid for all hours worked over seven and one-half (7-1/2) hours in a shift and seventy-five (75) hours bi-weekly, at the rate of time and one-half of the employee's rate of regular pay.

27.02 In the event employees of their own accord, for their own personal convenience, arrange to change shifts with appropriately qualified other employees, with prior approval of the Director of Care or her designate, the Employer reserves the right to request signed statements from such employees and shall not be responsible or liable for overtime rate claims and non-compliance with the above provisions, that might arise or accrue as a result of the exchange of shifts. Such permission shall not be unreasonably denied.

27.03 If an employee is required to work an extra continuous full shift as overtime, two (2) free meals will be supplied during such shift, in addition to overtime rates paid. If an employee is required to work an extra three (3) hours overtime, at the end of his shift, one (1) free meal will be supplied.

27.04 Employees who work overtime will not be required to take time off in regular hours to make up for overtime worked, but may take off equivalent to overtime by mutual agreement.

27.05 Overtime shall be based on the employees regular rate of pay and there shall not be any pyramiding of overtime under this article.

27.06 An employee who is absent on paid time during his scheduled work week because of sickness, Workers' Compensation, bereavement, holidays, vacation, or union leave on scheduled days of work shall be considered as if he had worked during his regular scheduled hours during such absence for the calculation of eligibility for overtime rate.

ARTICLE 28 - WORK SCHEDULE

28.01 Work schedules covering a two (2) week period will be posted two (2) weeks in advance. Employee requests for specific days off must be submitted to the Department Supervisor one (1) week in advance of posting. Union Stewards to be consulted on scheduling of hours.

28.02 All employees who work on an assigned day off as per assigned schedule, at the Employer's request, will be paid overtime at the rate of time and one-half (1-1/2) for all hours worked.

28.03 Employees who are scheduled to work less than seventy-five hours in a two (2) week period will not qualify for overtime on an assigned day off as stipulated in Article 28.02 until they have completed seventy-five (75) hours of work in the scheduled two (2) week period.

28.04 The Employer will endeavour to arrange shifts such that there will be a minimum of twenty-four (24) hours between the beginning of shifts and change over of shifts, and forty (40) hours if there is one (1) day off, and sixty-four (64) hours if there are two (2) days off between the changeover of shifts. In the event employees of their own accord, and for their own personal convenience arrange to change shifts, the conditions in Article 27.02 shall apply in all respects.

28.05 No employee shall be scheduled to work more than seven (7) consecutive days without being given two (2) or more days off work, provided however, that the overtime rate of one and one-half (1-1/2) times the employee's applicable hourly rate shall be paid for any days worked over seven (7) consecutive days, except in the case of an exchange of shifts between employees.

28.06 The Employer will arrange shift schedules such that all full-time employees will receive a minimum of one (1) weekend off in three (3). This scheduling provision does not apply when employees mutually agree to exchange shifts or when an employee accepts or requests a shift at his/her own discretion.

ARTICLE 29 - LUNCH OR MEAL PERIODS

29.01 Lunch or meal periods will be uninterrupted, except in cases of emergency. Proper facilities will be provided for employees who bring their own lunch, and locker facilities will be provided.

29.02 The Employer agrees to investigate the possibility of providing meals for employees working the night shift, subject to the following conditions:

- (a) Reasonable notice will be required by the dietary department from employees wishing to have meals provided; and
- (b) Employees will be required to pay for meals in advance and such payment will be non-refundable

.ARTICLE30 - RELIEF PERIODS

30.01 Employees will be allowed, fifteen (15) minutes relief in each half of the seven and one-half (7-11/2) hour shift, without reduction in pay and without increasing the regular working hours.

ARTICLE31 - MINIMUM REPORTING ALLOWANCE

31.01 If an employee reports for work at the regularly scheduled time for his or her shift and no work is available, such employee will be entitled to a minimum of four (4) hours pay at the employee's regular rate provided that:

- (a) the employee has not been previously notified by the Employer to the contrary, either orally or by message left at the employee's residence;
- (b) if requested by the Employer, the employee shall perform a minimum of four (4) hours of such available work as the Employer may assign.

31.02 Article 31.01 shall be waived and not binding upon the Employer in case of any labour dispute or emergency such as fire and power shortage which disrupts the operation of the Nursing Home, nor shall it apply to employees returning to work without notice after absence.

ARTICLE32 - CALL BACK AND CALL IN

32.01

- (a) When an employee is called back to work after leaving the nursing home premises upon completion of his shift, such employee will receive a minimum of four (4) hours pay at straight time rates, or actual hours worked and time and one-half (1 1/2) his regular rate of pay, whichever is the greater. It is understood that this provision shall not apply in the case of employees required to work immediately prior to the commencement of their regular shift.

- (b) Where a second call takes place after the four (4) hours have elapsed from the time of the first call, it shall be subject to a call back premium but in no case shall the employee collect two (2) call backs within the first four (4) hours from the time of the first call, or any subsequent four (4) hour period.

32.02

- (a) "Call-In" shall mean the calling in to work at the Employer's request of an employee on an assigned day off as per the posted schedule.
- (b) Employees who are called in will be paid overtime at the rate of time and one-half (1-1/2) for all hours worked, except in the case of employees who are scheduled to work less than seventy-five (75) hours in a two (2) week pay period, who shall qualify for overtime rates on a call-in for hours in excess of seventy-five (75) hours of work in the two (2) week pay period.
- (c) Where the call-in is requested within one-half (1/2) hour of the starting time of the shift and the employee commences work within one (1) hour of the call, then the employee will be paid as if the entire shift had been worked, provided he/she completes the shift for which he/she was called in.
- (d) If the employee reports for work within one hour of the request for call-in, then the Employer will guarantee a minimum of four (4) hours work.
- (e) All call-in of shifts shall be given in order of seniority on a rotational basis of those employees on the availability list, at non overtime rates of pay, before securing an agency replacement.

ARTICLE 33 - PAY DAYS

33.01 The Employer agrees that wages will be paid bi-weekly on Thursday, during working hours. The normal pay

period shall be Monday to Sunday inclusive. Employees will be paid wages for each pay period, including any overtime or premium pay due the employee for such pay period, on the second Thursday after each pay period ends.

33.02 Employees will be paid on Thursday during **work-**ing hours on the following basis:

- (a) Night shift will be paid prior to completing the Thursday **A.M.** shift.
- (b) The day shift will be paid during the day shift worked on Thursday.
- (c) The afternoon shift will be paid during their regular shift.

33.03

- (a) Upon termination or lay-off the employee will be paid his/her final pay and his/her vacation pay on the regular pay day for that pay period in which he/she terminated or was laid off.
- (b) Employees will endeavour to give a minimum of two **(2)** weeks notice of termination of employment.

33.04 Pay Days

The Employer shall provide all pay cheques, or in the case of a direct deposit system pay notices (stubs), in a personalized sealed envelope for each employee if the cheque or stub is not handed to them directly by office or management personnel. **For** purposes of this article it is understood that management personnel does not include RN's or RNA's.

33.05 In the event of an error on an employee's pay, the correction will be made in the pay period following the date on which the overpayment comes to the Employer's attention. If the error results in an employee being underpaid by one **(1)** day's pay or more, the Employer will provide payment for the shortfall three **(3)** business days from the date it is notified of the error.

