

ORIGINAL SIGNED DOCUMENT

COLLECTIVE AGREEMENT

BETWEEN:

ST. JOSEPH'S HEALTH CENTRE, SARNIA
(Hereinafter referred to as the "Hospital")

AND:

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

SOURCE	ONA		
EFF.	96	04	01
TERM.	98	03	31
No. OF EMPLOYEES	50		
Nombre d'EMPLOYÉS	df		

EXPIRY: March 31, 1998

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ARTICLE 1 - PURPOSE

1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the nurses covered by this Agreement; to provide for on-going means of communication between the Association and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory salaries, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

1.02 It is recognized that nurses wish to work together with the Hospital to secure the best possible nursing care and health protection for patients. Appropriate committees have been created under this Agreement to work towards this objective.

NOTE: In this collective agreement, where the context otherwise requires, the word " nurse(s) " shall include employees in affiliated bargaining units who are represented by the Ontario Nurses' Association.

ARTICLE 2 - DEFINITIONS & GRADUATE NURSES

2.01 A registered nurse is a nurse who holds a General Certificate of Registration with the College of Nurses of Ontario in accordance with the Regulated Health Professions Act, and the Nursing Act.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with the this Article.

2.02 A nurse who holds a Temporary Certificate of Registration in accordance with the Nursing Act, 1991 and its Regulations must obtain her or his General Certificate of Registration prior to the expiry of her or his Temporary Certificate. If the nurse fails to obtain her or his General Certificate of Registration prior to the expiry of her or his Temporary Certificate of Registration, but in any case not longer than two years from her or his date of hire , she/he will be deemed to be not qualified for the position of registered nurse and she/he will be terminated from the employ of the Hospital. Such termination shall not be the subject of a grievance or arbitration.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated

Health Professions Act, he or she shall be treated in a manner consistent with the this Article.

- 2.03 (a) A nurse who holds a Temporary Certificate of Registration will be classified, for purposes of salary, at a level equal to the level previously accorded to the graduate nurse category under the collective agreement which expired March 31, 1996.
- (b) A nurse who was employed at the Hospital prior to October 23, 1981 in the capacity of graduate nurse and who continues to be employed in that capacity will be classified, for purposes of salary, at a level equal to the level accorded to the graduate nurse category under the collective agreement which expired March 31, 1996.
- 2.04 A full-time nurse is a nurse who is regularly scheduled to work the normal full-time hours referred to in Article 13.
- 2.05 A regular part-time nurse is a nurse who regularly works less than the normal full-time hours referred to in Article 13 and who offers to make a commitment to be available for **work** on a regular predetermined **basis**. **All** other part-time nurses shall be considered casual nurses. The predetermined basis upon which the commitment to be available is made shall be determined in local negotiations.
- The definitions shall not have the effect of changing the composition of any existing bargaining units. The Hospital shall not refuse to accept an offer from **a** nurse to make a commitment to be available for work on a regular predetermined basis solely for the purpose of utilizing casual nurses so as to restrict the number of regular part-time nurses.
- 2.06 This combined agreement contains provisions applicable to full time nurses and provisions applicable to part time nurses. The combination **of** the agreements shall not have the effect of changing the composition of any existing bargaining units nor shall it have the effect of conferring representation rights where such rights do not presently exist. The scope of the applicable bargaining unit is set out in the Appendix of Local Provisions.

ARTICLE 3 - RELATIONSHIP

- 3.01 The Hospital and the Association agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practiced **by** any of their representatives with respect to any nurse because of the nurse's membership or non-membership in the Association or activity or lack of activity on behalf of the Association or by reason of exercising her or **his**

rights under the Collective Agreement.

- 3.02 The Association agrees there will be no Association activity, solicitation for membership, or collection of Association dues on Hospital premises or **during** working hours **except** with the written permission of the Hospital or as specifically provided for in this Agreement.
- 3.03 It is agreed that there will be no discrimination by either party or by any of the nurses covered by this Agreement on the basis of race, creed, colour, national origin, sex, sexual orientation, marital status, family status, age, handicap, religious affiliation or any other factor which is not pertinent to the employment relationship.
- 3.04 (a) "Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap". ref: **Ontario Human Rights Code**, Sec. 5 (2)
- (b) "Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee". ref: **Ontario Human Rights Code**, Sec. 7 (2)

The right to freedom from harassment in the workplace applies also to sexual orientation.

- (c) "Every person has a right to be free from,
- i) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- ii) a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person". ref: **Ontario Human Rights Code**, Sec. 7 (3)
- (d) A nurse who believes that she has been harassed contrary to this provision may file a grievance under Article 7 of this agreement.

NOTE: "Harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". ref:

Ontario Human Rights Code, Sec. 10 (1)

- 3.05 The Hospital and the Association recognize their joint duty to accommodate handicapped employees in accordance with the provisions of the **Ontario Human Rights Code**.

ARTICLE 4 - NO STRIKE. NO LOCKOUT

- 4.01 The Association agrees there shall be no strikes and the Hospital agrees there shall be no lockouts so long as this Agreement continues to operate. The terms "strike" and "lockout" shall bear the meaning given them in the **Ontario Labour Relations Act**.

ARTICLE 5 - ASSOCIATION SECURITY

- 5.01 The Hospital will deduct from each nurse covered by this Agreement an amount equal to the regular monthly Association dues designated by the Association. The deduction period for a part-time nurse may be extended where the nurse does not receive any pay in a particular month.

Where a nurse has no dues deducted during the payroll period from which dues are normally deducted, that deduction shall be made in the next payroll period provided the nurse has earnings in the next payroll period.

If the failure to deduct dues results from an error by the hospital, then, as soon as the error is called to its attention by the union, the Hospital shall make the deduction in the manner agreed to by the parties.

- 5.02 Such dues shall be deducted monthly and in the case of newly employed nurses, such deductions shall commence in the month following their date of hire.
- 5.03 The amount of the regular monthly dues shall be those authorized by the Association and the Provincial Secretary-Treasurer of the Association shall notify the Hospital of any changes therein and such notification shall be the Hospital's conclusive authority to make the deduction specified.
- 5.04 In consideration of the deducting and forwarding of Association dues by the Hospital, the Association agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.
- 5.05 The amounts so deducted shall be remitted monthly to the Provincial

Secretary-Treasurer of the Association, no later than the end of the month following the month in which the dues were deducted. In remitting such dues, the Hospital shall provide a list of nurses from whom deductions were made, their work site (if the bargaining unit covers more than one site) and the nurses' social insurance numbers. The list shall also include deletions (indicating terminations) and additions from the preceding month. A copy of this list will be sent to the local Association. If the hospital agrees to provide the union with the information in an electronic format, the parties will meet to discuss the format in which the information will be set out.

5.06 The Hospital agrees that an officer of the Association or Union representative shall be allowed a reasonable period during regular working hours to interview newly hired nurses during their probationary period. During such interview, membership forms may be provided to the nurse. These interviews shall be scheduled in advance as determined by local negotiation and may be arranged collectively or individually by the Hospital.

NOTE: The list provided for in Article 5.05 shall include any other information that is currently provided to ONA. Additionally, the Hospital will provide each nurse with a T-4 Supplementary Slip showing the dues deducted in the previous year for income tax purposes where such information is or becomes readily available through the Hospital's payroll system.

ARTICLE 6 - REPRESENTATION AND COMMITTEES

6.01 Nurse Representatives & Grievance Committee

- (a) The Hospital agrees to recognize Union representatives to be elected or appointed from amongst nurses in the bargaining unit for the purpose of dealing with Association business as provided in this Collective Agreement. The number of representatives and the areas which they represent are set out in the Appendix of Local Provisions.
- (b) The Hospital will recognize a Grievance Committee, one of whom shall be chair. This committee shall operate and conduct itself in accordance with the provisions of the Collective Agreement and the number of nurses on the Grievance Committee is set out in the Appendix of Local Provisions.
- (c) It is agreed that Union representatives and members of the Grievance Committee have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. Such permission shall not be unreasonably withheld. If, in the performance of their duties, a union representative or member of the Grievance

Committee is required to enter a unit within the hospital in which they are not ordinarily employed they shall, immediately upon entering such unit, report their presence to the supervisor or nurse in charge, as the case may be. When resuming their regular duties and responsibilities, such representatives shall again report to their immediate supervisor. The Hospital agrees to pay for all time spent during their regular hours by such representatives hereunder.

6.02 Hospital-Association Committee

- (a) There shall **be** a Hospital-Association Committee comprised of representatives of the **Hospital**, one of whom shall be the Director of Nursing or designate and of the Association, one of whom shall be the Local President or designate. The number of representatives is set out in the Appendix of Local Provisions and the membership of the Committee may be expanded by mutual agreement.
- (b) The Committee shall meet every **two** (2) months unless otherwise agreed and as required under Article 8.01 (a) (i). The duties of chair and secretary shall alternate between the parties. Where possible, agenda items will be exchanged in writing at least five (5) calendar days prior to the meeting. A record shall **be** maintained **of** matters referred to the Committee and the recommended disposition, if any, unless agreed to the contrary. Copies of the record shall be provided to Committee members.
- (c) The purpose of the Committee includes:
 - i) promoting and providing effective and meaningful communication of information and ideas; making joint recommendations on matters of concern including the quality and quantity of nursing care and discussing the development and implementation of quality initiatives;
 - ii) dealing with complaints referred to it in accordance with the provisions of Article 8, Professional Responsibility;
 - iii) discussing and reviewing matters relating to orientation and in-service programs.
- (d) The Hospital agrees to pay for time spent during regular working hours for representatives of the Association attending at such meetings.