ARTICLE 34 - PAID HOLIDAYS

- (a) Employees who have completed their probationary period shall receive the following statutory holidays with pay:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

- (b) There shall be additional paid holiday on the third Monday in February. The understanding is that the date **of** the additional holiday will correspond with Heritage Day. The intent is that there **shall** be no more than twelve (12) paid holidays through to the expiry date of this Agreement. If another Federal, Provincial, or Municipal holiday should be proclaimed during the term of the Collective Agreement, such additional holiday would replace one of the designated holidays in the Collective Agreement.
- (c) Upon the completion of the probationary period, the employee **shall** be paid for any and **all** paid holidays for which they have not been paid, which fell within the probationary period, at the rate of pay that was in effect when the holiday occurred.

34.02

- (a) The anniversary date **of** an employee's employment will be recognized as a paid float holiday which is to be taken on the anniversary date or within thirty (30) days following the anniversary date.
- (b) The birth date of an employee **will** be recognized **as** a paid float holiday which is to be taken on the anniversary date or within thirty (30) days following the anniversary date.

34.03 Where one of the above named paid holidays falls on a Saturday or Sunday, an alternative day may be designated by the Employer as the paid holiday.

34.04 Holiday pay will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday, at his regular rate of pay.

34.05 An employee will qualify for holiday pay or lieu day pay as per the proration formula if the employee worked her scheduled day before and scheduled day after the holiday and has worked at least one (1) day in the two (2) week period preceding the holiday.

However, if an employee's absence on the regular working day immediately prior to and/or following a holiday is due to illness as confirmed by a doctor's certificate, if required by the Corporation, the foregoing qualifications would not apply and the employee will be eligible for one (1) day's holiday pay during any one (1) period of illness, except at Christmas and New Year's period where there is more than one (1) holiday, the entitlement shall be limited to a maximum of two (2) days.

34.06 An employee who is required to work on any of the above mentioned holidays or an employee who is required to or work on his float holiday will, in addition to his holiday pay, be paid at the rate of one and one-half times his regular rate of pay or in lieu thereof be granted equivalent time off with pay equal to overtime rates.

34.07 Any employee scheduled to work on a holiday, and who does not report for work, shall forfeit his holiday pay, unless the absence is due to illness verified by a medical doctor's certificate, in which case the employee will receive holiday pay as stipulated in Article 34.04.

34.08 If one of the above named holidays occurs on an employee's regular day off, or during his vacation period, the employee shall receive an additional day off in lieu thereof within two (2) weeks either side of the holiday,

unless otherwise arranged between the employee and the supervisor, or the employee shall receive a day's pay. These options shall be at the discretion of the Employer.

34.09 Holiday pay for employees who regularly work less than seventy-five (75) hours will be paid on Proration Formula noted in Article 43 of this Agreement. Holiday entitlement for employees who regularly work more than sixty-six (66) hours bi-weekly but less than seventy-five (75) hours bi-weekly shall be based on provisions for employees regularly working seventy-five (75) hours.

34.10 For clarification purposes of when a paid Holiday begins and ends, the first shift of the day shall be the shift where the majority of hours are completed before 8:00 a.m.

34.11 There shall be no pyramiding of premium pay, overtime pay, sick leave pay and paid holiday pay.

ARTICLE 35 - VACATIONS

35.01 For the purpose of calculating eligibility, the vacation year shall be the period from July 1st of any year to June 30th of the following year.

35.02 The periods at which employees shall take vacation shall be based on the selection by the employee according to seniority in each department, but shall be finally determined by the Administrator having due concern for the proper operation of the Nursing Home.

35.03 Vacation time will be allotted between the months of May and September inclusive, if possible, unless some other time is mutually arranged between the individual employee and the Employer.

35.04 Vacations are not cumulative from year to year and all vacations must be taken by May 31st following the cut-off date. Employees shall not waive vacation and draw double pay.

35.05 Employees who have not completed their probationary period as of June 30th will receive four percent (4%) of their gross earnings during the vacation year.

35.06 Employees who have completed their probationary period as of June 30th, will be granted one (1) day's vacation for each month of service to a maximum of ten (10) days. Vacation pay for such employees will be four percent (4%) of gross earnings during the vacation year.

35.07 Employees with one (1) year of service on or before June 30th of the current year shall receive two (2) weeks vacation. Vacation pay for such employees will be four percent (4%) of gross earnings for the vacation year.

35.08 Employees with three (3) years of service on or before June 30th, of the current year shall receive three (3) weeks vacation. Vacation pay for such employees will be six percent (6%) of gross earnings for the vacation year.

35.09 Employees with eight (8) years of service on or before June 30th of the current year shall receive four (4) weeks vacation. Vacation pay for such employees will be eight percent (8%) of gross earnings for the vacation year.

35.10 Employees with fifteen (15) years of service on or before June 30th of the current year shall receive five (5) weeks vacation. Vacation pay for such employees will be ten percent (10%) of gross earnings for the vacation year.

35.11 Employees with twenty-five (25) years seniority as of June 30th in the vacation year shall receive six (6) weeks vacation. Vacation pay for such employee shall be twelve percent (12%) of gross earnings or regular pay, whichever is the greater

35.12 For employees who are regularly scheduled to work seventy-five (75) hours bi-weekly, vacation pay is to be paid as a percentage (%) of total earnings or regular pay, whichever is the greater.

35.13 Employees who have lost their seniority and have terminated their employment as set out in Article 15 herein between vacation periods shall, on termination of employment be paid a vacation with pay allowance based on the amount of vacation pay to which such employee shall be entitled from the last cut-off date prior to the date of termination, to the date of termination. Such allowance shall be paid no later than the next regular payroll date.

35.14 Vacation pay will be paid to all employees on a separate cheque on the regular pay day in advance of their vacation.

35.15

- (a) Vacation entitlement for employees who regularly work more than sixty-six (66) hours bi-weekly but less than seventy-five (75) hours bi-weekly shall be based on provisions for employees regularly working seventy-five (75) hours.
- (b) Vacation pay for employees who regularly work less than seventy-five (75) hours bi weekly is to be paid as a percentage (%) of gross earnings.
- (c) The Employer may pay vacation pay as part of the regular pay. In such circumstances, the Employer undertakes that the rate of income tax on the vacation pay will not change unless the vacation pay changes the employee's annual tax bracket.

35.16 Employees who are regularly scheduled to work less than seventy-five (75) hours bi-weekly shall receive vacation benefits for the vacation year as follows:

EFFECTIVE
JUNE 30, 1992

VACATION ENTITLEMENT

0 to less than
1800 hours paid

4% of gross earnings for
the vacation year.

1800 hours to less than 5400 hours paid	2 calendar weeks vacation with pay at 4% of gross earnings for the vacation year.
5400 hours to less than 14400 hours paid	3 calendar weeks vacation with pay at 6% of gross earnings for the vacation year.
14400 hours to less than 27000 hours paid	4 calendar weeks vacation with pay at 8% of gross earnings for the vacation year.
27000 hours to less than 45,000 hours paid	5 calendar weeks vacation with pay at 10% of gross earnings for the vacation year.
45,000 hours or more paid	6 calendar weeks vacation with pay at 12% of gross earnings for the vacation year.

35.17

- (a) If an employee transfers from permanent part-time or part-time to full-time or vice versa, the following method shall be used to calculate his vacation service date: 1800 hours worked equal one (1) year of service.
- (b) On and after March 15, 1988, 1800 hours paid equals one (1) year of service.