6.03

- (a) Negotiating Committee

The Hospital agrees to recognize a Negotiating Committee comprised of representatives of the Association for the purpose of negotiating a renewal agreement. The number of nurses on the Negotiating Committee is set out in the Appendix of Local Provisions. The Hospital agrees to **pay** members of the Negotiating Committee for time spent during regular working hours in negotiations with the Hospital for a renewal agreement up to, but not including, arbitration.

(b) Central Negotiating Team

In central bargaining between the Ontario Nurses' Association and the Participating Hospitals, a nurse serving on the Association's Central Negotiating Team shall be paid for time lost from the nurse's regularly scheduled straight time working hours at her or his regular rate of pay, and without **loss** of leave credits, for attending central negotiating meetings with the Hospitals' Central Negotiating Committee up to, but not including, arbitration.

Central Negotiating Team members shall receive unpaid time off for the purpose of preparation for negotiations. The Association will advise the Hospitals concerned, as far in advance as possible, of the dates for which leave *is* being requested.

Upon reference to arbitration, the Central Negotiating Team members shall receive unpaid time *off* for the purpose of attending arbitration hearings.

Time spent on such meetings *will* not be considered leave under Article 11.02, Leave for Association Business.

The maximum number of Central Negotiating Team members entitled to payment under this provision shall be eight (8), and in no case will more than one (1) nurse from a hospital be entitled to such payment.

The Association shall advise the Hospitals' Central Negotiating Committee of those nurses to be paid under this provision. The Hospitals' Central Negotiating Committee will make such request known to the affected hospitals.

For any unpaid leave of absence under this provision, a full-time nurse's salary and applicable benefits shall be maintained by the Hospital, and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary.

For any unpaid leave of absence under this provision, a part-time nurse's salary and percentage in lieu of fringe benefits shall be

maintained by the Hospital, and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and percentage in lieu of fringe benefits.

6.04 Joint Occupational Health and Safety Committee

- (a) The Hospital and the Association agree that they mutually desire to maintain standards of safety and health in the hospital in order to prevent accidents, injury and illness.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Joint Occupational Health and Safety Committee, at least one ~~(1)~~ representative selected or appointed by the Association from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to cooperate in providing necessary information to enable the Committee to fulfill its functions. In addition, the Hospital will provide the Committee with access to all accident reports, health and safety records and any other pertinent information in its possession.
- (e) Meetings shall be held every second month or more frequently at the call of the Chair, if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof, shall serve for a term of at least one ~~(1)~~ calendar year from the date of appointment. Time off for representatives to perform these duties shall be granted.

"A member of a committee is entitled to,

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

Act.]" ref: Occupational Health and Safety Act, Sec. 9 (34)

"A member of a committee shall be deemed to be at work during the times described [above] and the member's employer shall pay the member for those times at the member's regular or premium rate as may be proper." ref. **Occupational Health and Safety Act, Sec. 9(35)**

- (g) The Association agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
- (h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she **so** requests, will be granted an unpaid leave of absence before commencement of the current contractual pregnancy leave.
- (i) Where the Hospital identifies high risk areas where nurses are exposed to infectious or communicable diseases for which there are available protective medications, such medications shall be provided at no cost to the nurses.
- (j) At least one of the employees representing workers under the **Occupational Health and Safety Act**, who are trained to be certified workers as defined under the **Act**, shall be from the Association. The parties agree that it will not be a breach of this provision if only one employee representing workers is trained to be a certified worker and such employee is not from the Association provided that the next employee representing workers trained to be a certified worker is from the Association.
- (k) "A member of a committee shall be deemed to be at work while the member is fulfilling the requirements for becoming certified by the Workplace Health and Safety Agency, and the member's employer shall pay the member for the time spent at the member's regular or premium rate as may be proper". ref: **Occupational Health and Safety Act, Sec. 9 (36)** "[This provision] does not apply with respect to workers who are paid by the Agency for the time spent fulfilling the requirements for becoming certified". ref: Sec 9 (37)
- (l) (1) "This section does not apply to a [nurse]
 - (a) when a circumstance described below is inherent in the worker's work or **is** a normal condition of the worker's employment; or

- (b) when the worker's refusal to work would directly endanger the life, health or safety of another person".
ref: **Occupational Health and Safety Act, Sec. 43 (1)**
- (2) "A worker may refuse to work or do particular work where he or she has reason to believe that,
 - (a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
 - (b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
 - (c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this **Act** or the regulations and such contravention is likely to endanger himself, herself or another worker". Ref: **Occupational Health and Safety Act, Sec. 43 (3)**.

NOTE: Issues relating to chairing of meetings and responsibility for the taking of minutes should be discussed locally with the Hospital and the other Unions representing employees of the Hospital.

- 6.05 The Association may hold meetings on Hospital premises providing permission has been first obtained from the Hospital.
- 6.06 The Association shall keep the Hospital notified in writing of the names of the union representatives and/or Committee members and Officers of the Local Association appointed or selected under this Article as well as the effective date of their respective appointments.
- 6.07 All reference to union representatives, committee members and officers in this Agreement shall be deemed to mean nurse representatives, committee members or officers of the Local Association.
- 6.08 The Hospital agrees to give representatives of the Ontario Nurses' Association access to the premises of the Hospital for the purpose of attending grievance meetings or otherwise assisting in the administration of this Agreement, provided prior arrangements are made with the Administrator. Such representatives shall have access to the premises only with the approval of the Administrator which will not be unreasonably withheld.

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

6.10 Nurses who are members of committees pursuant to Regulation 518 of the Public Hospitals Act will suffer no **loss** of earnings for time spent during regular working hours for attending committee meetings.

Where a nurse attends a committee meeting outside of regularly scheduled hours, she or he will be paid for all hours spent in attendance at meetings at her or his regular straight time hourly rate.

ARTICLE 7 - GRIEVANCE PROCEDURE

7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.

7.02 At the time formal discipline is imposed or at any stage of the grievance procedure, including the complaint stage, a nurse is entitled to be represented by her or his union representative. In the case of suspension or discharge, the Hospital shall notify the nurse of this right in advance.

7.03 It is the mutual desire of the parties hereto that complaints of nurses shall be adjusted **as** quickly **as** possible, and it is understood that **a** nurse has no grievance until she or he has first given her or his immediate supervisor the opportunity of adjusting the complaint. Such complaint shall be discussed with her or his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the nurse and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of the immediate supervisor's decision in the following manner and sequence:

Step No. 1

The nurse may submit a written grievance, signed by the nurse, to her or his immediate supervisor. The grievance shall be on a form referred to in Article 7.09 and shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The immediate supervisor will deliver her or his decision in writing within nine (9) calendar days following the day on which the grievance was presented to her or him. Failing settlement, then:

Step No. 2

Within nine (9) calendar days following the decision under Step No. 1, the nurse may submit the written grievance to the Director of Nursing or designate who will deliver a decision in writing within nine (9) calendar days from the date on which the written grievance was presented to her or him. The parties may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. Failing settlement, then:

Step No. 3

Within nine (9) calendar days following the decision in Step No. 2, the grievance may be submitted in writing to the Hospital Administrator or designate. A meeting will then be held between the Hospital Administrator or designate and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 3 unless extended by agreement of the parties. It is understood and agreed that a representative of the Ontario Nurses' Association and the grievor may be present at the meeting. It is further understood that the Hospital Administrator or designate may have such counsel and assistance as she or he may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting. A copy of the third step grievance reply will be provided to the Employment Relations Officer.

- 7.04 A complaint or grievance arising directly between the Hospital and the Association concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 3 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. A grievance by the Hospital shall be filed with the Local President or designate.
- 7.05 Where a number of nurses have identical grievances and each nurse would be entitled to grieve separately they may present a group grievance in writing signed by each nurse who is grieving to the Director of Nursing or designate within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the nurse(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release of a probationary nurse for reasons based on performance and ability to do the job, including skills, suitability and availability shall not be **subject** to the grievance procedure unless the probationary nurse is released for:
- (a) reasons which are arbitrary, discriminatory or in bad faith;
 - (b) exercising a right under this Agreement.

The Hospital agrees to provide written reasons for the release of a probationary nurse within seven (7) days of such release.

A claim by a probationary nurse that she or he has been unjustly released shall be treated as a grievance, provided the nurse is entitled to grieve, if a written statement of such grievance is lodged by the nurse with the Hospital at Step 3 within seven (7) days after the date the release is effected. Such grievance shall be treated as a special grievance as set out below.

The Hospital agrees to provide written reasons within seven (7) calendar days to the affected nurse in the case of discharge or suspension and further agrees that it will not suspend, discharge or otherwise discipline a nurse who has completed her or his probationary period, without just cause.