ARTICLE 36 - SICK LEAVE

36.01 Pay for sick leave is for the sole and only purpose of protecting employees against loss of income and will be granted to all employees on the following basis:

- (a) Absence for injury compensable under the provisions of The Workers' Compensation Act shall not be charged against sick leave credits.
- (b) Implementation of a weekly indemnity plan to provide

coverage on the first day of hospitalization or accident or on the eighth (8th) calendar day of illness. Coverage to continue for seventeen (17) weeks at sixty-six and two-thirds (66-2/3%) of salary.

- (i) Weekly Indemnity participation is voluntary for all employees.
- (ii) Employees will be advised of their options in writing and will make their initial choice regarding participation at time of hire, within the eligibility period.
- (iii) an employee who does not enrol at time of hire or within the eligibility period who has withdrawn, may enrol at the sign up opportunities in January and July each year, subject to evidence of insurability satisfactory to the carrier.
- (iv) Notwithstanding (iii) above;
 1. an employee who averages over sixty-six (66) hours paid in any period six (6) month pro-rata period shall be automatically enrolled **at** the commencement of the next sign up period.
 2. an employee who is successful in a job posting where the scheduled hours are over sixty-six (**66**) every two weeks, **will** be automatically enrolled within one (1) month of the successful posting.
 3. an employee with an increase in their pro-rata percentage of twenty percent (20%) or greater, above the pro-rata period immediately prior, may enrol at the commencement of the next sign up period, without evidence of insurability.

The Weekly Indemnity cheques shall be mailed directly to the employee's home.

- (c) Current employees to retain current sick leave credits until reduced by usage to the new maximum or upon termination. Such credits may be used to supplement weekly indemnity payments to full salary.
- (d) Employees who have completed the probationary period shall be credited with three (3) days of sick leave and shall then accumulate sick leave credits at the rate of 7.5 hours (1 credit) for each period of 162.5 hours paid, to a maximum of 105 hours (14 credits). Provided credits are available, employees will be eligible to claim one hundred percent (100%) of scheduled lost time due to illness for the first seven (7) consecutive calendar days during any one (1) illness.
- (e) Weekly indemnity plan for new employees to be effective on completion of the probation period. For weekly indemnity the premium costs will prorate in accordance with the formula defined elsewhere in the Collective Agreement and benefits will be provided for scheduled lost time in accordance with the plan policy.
- (f) 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 provided the employee provides a satisfactory documentation of the illness and the hospitalization. The portion of the employee's vacation which is deemed to be sick leave under the above provision will not be counted against the employee's vacation credits.

It is understood that the Employer may, at its discretion, reschedule vacation for an employee whose vacation would be interrupted by a serious illness, occurring immediately prior to her scheduled vacation.

- (g) The Employer may request proof of disabling accident or sickness:
 - (i) for any absence in excess of two (2) days;
 - (ii) for the fourth (4th) and succeeding illness in the sick leave year.
- (h) An employee who will be absent on the afternoon or night shift due to personal illness must notify the Employer at least two (2) hours prior to the commencement of the shift unless impossible. An employee who will be absent on the day shift due to personal illness must notify the Employer at least one (1) hour prior to the commencement of the shift, unless impossible. Failure to give notice may result in loss of sick leave benefits that day of absence.
- (i) The Employer will notify the employees of their accumulation of sick leave on request.
- (j) An employee who is absent due to pregnancy related illness may be eligible for sick leave under the sick leave plan up to ten (10) weeks prior to the expected date of delivery subject to Article 21.07.

36.02 Full-Time to Part-Time Sick Leave Transfers.

Sick leave benefits accumulated at the time of transfer from full-time to part-time status or part-time to full-time status shall remain to the credit of the employee and shall be used in accordance with Article 36.01 of this Agreement.

36.03 In the event the nursing home requires an employee to undergo a medical examination, the employee will be given reasonable paid time off to see her physician or to undergo the examination in the home, whichever the employee prefers. Where the employee chooses to use her own physician and, in the opinion of the home, the physician's report is inadequate and a further consultation is required, then the second visit will be on the employee's time or during working hours without pay.

36.04 If a full-time employee returns to work within fifty-two (52) weeks following the commencement of an illness, and the employee's former permanent position still exists, the employee will be returned to her former job, former shift if designated, classification and rate of pay. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

ARTICLE 37 - WORKERS' COMPENSATION

37.01 Where an employee is absent due to illness or injury which is compensable by Workers' Compensation, the following shall apply:

- (a) The Employer shall continue to pay its share of any and all health and welfare benefits for full-time employees who are on paid leave of absence or Workers' Compensation.
- (b) It is understood that the obligation of the Employer to pay the aforesaid benefits while on Workers' Compensation shall continue for up to twenty-four (24) months following the date of the injury, For the purpose of this provision, it is understood and agreed that absence on Weekly Indemnity shall be considered a leave with pay.
- (c) The employee will not be eligible for paid holidays, sick leave, uniform allowance or any other benefits of this Agreement except where specified otherwise during any absence covered by Workers' Compensation.
- (d) Provided that an employee returns to work within fifty-two (52) consecutive weeks of the date of illness or injury, time spent on Workers' Compensation shall be considered as time worked for the purpose of calculating the current year's vacation entitlement under the terms of this Agreement.

37.02 In the case of an absence due to a compensable accident, the employee will be paid at her regular rate of pay for all scheduled hours on the day of the accident.

37.03 In the case of an absence due to a compensable accident, where the anticipated length of such absence is four months or more, the Employer will post notice of the vacancy in accordance with the Job Posting Procedure (Article 18) of this Agreement. Where the anticipated absence is less than four (4) months, the Employer may fill the position at its discretion.

37.04 The injured employee shall have a period of two (2) years from the date of the injury within which she shall preserve the seniority which she has accrued in accordance with Article 13 and within which she shall have the right to return to work upon the recommendation of the Workers' Compensation Board or the attending physician, which shall indicate to the Employer that the employee has the physical capability to perform her normal job.

37.05

- (a) If an employee returns to work within fifty-two (52) weeks following the commencement of a W.C.B. claim, and the employee's former permanent position still exists, the employee will be returned to her former job, former shift if designated, classification and rate of pay. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.
- (b) If an employee returns to work after fifty-two (52) weeks following the commencement of the W.C.B. claim but prior to the two (2) full years mentioned in Article 37.04 above, she shall be returned to her former job or to work of a comparable nature at the same salary level and without loss of seniority or benefits accrued in accordance with Article 13. (This would be effected by the returning employee displacing the employee with the least seniority in the category to which she is returning.)

37.06 If, on the recommendation of the Workers' Compensation Board or the attending physician, the employee is capable only of performing work of a different kind, or of a lighter nature, and such work is available within the nursing home, in a classification that is covered by this Agreement, then the returning employee may exercise her seniority if he/she has the qualifications, experience and ability, by bumping into the job at the applicable salary level, displacing the employee with the least seniority in the classification.

37.07 Workers' Compensation Board Challenge

In the event that the Employer challenges a Workers' Compensation Board Claim, an employee who is absent from work as a result of illness or injury sustained at work and who has been awaiting approval of a claim for Workers' Compensation for a period longer than one complete pay period, may apply to the Employer for payment equivalent to the lesser of the benefit she would receive from Workers' Compensation if her claim was approved, or the benefit to which she would be entitled under the Sick Leave Plan Article 36. Payment under this article will only be provided if the employee provides evidence of disability satisfactory to the Employer and a written undertaking satisfactory to the Employer that any payments will be refunded to the Employer following final determination of the claim by the Workers' Compensation Board. If the claim for the 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 Sick Leave Plan Article 36. Any payment under this provision will continue for a maximum duration equal to that of the weekly indemnity plan.