A claim by a nurse who has completed her or his probationary period that she or he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the nurse with the Hospital at Step No. 3 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

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

7.07 Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within thirty-six (36) calendar days after the decision under Step No. 3 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within thirty-four (34) calendar days after the decision under Step No. 3, it will be deemed to have been received within the time limits.

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

7.09 Association grievances shall be on the form set out in Appendix 1.

- 7.10 The time prior to referral to arbitration may be utilized by the Association and/or the Hospital to suggest and possibly agree to a dispute resolution mechanism other than a three person Board of Arbitration, including the possibility of utilizing a sole arbitrator in cases where the parties agree that nominees are not necessary, and either party may request the appointment of a mediator other than in matters pertaining to the interpretation of central collective agreement language.
- In matters pertaining to the interpretation of central collective agreement language, either party may refer the matter to the central parties for review. The central parties will make recommendations to their respective local parties with respect to the case. The central parties may be accompanied by representatives of the Hospital or the local Association at any meeting held to review such grievances.
- When either party requests that any matter be submitted to arbitration as provided in the foregoing Articles, it shall make such request in writing addressed to the other party to this Agreement. Unless a sole arbitrator has been required prior to the time for submitting the matter to arbitration, then the party requesting arbitration shall, at the same time, name a nominee and within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees, or the parties if they have agreed not to utilize nominees, shall attempt to select by agreement a chair of the Arbitration Board. If they are unable to agree upon such a chair within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chair.
- 7.11 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance. Once appointed the parties may agree that the Arbitrator shall have all the powers set out in Section 50 of the Labour Relations Act including the power to mediate/arbitrate the grievance, the power to impose a settlement and to limit evidence and submissions.
- 7.12 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.13 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.14 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and where there is no majority the decision of the chair will be final and binding upon the parties hereto and the

nurse or nurses concerned.

- 7.15 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chair of the Arbitration Board.
- 7.16 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48(16) of **The Labour Relations Act**.
- 7.17 Wherever the Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single Arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to the Arbitration Board shall appropriately apply.

ARTICLE 8 - PROFESSIONAL RESPONSIBILITY

(Article 8.01 applies to employees covered by an Ontario College under the *Regulated Health Professions Act* only.)

- 8.01 In the event that the Hospital assigns a number of patients or a workload to an individual nurse or group of nurses such that they have cause to believe that they are being asked to perform more work than is consistent with proper patient care, they shall:
- (a) i) Complain in writing to the Association-Hospital Committee within fifteen (15) calendar days of the alleged improper assignment. The Chair of the Association-Hospital Committee shall convene a meeting of the Association-Hospital Committee within ten (10) calendar days of the filing of the complaint. The Committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.

(Article 8.01(a)(ii),(iii),(iv) and (v) and 8.01(b) applies to nurses only)

- ii) Failing resolution of the complaint within fifteen (15) calendar days of the meeting of the Association-Hospital Committee the complaint shall be forwarded to an independent Assessment Committee composed of three (3) registered nurses; one chosen by the Ontario Nurses' Association, one chosen by the Hospital and one chosen from a panel of independent registered nurses who are well respected within the profession. The member of the Committee chosen from the panel of

independent registered nurses shall act as Chair.

- iii) The Assessment Committee shall set a date to conduct a hearing into the complaint within fourteen **(14)** calendar days of its appointment and **shall** be empowered to investigate **as** is necessary and make what findings as are appropriate in the circumstances. The Assessment Committee shall report its findings, in writing, to the parties within thirty (30) calendar days following completion of its hearing.
 - iv) It is understood and agreed that representatives of the Ontario Nurses' Association, including the Employment Relations Officer and the Nursing Practice Officer, may attend meetings held between the Hospital and the Association under this provision.
 - v) Any complaint lodged under this provision shall be on the form set out in Appendix 6.
- (b) i) The list of Assessment Committee Chairs **is** attached as Appendix 2. During the term **of** this Agreement, the central parties shall meet as necessary to review and amend by agreement the list of chairs of Professional Responsibility Assessment Committees.

The parties agree that should a Chair be required, the Ontario Hospital Association and the Ontario Nurses' Association will be contacted. They will provide the name of the person to be utilized on the alphabetical listing of Chairs. The name to be provided will be the top name on the list of Chairs who has not been previously assigned.

Should the Chair who is scheduled to serve decline when requested, **or** it becomes obvious that she **or** he would not be suitable due to connections with the Hospital or community, the next person on the list will be approached to act as Chair.

- ii) Each party will bear the cost of its own nominee and will share equally the fee of the Chair and whatever other expenses are incurred by the Assessment Committee in the performance of its responsibilities as set out herein.

8.02 Orientation and In-service Program

The Hospital recognizes the need for a Hospital Orientation Program of such duration as it may deem appropriate taking into consideration the needs of the Hospital and the nurses involved.