ARTICLE 38 - HEALTH & SAFETY

38.01 The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the Home, in order to prevent injury and illness.

38.02

- (a) The Employer will use its best efforts to make all affected direct care employees aware of residents

who have serious infectious diseases. The nature of the disease need not be disclosed. Employees who are not direct care employees will be made aware of special procedures required of them to deal with these circumstances. The parties agree that all employees are aware of the requirement to practice universal precautions in all circumstances.

- (b) The Employer shall:
- (i) inform Employees of any situation relating to their work which may endanger their health and safety, as soon as it learns of the said situation;
 - (ii) inform employees regarding the risks relating to their work, and provide training and supervision so that employees have the skills and knowledge necessary to safely perform the work assigned to them;
 - (iii) ensure that the applicable measures and procedures prescribed in Health and Safety Act are carried out in the workplace.

38.03 A joint management and employee Health and Safety Committee shall be constituted with representation of at least half by employees from the various bargaining units and of employees who are not represented by unions and who do not exercise managerial functions, which shall identify potential dangers, recommend means of improving the health and safety programs and obtaining information from the Employer or other persons respecting the identification of hazards and standards elsewhere. The Committee shall normally meet at least once a month. Scheduled time spent in such meetings is to be considered time worked. Minutes shall be taken of all meetings and copies shall be sent to the Employer and to the Union.

38.04 Two representatives of the joint Health and Safety

Committee, one from management and one from the employees on a rotating basis designated by the employees, shall make monthly inspections of the work place and equipment and shall report to the Health and Safety Committee the results of their inspection. In the event of accident or injury, such representatives shall be notified immediately and shall investigate and report as soon as possible to the committee and to the Employer on the nature and causes of the accident or injury. Furthermore, such representatives must be notified of the inspection by the government inspector and shall have the right to accompany him on his inspections. Scheduled time spent in all such activities shall be considered as time worked.

38.05 The joint Health and Safety Committee and the representatives thereof shall have reasonable access to the annual summary of data from the Workers' Compensation Board relating to the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidence of occupational injuries, and such other data as the Workers' Compensation Board may decide to disclose.

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

38.07 The Employer is to provide "in house" training sessions to assist with the care for aggressive residents.

38.08 The parties agree that if incidents involving aggressive client action occur, such action will be recorded and reviewed at the Occupational Health and Safety Committee. Reasonable steps within the control of the Employer will follow to address the legitimate health and safety concerns of employees presented in that forum.

The parties further agree that suitable subjects for discussion at the joint Labour Management committee will include aggressive residents.

ARTICLE 39 - HEALTH AND BENEFITS (FINANCIAL PROVISIONS)

39.01 All Health and Insurance benefit premium costs paid by the Employer shall prorate in accordance with the provisions set out in Article 43 of this Agreement. Effective February 1, 1995 same sex partners will be eligible to be a dependant for insured benefits.

39

(a)

O.H.I.P.

The Employer agrees to pay one hundred percent (100%) of the billed single/family rate, which is the full amount of the O.H.I.P. premium for the Province of Ontario.

(b)

This benefit shall be payable by the Employer to all present employees on the basis of their current participation in the O.H.I.P. plan through the Company payroll, and to all new employees who join the Company's O.H.I.P. Group.

39.03 Life Insurance

The Company will continue a \$17,000.00 life insurance policy for each full-time employee. The Employer will pay 100% of the cost of this policy.

39.04 Major Medical

The Employer will continue a Major Medical \$10,000.00 co-insurance plan, for employees only by union members who have completed their probationary period. The Employer agrees to pay 100% of the billed single/family rates, while the employee is enrolled for an employee who participates in the plan. If an employee is terminated and the Employer shall not be obligated to contribute.

Effective as of the \$10 to \$20.00 co-insurance plan, hospital charges are reduced and a drug card will be implemented with a \$7 dispensing fee cap and \$1.00 deductible per prescription (positive charges to be included).

39.05 Vision Care

The Employer agrees to continue a Vision Care Plan (similar to the Blue Cross \$90.00 Plan, effective July 1, 2001, \$120.00 per 24 months period) and agrees to pay one hundred percent (100%) of the billed single/family premium for employees who participate in the plan. If an employee is otherwise covered, the Employer shall not be obligated to contribute.

39.06

(a) Dental Plan

The Employer agrees to continue a Dental Plan (equivalent to Blue Cross #9) based on the O.D.A. fee schedule that is one (1) year behind the current year. The Employer agrees to pay fifty percent (50%) of the billed premium for eligible participating employees, provided that the participating employees pay the remaining fifty percent (50%) of the billed premium through payroll deductions.

(b) The cap on the dental plan shall be \$2,000 per individual and per family member per year.

39.07 Hearing Aids

The Employer agrees to continue a \$300 Hearing Aid Benefit 100% Employer paid.

39.08 Group Insurance Plan

Employees may elect to enroll in any or all of the group insurance plan(s) at the time of hire. Employees who have elected to enroll in a particular plan may withdraw at any time. An employee who has not enrolled in a plan, or has withdrawn, may enroll in a plan subject to carrier approval, but will not immediately be eligible to claim benefits except as defined below. Such late or re-enrollment shall occur only at the sign-up opportunities in January and July each year.

Late Enrollment or Re-Enrollment is subject to **carrier** approval. Initial benefits which may be claimed are as follows:

- (a) Life - when coverage approved.
 - (b) Dental -*\$200.00 maximum benefit/covered person.
 - (c) EHC
 - (i) Drugs -*\$150.00 maximum benefit/covered person.
 - (ii) Vision - no benefit during first six months.
 - (iii) Hearing - no benefit during first six months.
- * - During first 12 months of coverage.

39.09

(a) Change of Carriers

The Employer shall provide to each person a copy of the current information booklets for those benefits provided under this Article. The Union shall be provided with a current copy of the Master Policy. It is clearly understood that the Employer's obligation pursuant to this Collective Agreement is to provide the insurance coverage bargained for. Any problems with respect to the insurer acknowledging or honouring any claims is a matter as between the employee and the insurer. The Employer will notify the Union if it intends to change the insurance carrier.

- (b) Any grievance arising from the interpretation, application and/or administration of the health and welfare benefits shall be resolved as follows:
 - (a) the Union or Employer shall file a written grievance within 10 days of its learning that an alleged problem exists. **For** insured benefits, a copy of the grievance shall be forwarded to the insurers.
 - (b) within ten (10) days of filing a grievance,

the parties shall meet with a view to resolving the grievance.

- (c) if the grievance is not resolved, as aforesaid, or if the parties fail to meet within the time limited, then the grievance shall be referred to a single arbitrator to be selected alternately from the list of arbitrators hereinafter provided.
- (d) the arbitrator shall, in his/her discretion, determine the most expeditious manner of resolving the dispute consistent with affording each party a reasonable opportunity to present its case. The arbitrator may dispense with an oral hearing; receive only written submissions; hear evidence or submissions by conference call; receive evidence by affidavit and/or take such other steps as may be in his/her opinion appropriate.
- (e) the arbitrator may in his or her discretion attempt to assist the parties in settling the dispute.
- (f) the arbitrators for this process shall be
Nancy Backhouse
Deena Boltman

If additional arbitrators are necessary, Martin Teplitsky shall remain seized to appoint these, if the parties are unable to agree.

- (g) the arbitrator shall render a decision within ten (10) days of completion of the hearing. Written reasons are not required. Oral decisions confirmed in writing may be given.
- (h) the fees and expenses of the arbitrator shall be shared equally by the employer and the Union in cases where the benefit is self-

insured and the insurers and the Union where the benefit is insured.

- (i) this process shall commence immediately for all self-insured benefits. Upon the expiry of any contracts of insurance for benefits, this process shall then also apply to insured benefits. It is the responsibility of the employer to obtain insurance which includes an agreement by the insurer to be bound by the process. If the employer fails to obtain the agreement of an insurer, the grievance shall proceed as though it is a self-insured benefit.
- (j) the parties agree that the decision of an arbitrator hereunder shall be final and binding and shall not be appealed or judicially reviewed by either party. The purpose of waiving any appeal rights or rights of judicial review is to avoid the cost and expense associated with the exercise of these rights.
- (k) the decision of the arbitrator shall not have any value as a precedent in a subsequent case.
- (l) **if** in the opinion of any party a grievance raises an issue which should be decided by the form of grievance arbitration provided by the collective Agreement for all other grievances, upon the consent of all parties or if such consent is not forthcoming, with the approval of Martin Teplitsky, such approval to be obtained by a conference call, the grievance shall be transferred to the ordinary grievance/arbitration process.

Any such dispute already under way, in respect of which an arbitrator has not been appointed shall proceed under this process

39.10 Pension Plan

In this Article, the terms used shall have the meanings as described:

01. “Plan” means the Nursing Homes and Related Industries Pension Plan, being a multi-employer plan.

“Applicable Wages” means the basic straight time wages for all hours worked, including:

- i) the straight time component of hours worked on a holiday;
- ii) holiday pay, for the hours not worked; and
- iii) vacation pay.

All other payments, premiums, allowances etc. are excluded.

“Eligible Employee” means full-time and part-time employees in the bargaining unit who have completed nine hundred and seventy-five (975) hours of service.

02. Each Eligible Employee covered by this Collective Agreement shall contribute from each pay period an amount equal to Four Percent (~~4%~~) of applicable wages to the Plan. The Employer shall match such contributions, the amount being Four Percent (4%) of applicable wages.

Notwithstanding the foregoing, where an error has been made in deduction, the Employer shall, upon request, make full payment on any outstanding Employer contributions irrespective of whether the Employee pays the matching amount.

The parties agree that this Article in no way prejudices the position of either party as it relates to the retroactivity application if an error is discovered.

03. The employee and Employer contributions shall be paid to the Plan within thirty (30) days after the end of

the calendar month in which the pay period ends for which the contributions are attributable.

04. The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this Article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan, or be responsible for providing any such benefits.

The Union and Employer acknowledge and agree that under current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan, but is required to contribute only that amount as required by the Collective Agreement in force between the parties.

It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the Collective Agreement then in force, the parties will meet directly to finalize methods to relieve the Employer of this increased obligation to the extent that any such obligations exceeds that which the Employer would have if the Plan were a defined contribution plan.

05. The Employer agrees to provide to the Administrator of the Plan, on a timely basis all information required pursuant to the Pension Benefits Act, R.S.O. 1990, CH P8, as amended, which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits.

The information required to be provided by the Employer may be provided in the form normally maintained by the Employer, whether on computer disc, manual records, or otherwise. In the event such information is not readily available without review of other information not relevant to the Plan, the Plan shall make arrangements with the Employer for access to the required information. This may include the Employer providing such information at reasonable cost to the Plan. If the Administrator and Employer

are unable to agree on the form of such access, a mutually acceptable third party, such as a firm of accountants and auditors, shall be retained at the expense of the Plan to obtain such information from the Employer's files.

Such information shall be provided only on enrolment of an employee or with the monthly remittances.

Any additional information requests beyond that noted above may be provided, if possible, by the Employer, it being understood that any additional costs of such request shall be borne by the Plan.

For further specificity, the items required for each eligible employee by article .05 of the agreement are:

- i) **To be Provided Once Only at Plan Commencement**
 - Date of Hire
 - Date of Birth
 - Date of first Remittance
 - Seniority List (for the purposes of calculations past service credit).

- ii) **To be Provided with each Remittance**
 - Name
 - Social Insurance Number
 - Monthly remittance
 - Pensionable Earnings

- iii) **To be Provided Once, and if Status Changes**
 - Address as provided to the Home
 - Termination date, when applicable.

- iv) **To be Provided Once, if they are Readily Available**
 - Gender
 - Marital Status.

39.11 UIC Premium Reduction

The employees' share of the Employer's Unemployment

Insurance premium reduction will be retained by the Employer towards offsetting the cost of the benefits contained in this Agreement.

ARTICLE 40 - UNIFORM ALLOWANCE

40.01 The Employer agrees to pay a uniform allowance of six 6 cents per hour, such amount not to form part of the regular hourly rate for purposes of overtime and paid holiday premiums. The Uniform Allowance will not be paid on each cheque, but will be accumulated and the total annual accumulation will be paid by the last pay period in December of each year. When an employee leaves the employ of the Home, she shall receive her accumulated uniform allowance as part of her separation cheque.

ARTICLE 41 - RATES OF PAY & PREMIUMS

41.01 Attached hereto and forming part of this Agreement is Schedule "A" relating to job classifications and hourly rates of pay which shall be in force from January 1, 1995 to December 31, 1996. The period January 1, 1996 to December 31, 1996, inclusive, is subject to a re-opener on wages only. Arbitrator M. Teplitsky has remained seized for all issues for the period of January 1, 1996 to December 31, 1996.

41.02 Employees within their position classification will progress from the "start rate" to "one year rate" and so on, on the basis of 1,950 hours worked at "start rate" to the "one year rate" and so on. Hours worked and paid for, and hours not worked and paid for by the Employer, and hours not worked and paid for by the Workers' Compensation Board, shall be considered hours worked for the purposes of computing eligibility to progress to the next higher rate within their position classification. All hours worked and hours paid during the probation period (50 days), shall be counted towards hours required to move from the start rate to the one year rate.

41.03 Shift Premiums

All employees who are required by the Employer to rotate

over two or more shifts shall receive a shift premium of 28 cents for each hour worked on the afternoon or night shifts only. Shift premium will not be paid for any hour in which an employee receives overtime premium and shift premium will not form part of the employee's straight time hourly rate.

41.04 In no event shall there be any pyramiding of benefits or payments.

41.05

(a) **Responsibility Allowance for Work Outside the Bargaining Unit**

When the Employer temporarily assigns an employee to carry out the responsibilities of a salaried employee for a period in excess of one shift, the employee shall receive \$5.50 per shift.

(b) Where an RN is absent from her normal shift and the Employer temporarily assigns an **RNA** to carry out some additional responsibilities of the absent RN for a period in excess of one-half shift, the employee shall receive an allowance of \$5.50 for each shift.

(c) Where there is neither an RN nor a Supervisory employee (or above), who is a Registered Nurse in the building and there is an RPN in the building, the above-noted allowance will apply to an RPN who is designated to be in charge of the building.

(d) It is understood and agreed that only one of the above-noted premiums will apply at any one time.

41.06 NEW CLASSIFICATION

When a new classification (which is covered by the terms of this agreement) is established by the Home, the home shall determine the rate of pay for such new classification and notify the local union of the same within seven (7) days. If the local union challenges the rate, it shall have the right

to request a meeting with the home to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Home of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Home. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

When the Home makes a substantial change during the term of the Agreement in the job content of an existing classification which in reality causes such classification to become a new classification, the Home agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.