8.03 (a) Before assigning a newly hired full time nurse in charge of a nursing unit, the Hospital will first provide orientation both to the Hospital and to such nursing unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.

(b) Before assigning a newly hired part time nurse in charge of a nursing unit, the Hospital will first provide orientation, in accordance with Article 8.02, both to the Hospital and to such nursing unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.

8.04 Nurses who displace other nurses in the event of a long-term layoff, nurses recalled from layoff, nurses whose probationary period has been extended under Article 10.01, and nurses who are transferred on a permanent basis may be provided any orientation determined necessary by the Hospital for the purposes of allowing the nurse to assume satisfactorily the duties of such position. A request by such a nurse for orientation shall not be unreasonably denied.

8.05 Both the Hospital and the Association recognize their joint responsibility and commitment to provide, and to participate in, in-service education. The Association supports the principle of its members' responsibility for their own professional development and the Hospital will endeavour to provide programs related to the requirements of the Hospital. Available programs will be publicized, and the Hospital will endeavour to provide nurses with opportunities to attend such programs during their regularly scheduled working hours.

8.06 The delegation of Controlled Acts shall be in accordance with the Regulated Health Professions Act, Medical Directives, and related statutes and regulations and in accordance with guidelines established by the College of Nurses of Ontario from time to time, and any hospital policy related thereto, provided that if the Association is of the opinion that such delegation would be inimical to proper patient care, the Association may refer the issue to the

Association Hospital Committee.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

8.07 When a nurse is on duty and authorized to attend any in-service program within the hospital and during her or his regularly scheduled working hours the nurse shall suffer no loss of regular pay. When a nurse is required by the Hospital to attend courses outside of her or his regularly scheduled working hours, the nurse shall be paid for all time spent in attendance on such courses at her or his regular straight time hourly rate of pay.

8.08 Nurses may be required, as part of their regular duties, to supervise the activities of students and will be informed in writing of their responsibilities in relation to these students. Nurses may also be required, as part of their regular duties, to act as preceptors to other nurses.

Any information that is provided to the Hospital by the educational institution with respect to the skill level of the students will be made available to the nurses recruited to supervise the students.

8.09 The Hospital undertakes to notify the Association in advance, so far as practicable, of any technological changes which the Hospital has decided to introduce which will significantly change the status of the nurse within the bargaining unit.

The Hospital agrees to discuss with the Association the effect of such technological changes on the employment status *of* the nurses and to consider practical ways and means of minimizing the adverse effect, if any, on the nurses concerned.

Nurses who are subject to layoff due to technological change will be given notice of such layoff at the earliest reasonable time and in keeping with the requirements of the applicable legislation and the provisions of Article 10.07 will apply.

8.10 Where computers are introduced into the workplace and nurses are required to utilize those computers in the course of their duties, the Hospital agrees that necessary computer training will be provided at no cost to the nurses involved.

8.11 (a) Where there are vacant positions available under Article 10 but the nurse is not qualified to perform the available work, and if such nurse

is not able to displace another nurse under Article 10, the nurse will be provided with necessary training up to twelve (12) weeks training to enable the nurse to become qualified for one of the vacant positions. In determining the position for which training will be provided the hospital shall take account of the nurses stated preference.

- (b) When nurses would otherwise be recalled pursuant to Article 10 but none of the nurses on the recall list are qualified to perform the available work the hospital will provide necessary training up to twelve (12) weeks to nurses, in order of seniority, to enable them to become qualified to perform the available work.
- (c) Where a nurse receives training under this provision, she or he need not be considered for any further vacancies for a period of six (6) months from the date she or he is placed in the position.

ARTICLE 9 - ACCESS TO FILES

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

Each nurse shall have reasonable access to all her or his files for the purpose of reviewing their contents in the presence of her or his supervisor. **A** copy of the evaluation will be provided to the nurse at her or his request.

No document shall be used against a nurse where it has not been brought to her or his attention in a timely manner.

9.02 Any letter of reprimand, suspension or other sanction will be removed from the record of a nurse eighteen (**18**) months following the receipt of such letter, suspension or other sanction provided that such nurse's record has been discipline free for one year.

ARTICLE 10 - SENIORITY

10.01 (a) Newly hired nurses shall be considered to be on probation for a period of ~~sixty~~ (60) tours worked from date of last hire (**450** hours of work for nurses whose regular hours of work are other than the standard work day). If retained after the probationary period, the full-

time nurse shall be credited with seniority from date of last hire and the part-time nurse shall be credited with seniority for the ~~sixty~~ **(450)** hours) worked. With the written consent of the Hospital, the probationary nurse and the President of the Local Association or designate, **such** probationary period may be extended. Where the Hospital requests an extension of the probationary period, it will provide notice to the Association at least fourteen **(14)** calendar days prior to the expected date of expiration of the initial probationary period. It is understood and agreed that any extension to the probationary period will not exceed an additional ~~sixty~~ **(60)** tours (450 hours) worked and, where requested, the Hospital will advise the nurse and the Association of the basis of such extension.