If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the Agreement, within fifteen (15) days of such meeting. The decision of the board of Arbitration (or arbitrator as the case may be) shall be passed on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

ARTICLE 42 - RETROACTIVITY

42.01 Retroactive payment to be made within 30 days of release of Award and applies to wages only based on hours paid by the Employer. Employees who have left their

employment will be notified by pre-paid post addressed to their last known address. Entitlement is lost if not claimed within 30 days. The employer will pay retroactivity on a separate cheque.

ARTICLE 43 - PERMANENT PART-TIME EMPLOYEE PRORATION FORMULA

43.01 Accrual and payment of paid holidays and all benefits including shared cost arrangements for all employees shall be on a pro rata basis of hours regularly worked in relation to seventy-five (75) hours bi-weekly.

The only exception to this calculation will be an employee who successfully bids or otherwise obtains a seventy-five (75) hour bi-weekly position. In this instance an employee who qualifies will immediately receive entitlement of one hundred percent (100%) of the Employer's paid share of premiums, benefits and holiday pay.

The calculation of proration percentages shall be determined by dividing hours paid in the previous predetermined six month period by .975 and then multiplying by 100.

Hours paid in calculating proration formula will include W.C.B. and W.I.

The predetermined six (6) months period shall coincide with the pay period ending around June 30th and December 31st and the recalculated proration percentage where applicable shall apply in August for the pay period ending around June 30th and February for the pay period ending around December 31st.

When an employee is on:

- (a) maternity leave,
- (b) adoption leave, or
- (c) approved leave of absence in excess of 30 continuous calendar days,

proration upon return, shall be based on % in effect prior to commencement of leave.

43.02 Employees who regularly work more than 66 hours bi-weekly, shall have 100 % of employer portion of insured benefits paid.

43.03 Holiday and vacation entitlement for employees who regularly work more than 66 hours bi-weekly, but less than 75 hours bi-weekly, shall be based on provisions of employees regularly working 75 hours.

N.B. Holiday pay and vacation pay for employees who regularly work less than 75 hours is as follows:

- (i) Holiday pay - based on proration formula (based on hours regularly worked - 4 hour shift = 4 hours pay.
- (ii) Vacation pay - percentage of earnings.

43.04 All newly hired employees will be eligible to join the benefit plans and the calendar time waiting period will apply equally to all.

The pro rata percentage for new hires will be based on the schedule of work for which these employees are hired. This percentage will be revised, if necessary, once the employee has worked a full predetermined six month period.

43.05 The only exception to this calculation will be an employee who successfully bids or otherwise obtains a 75 hour bi-weekly position. In this instance an employee who qualifies will immediately receive entitlement up to 100% of the Employer's paid share of premiums and benefits.

ARTICLE 44 - PRINTING

44.01 The Employer and the Union will share equally in any cost of printing the Collective Agreement.

ARTICLE 45 - INTERPRETATION

45.01 Except where otherwise specified in the Agreement, the reference to a number of days within which any matter shall be dealt with is to be in terms of calendar days.

ARTICLE 46 - NURSING HOME TRANSFERS

46.01 The Employer agrees that employees may be permitted to transfer from one nursing home to another in the Province of Ontario for their own personal convenience and at their own expense, subject to the following conditions:

- (a) Employees wishing to transfer must notify, in writing the Administrator of the Home to which they would like to transfer, within thirty (30) days of leaving employment **at** the former home. Such notice shall include the employee's qualifications, present position, scheduling preferences (if any), and when they would be available to commence work.

- (b) An applicant, who is permitted to transfer from one nursing home to another **as a** result of this transfer procedure, will retain any seniority that he had previously accrued and the applicable wage rate shall be paid according to the position to which the employee transferred. However, an employee so transferring will only be able to exercise home seniority for purposes of transfer, promotions, layoffs and reduction in staff.

ARTICLE 47 - RENEWAL, AMENDMENT AND TERMINATION

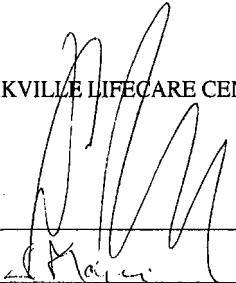
47.01 This Agreement shall continue in effect until December 31, 2003 and shall continue automatically thereafter during annual periods of one year each, unless or until either party notifies the other in writing within ninety (90) days prior to the expiration date of the Agreement that it desires to amend or terminate this Agreement.

47.02 In the event of such notification being given as to amendment of this agreement, negotiations between the parties shall begin within fifteen (15) days following such notification.

47.03 If pursuant to such negotiations, an agreement for the renewal or amendment of this Agreement is not reached prior to the current expiration date, this Agreement shall automatically be extended until consummation of a new Agreement, or completion of the proceedings prescribed under the Labour Relations Act, 1980 of the Province of Ontario, and the Hospital Labour Disputes Arbitration Act, 1980 as amended, whichever should first occur.

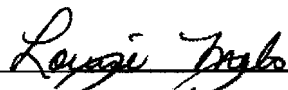
IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the 21st day of March, 2002.

OAKVILLE LIFECARE CENTRE



Steve Saddler

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 532



Raygo

SCHEDULE "A" WAGES
OAKVILLE LIFECARE CENTRE

	Jan. 1, 2001	Jan. 1, 2002	Jan. 1, 2003	Aug. 1, 2003
R.P.N.				
Start	16.907	17.330	17.850	17.950
One Year	17.317	17.750	18.282	18.292
Two Years	17.758	18.202	18.748	18.848
Health Care Aide				
Start	14.324	14.682	15.123	15.223
One Year	14.755	15.124	15.578	15.678
Two Years	15.185	15.565	16.032	16.132
Attendant/Activity Aide				
Start	14.150	14.504	14.939	15.039
One Year	14.581	14.946	15.394	15.494
Two Years	15.032	15.408	15.870	15.970
Housekeeping, Laundry, Dietary Aides				
Start	13.996	14.346	14.776	14.876
One Year	14.437	14.798	15.242	15.342
Two Years	14.868	15.240	15.697	15.797
Cook I				
Start	15.483	15.870	16.346	16.446
One Year	15.964	16.363	16.854	16.954
Two Years	16.364	16.773	17.276	17.376
Cook II				
Start	15.165	15.544	16.010	16.110
One Year	15.606	15.996	16.476	16.576
Two Years	16.057	16.458	16.952	17.052

	Jan. 1, 2001	Jan. 1, 2002	Jan. 1, 2003	Aug. 1, 2003
Maintenance				
Start	16.036	16.437	16.930	17.030
One Year	16.405	16.815	17.320	17.420
Two Years	16.836	17.257	17.775	17.875
Janitor				
Start	13.996	14.346	14.776	14.876
One Year	14.437	14.798	15.242	15.342
Two Years	14.868	15.240	15.697	15.797

ProbationaryRate: To be twenty (20) cents less per hour ~~than~~ the Start Rate in all classifications.

The parties agree to recognize the Personal Support Worker education accreditation as equivalent to the health Care Aide course.

Employees who work as Activity Aides (certified) and who hold a Health Care Aide Certificate or Recreation Certificate shall receive fifteen (15) cents per hour above their applicable classification rate.

Handyman: A premium of fifteen (15) cents per hour above the applicable housekeeping rate to be paid for all hours worked in the handyman classification when designated by the Employer.

Wage Progression in accordance with Article 41.02.