- (b) **A** nurse who transfers from casual or regular part-time to full-time status shall not be required to serve a probationary period where such nurse has previously **completed** one since her or his date of last hire. Where ~~no~~ such probationary period has been served, the number of tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) during the nine months immediately preceding the transfer shall be credited towards the probationary period.
- (c) A nurse who transfers from casual part-time or full-time to regular part-time status shall not be required to serve **a** probationary period where such nurse has previously completed one since her or his date of last hire. Where no such probationary period has been served, the number of tours worked (hours worked for nurses whose regular hours ~~of~~ work are other than the standard work day) during the nine (9) months immediately preceding the transfer shall be credited towards the probationary period.

10.02

- (a) A seniority list shall be established for all full-time nurses covered by this Agreement who have completed their probationary period. For information purposes only, the names of all full-time probationary nurses shall be included in the seniority list.
- (b) **A** seniority list shall be established for all regular part-time nurses covered by this Agreement who have completed their probationary period. For information purposes only, the names ~~of~~ all regular part-time probationary nurses shall be included in the seniority list. Seniority on such lists will be expressed in terms of total hours worked.
- (c) A seniority list shall be maintained for casual part-time nurses for the purposes of Article 10.06 only. Seniority on such lists will be expressed in terms of total hours worked, and shall be established on the following basis:

- i) At hospitals where casual nurses had seniority under the provisions of a Collective Agreement prior to October 23, 1981, such seniority shall continue with accumulation of hours worked since October 23, 1981.
- ii) At hospitals where there was no such seniority, the seniority list in 10.02 (c) shall show accumulation of hours worked since October 23, 1981.

Articles 10.02(c)(i) and (ii) apply to nurse only.

- iii) Subsequently certified Hospitals shall establish dates for the commencement of the accumulation of seniority by local negotiations in accordance with the terms of the Memorandum of Conditions for Joint Bargaining.
- (d) A copy of the current seniority list will be filed with the President of the Local Association, or designate, on request but not more frequently than once every six **(6)** months at a time to be determined locally. A copy of the seniority list shall also be posted at the same time.

10.03 A nurse's full seniority and service shall be retained by the nurse in the event that the nurse is transferred from full-time to part-time or in the event the nurse is transferred from casual to regular part-time or vice-versa. A nurse whose status is changed from full-time to part time shall receive credit for her or his full seniority and service on the basis of 1500 hours worked for each year of full-time seniority or service. A nurse whose status is changed from part-time to full-time shall receive credit for her or his full seniority and service on the basis of one year of seniority or service for each 1500 hours worked. Any time worked in excess of an equivalent shall be pro-rated at the time of transfer.

10.04 (Article 10.04 and Note 1 following Article 10.04 apply to full-time nurses only; Note 2 provides that the accrual of seniority and service on pregnancy and parental leave also applies to part time nurses; Note 3 provides that the clause (including the notes) must be interpreted in a manner consistent with the **Ontario Human Rights Code**).

If a nurse's absence without pay from the Hospital including absences under Article 11, Leaves of Absence, exceeds thirty (30) continuous calendar days the nurse will not accumulate seniority or service for any purposes under the Collective Agreement for the period of the absence in excess of thirty (30) continuous calendar days unless otherwise provided and the nurse will become responsible for full payment of any subsidized employee benefits in which she or he is entitled to participate during the period of absence. In the case of unpaid approved leaves of absence in excess of thirty (30) continuous calendar days a nurse may arrange with the Hospital to prepay

the full premium of any applicable subsidized benefits during the period of leave in excess of thirty (30) continuous calendar days to ensure continuing coverage.

Notwithstanding this provision, seniority shall accrue for a period of one year if a nurse's absence is due to disability resulting in W.S.I.B. benefits or L.T.D. benefits including the period of the disability program covered by Employment Insurance.

Notwithstanding this provision, seniority and service will accrue and the Hospital will continue to pay the premiums for benefit plans for nurses for a period of up to seventeen (17) weeks while a nurse is on pregnancy leave under Article 11.07 and for a period of up to eighteen (18) weeks while a nurse is on parental leave under Article 11.08. Seniority and service will accrue for an adoptive parent or a natural father for a period of up to thirty-five (35) weeks while such nurse is on a parental leave under Article 11.08.