LETTER OF INTENT
BETWEEN
OAKVILLE LIFECARE CENTRE

-and-

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 532

Re: Sick Leave - Prescheduled Hours

Employees will be entitled to payment from their accumulated sick leave credits for prescheduled hours in accordance with the sick leave article. The Employer will preschedule for absences once it has knowledge thereof to the extent that it is able to do so.

Re: Orientation/Aggressive Patients

These two matters are appropriate subject for Labour Management discussions.

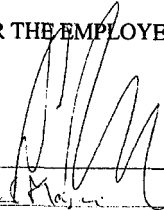
Re: Elected or Appointed to Federal, Provincial, Municipal or Regional Municipal Office

An employee who is elected or appointed to Federal, Provincial, Municipal or Regional Municipal office, who is required to be absent from work because of his/her elected or appointed duties shall upon written application to the Employer, be granted sufficient time on leave of absence to comply with his duties. Seniority and service shall continue consistent with the Collective Agreement.

It will become the responsibility of the employee for full payment of any applicable benefits in which the employee

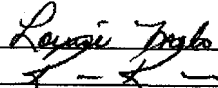
is participating during such leave of absence. Such payment shall be in advance of when the monthly premium is due.

FOR THE EMPLOYER



Steve Kullberg

FOR THE UNION



Reggie Taylor

LETTER OF UNDERSTANDING

BETWEEN:

OAKVILLE LIFECARE CENTRE

(the "Employer")

-AND-

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 532

(the "Union")

LETTER OF UNDERSTANDING RE: PENSION

1. The parties agree that if they are unable to agree on the amount owing by the Employer to the Plan, or the amount owing by the Plan to the Employer, an auditor from the firm of Orenstein and Partners will be retained to adjudicate the issue, and the auditor's cost will be shared equally by the Employer and the Plan.

Arbitrator Teplitsky will remain seized of this issue, should either party find this process unsatisfactory.

2. The Union undertakes to consult with the Employer prior to effecting any changes in the administration of the Plan which may impact the Employer either financially or administratively. To this end the Employer and the Union **will** form a committee consisting **of** three members from each side.
3. In consideration of the Employer forthwith paying those contributions which have not been "matched" by the employee prior to **January 22, 1993**, the Union acknowledges that **the** Employer is not responsible for any problems which arise from the failure to collect the employee matching contribution.

4. The Union agrees that the Trustees appointed by them shall ensure that the funds transferred from the Employer for and on behalf of their employees to the Plan will be invested in accordance with the applicable legislation.
5. The Union further undertake to provide actuarial valuation and investment performance statements to the Employer **as** they become available to the Union or required by law, whichever is the most frequent.

LETTERS OF UNDERSTANDING AS AWARDED

1. Re: Sick Leave Certificate Issue

In the interim and without prejudice to either parties' view of the issue, the following rules will apply regarding payment for sick leave certificates.

1. If the Employer requires a sick leave certificate in accordance with past practice or the collective agreement and the doctor charges the employee for such certificate outside OHIP, the Employer will pay for the certificate.
2. In the alternative to 1 above, the Employer may require an employee to attend an independent physician other than the employee's own physician to provide a sick leave certificate. In such circumstances the Employer shall pay for any medical fees charged beyond OHIP in relation thereto.

These interim rules will cease upon a mutually satisfactory resolve of the sub-committee or a decision on the issue by the Arbitrator.

2. Re: Annual Medicals required by The Nursing Home Act.

The parties agree that the following will apply for the interim period and without prejudice to either parties view of the matter until such time as the issue is resolved by M. Teplitsky.

1. All existing letters or forms required by employees to verify an annual examination shall be withdrawn. The Employer shall remove any disciplinary notations occurring after January 1st, 1993 from all personnel files of employees related to the issue of annual medical examinations.
2. The Employer agrees that no employee will be required to undergo an annual medical examination nor be

required to produce a medical certificate related thereto until such time **as** the matter is resolved **as** noted above. During the interim, in the event the Ministry of Health requires verification of an annual medical examination, the matter will be forwarded to M. Teplitsky forthwith for a decision.

3. Re: Staffing Levels/Labour Management

Recognizing the mutual objective of quality care, the Employer agrees to meet through the Labour Management Committee with the union as soon **as** practical after the receipt of their annual CMI results. The employer agrees to provide the union with staffing levels, the impact of related payroll costs on staffing levels and a written notice of the CMI results for the facility.

The purpose of this meeting is to discuss the impact of the CMI changes on the staffing of the facility, and provide the union with an opportunity to make representation in that regard.

The parties shall meet as necessary to discuss other changes or workload issues,

The parties may invite additional participants to attend the meeting to support constructive review and discussion.

ADDENDUM TO AGREEMENT COVERING

PART-TIME BARGAINING UNIT EMPLOYEES

B E T W E E N :

OAKVILLE LIFECARE CENTRE

-and-

SERVICEEMPLOYEES INTERNATIONAL UNION

LOCAL 532

WHEREAS the Union by certificatedated the 30th day of November, 1984 is the certified bargaining agent of all employees of Oakville Lifecare Centre at Oakville regularly employed for not more than twenty-two and one-half (22-1/2) hours per week and students employed during the school vacation period, save and except registered nurses, physiotherapists, occupational therapists, supervisors, foremen, persons above the tank of supervisor or foremen, office staff, and persons covered by subsisting collective agreements.

INCORPORATION

The Employer and the Union agree that all provisions of the Collective Agreement to which this addendum is attached, shall be incorporated into the addendum and be applicable to part-time employees as hereinafter defined, unless such provisions are specifically excluded in their application to part-time employees.

The Employer and the Union agree that the following Articles of the Collective Agreement shall apply to part-time employees:

Article 1 - Purpose

Same as full-time Agreement.

Article 2 - Scope and Recognition

2.01 The Employer recognizes the Union as the sole collective bargaining agent for all its' employees in its nursing home in Oakville, Ontario, a certified by the Ontario Labour Relations Board on the 30th day of November, 1984, as specified in the preamble of this Agreement.

2.02 The Employer undertakes that it will not enter into any other Agreement or contract with those employees for whom the Union has bargaining rights either individually or collectively, which will conflict with any provisions of this Agreement. This Collective Agreement describes the terms and conditions of employment, as specified in Article 1 hereof, for all employees working up to and including forty-five (45) hours in a bi-weekly period, and within this Agreement the word "Employee" shall be interpreted as such.

Article 3 - Permanent Part-Time Employees

Not applicable.

**Article 4 - Contracting Out and Work
of the Bargaining Unit**

Same as Full-Time Agreement.

Article 5 - Union Security

Same as Full-Time Agreement.

Article 6 - No Strike or Lockout

Same as Full-Time Agreement.

Article 7 - Management Rights

Same as Full-Time Agreement.

Article 8 - Union Committee and Stewards

8.01 - Same as Full-Time Agreement

8.02 The Employer will recognize a Union Administrative Committee for **both** the full-time and part-time bargaining units which shall consist of a Chief Steward and four **(4)** Stewards, at least one of which shall be a member of the part-time bargaining unit. Not more than two (2) committee members shall meet with Management at one time. The Employer shall be advised of the names of members of this committee and shall be notified of any changes from time to time.

8.03 - Same as Full-Time Agreement.

8.04 - Same as Full-Time Agreement.

Article 9 - Complaints & Grievances

Same as Full-Time Agreement.

Article 10 - Discharge Grievance.

Same as Full-Time Agreement.

Article 11 - Employer and Union Grievances

Same as Full-Time Agreement.

Article 12 - Arbitration

Same as Full-Time Agreement.

Article 13 - Seniority

13.01 Seniority will be expressed in the number of hours worked by the employee since the last date of hire.

13.02 A new employee will be known as a probationary employee until he has worked three hundred and seventy-five **(375)** hours. It is agreed that the dismissal or layoff of a probationary employee shall not be made the subject matter of a grievance.

13.03 An employee who has completed the probationary period shall be credited with three hundred and seventy-five (375) hours of seniority.

13.04 In cases of promotions, demotions, or permanent transfers of employees, the qualifications, experience, ability and seniority of employees shall be considered.

13.05 Any questions having to do with the observance or non-observance of seniority may be the subject of a grievance and dealt with under the grievance procedure including the arbitration provisions.

13.06 Lay-off and Recall

Employees shall be laid-off in the reverse order of their seniority within the facility provided that the remaining employees are fully qualified and willing to do the work which is available.

13.07 Employees shall be recalled in reverse order of lay-off provided that such employees are fully qualified and willing to do the work which is then available.

13.08 When an employee transfers from the part-time bargaining unit to the full-time bargaining unit, seniority in terms of hours accumulated in the part-time bargaining unit shall be transferred to full-time status and converted to seniority in terms of years and days.

13.09 When an employee transfers as in 13.08 he shall serve a thirty (30) working day assessment period. The employee may be returned to a former position if in the opinion of the Employer the employee is not capable of performing the required duties of the full-time position. In such case the employee shall have access to the grievance procedure if he/she feels he/she has been unfairly treated. During the thirty (30) working day assessment period, the employee may also assess his/her new position and during said period shall have the option of returning to his/her former position.

Article 14 - Seniority Lists

14.01 The Employer shall supply to the Union Office and Chief Steward a set of seniority lists by departments in January and July of each year, showing employees' names alphabetically, classification, their most recent date of hire, and the number of hours of accumulated seniority.

Article 15 - Loss of Seniority

Same as Full-Time Agreement.

Article 16 - Permanent Transfers

Same as Full-Time Agreement

Article 17 - Temporary Transfers

Same as Full-Time Agreement.

Article 18 - Job Posting and Permanent Transfers

Same as Full-Time Agreement.

Article 19 - Bulletin Boards

Same as Full-Time Agreement.

Article 20 - Leave of Absence

Same as Full-Time Agreement.

Article 21 - Maternity & Adoption Leave

Same as Full-Time Agreement.

Article 22 - Leave of Absence for Union Business

Same as Full-Time Agreement.

Article 23 - Bereavement Leave

Same as Full-Time Agreement.

Article 24 - Jury and Witness Duty

Same as Full-Time Agreement.

Article 25 - Education Leave

Same as Full-Time Agreement.

Article 26 - Hours of Work

26.01 No employee covered by this Agreement is guaranteed hours of work per day, or per week, or days of work per week. Employees shall be offered work in accordance with their stated availability if the operating requirements of the Nursing Home are such that such work is warranted.

26.02 There shall be two (2) paid rest periods of fifteen (15) minutes in each full shift and pro-rated for employees working less than a full shift. A full shift shall mean seven and one-half (7-1/2) consecutive hours worked, excluding meal periods and including rest periods.

26.03 A shift shall be deemed to be entirely within the calendar day in which the majority of hours fall regardless of what calendar day the shift commences.

Article 27 - Overtime

Same as full-time Agreement.

Article 28 - Work Schedules

28.01 Work schedules covering a two (2) week period will be posted two (2) weeks in advance, for part-time employees working a regular schedule. Employee requests for specific days off must be submitted to the Department Supervisor one (1) week in advance of posting.

Article 29 - Lunch or Meal Periods

Same as full-time Agreement

Article 30 - Relief Periods

Same as full-time Agreement.

Article 31 - Minimum Reporting Allowance

Same as full-time Agreement.

Article 32 - Call Back and Call In

Same as full-time Agreement.

Article 33 - Pay Days

Same as full-time Agreement.

Article 34 - Paid Holidays

Same as full-time Agreement - subject to pro-ration formula.

Article 35 - Vacations

Same as full-time Agreement -
subject to proration formula.

Article 36 - Sick Leave

Same as full-time Agreement.

Article 37 - Workers' Compensation

Same as full-time Agreement.

Article 38 - Health & Safety

Same as full-time Agreement.

Article 39 - Health & Insurance Benefits

Same as full-time Agreement -
subject to proration formula.

Article 40 - Uniform Allowance

Same as full-time Agreement -
subject to proration formula.

Article 41 - Rates of Pay & Premiums

Same as full-time Agreement.

Article 42 - Retroactivity

Same as full-time Agreement.

Article 43 - Proration Formula Benefits

Same as full-time Agreement.

Article 44 - Printing

Same as full-time Agreement.

Article 45 - Interpretation

Same as full-time Agreement.

Article 46 - Nursing Home Transfers

Same as full-time Agreement.

Article 47 - Renewal, Amendment and Termination

Same as full-time Agreement.

Schedule "A" -

Same as full-time Agreement

Letters of Understanding -

Same as full-time Agreement.

LETTER OF UNDERSTANDING

BETWEEN

**SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 532**

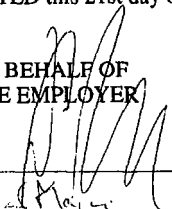
and

**ROYALCRESTLIFECARE
(Oakville Lifecare Centre)**

The Union will pursue its legal action against the government for funding of the pay equity increases.

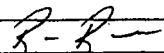
DATED this 21st day of March, 2002

**ON BEHALF OF
THE EMPLOYER**



Steve Kudding

**ON BEHALF OF
THE UNION**



PAY EQUITY AGREEMENT

BETWEEN

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 532

and

ROYALCRESTLIFECARE
(Oakville Lifecare Centre)

This Pay Equity Agreement applies to all the employees represented by the Union employed by the Employer.

The parties agree that the classifications in the collective agreements constitute female job classes and the current differentials between job classifications in the bargaining unit shall be maintained, except as it may be modified in collective bargaining.

The parties agree that the 3% payment in 1995 which exceeded the employers minimum obligation by 2%, carries forward and captures the obligations up to and including the expiry dates of the prior collective agreements.

The adjustments in the Memorandum of Settlement dated December 18, 2000 resolve all current outstanding issue of Pay Equity and the obligations under the Proxy Pay Equity plan for 2001, 2002, 2003 and to the expiry of the agreements negotiated on December 18, 2000. The parties further agree that the following additional pay equity adjustments resolve the remaining pay equity obligations and will be paid on the following dates:

Agreement renewal date in 2004 - 10 cents per hour
Agreement renewal date in 2005 - 10 cents per hour

Agreement renewal date in 2006 - 10 cents per hour

3

This provision shall not prejudice the right of the Union to negotiate and proceed to Mediation and Arbitration for the period(s) following the expiry of the agreements negotiated on December 18, 2000.

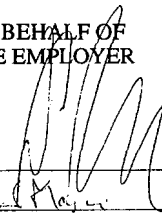
Any new classifications that may be created in the bargaining unit shall be deemed to achieve pay equity through the application of the "new classification" clauses of the Collective Agreements.

The parties agree that there was no requirement for a pay equity adjustment at times other than those as identified in the Memorandum of Settlement.

The parties agree that this agreement satisfies any and all requirements of the Pay Equity Act.

DATED this 21st day of March, 2002

ON BEHALF OF
THE EMPLOYER



Steve Huddleston

ON BEHALF OF
THE UNION