NOTE 1: Nurses presently enjoying the accumulation of seniority for greater periods shall continue to receive such seniority benefits while employed by the Hospital.

NOTE 2: The accrual of seniority and service for nurses on pregnancy and parental leave applies to both full-time and part-time nurses.

NOTE 3: This clause shall be interpreted in a manner consistent with the **Ontario Human Rights Code**.

10.05 A full-time or regular part-time nurse shall lose all service and seniority and shall be deemed to have terminated if the nurse:

- (a) leaves of her or his own accord;
- (b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
- (c) has been laid off for twenty-four (24) calendar months;
- (d) refuses to continue to work or return to work during an emergency which seriously affects the Hospital's ability to provide adequate patient care, unless a satisfactory reason is given to the Hospital;
- (e) is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing a satisfactory reason to the Hospital;
- (f) fails to return to work (subject to the provisions of 10.05 (e)) upon

termination of an authorized leave of absence without satisfactory reason or utilizes a leave of absence for purposes other than that for which the leave was granted;

- (g) fails upon being notified of a recall to signify her or his intention to return within twenty (20) calendar days after she or he has received the notice of recall mailed by registered mail to the last known address according to the records of the Hospital and fails to report to work within thirty (30) calendar days after she or he has received the notice of recall or such further period of time as may be agreed upon by the parties;
- (h) is absent from work due to illness or disability for a period of thirty (30) months from the time such absence commenced.

NOTE: This clause shall be interpreted in a manner consistent with the **Ontario Human Rights Code**.

- 10.06
- (a) i) Where a permanent full-time vacancy occurs in a classification within the bargaining unit or a new full-time position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Nurses in this bargaining unit and nurses in another ONA bargaining unit at the Hospital, if any, may make written application for such vacancy within the seven (7) day period referred to herein. Subsequent vacancies created by the filling of a posted vacancy are to be posted for seven (7) consecutive calendar days.
 - ii) Where a permanent regular part-time vacancy occurs in a classification within the bargaining unit or a new regular part-time position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Nurses in this bargaining unit and nurses in another ONA bargaining unit at the Hospital, if any, may make written application for such vacancy within the seven (7) day period referred to herein. Subsequent vacancies created by the filling of a posted vacancy are to be posted for seven (7) consecutive calendar days.
 - (iii) A copy of all job postings will be provided to the local Association at the time of posting.
 - (iv) The **job** posting provisions take precedence over any recall rights that employees may have under this agreement, unless otherwise provided herein.

Where a full-time employee on layoff is the successful candidate for a vacant part-time position, she or he shall retain recall rights to her or his former position in the full-time bargaining unit for a period of six months from the date of her or his layoff. This shall also apply to a part-time employee on layoff who **is** the successful candidate for a vacant full-time position. In these circumstances, the job posting provisions will not apply.

- (b) A nurse may make a written request for transfer by advising the Hospital and filing a Request for Transfer form indicating her or **his** name, qualifications, experience, present area of assignment, seniority and requested area of assignment. A Request for Transfer shall become active as of the date it is received by the Hospital and shall remain **so** until December 31 following. Such requests will be considered as applications for posted vacancies and subsequent vacancies created by the filling of a posted vacancy.

A list of vacancies filled in the preceding month under Articles 10.06 (a) and (b), and the names of the successful applicants, will be posted, with a copy provided to the Association. Unsuccessful applicants will be notified.

At the request of the nurse, the Hospital will discuss with unsuccessful applicants ways in which they can improve their qualifications for future postings.

- (c) Nurses shall be selected for positions under either 10.06 (a) or (b) on the basis of their skill, ability, experience and qualifications. Where these factors are relatively equal amongst the nurses considered, seniority shall govern providing the successful applicant, if any, is qualified to **perform** the available work within an appropriate familiarization period. Where seniority governs, the most senior applicant, regardless of her or his **ONA** bargaining unit, will be selected. Where the applicant has been selected in accordance with this Article and it is subsequently determined that she or he cannot satisfactorily perform the job to which she or he was promoted, the Hospital will attempt, during the first thirty (30) tours (225 hours for nurses whose regular hours of work are other than the standard work day) worked from the date on which the nurse was first assigned to the vacancy, to return the nurse to her or his former job, and the filling of the subsequent vacancies will likewise **be** reversed.
- (d) Vacancies which are not expected to exceed sixty (60) calendar days and vacancies caused due to illness, accident, leaves of absence

(including pregnancy and parental) may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to regular part-time nurses in the bargaining unit on the basis of seniority who are qualified to perform the work in question. If the temporary vacancy is not filled by a regular part-time nurse, consideration will be given to casual part-time nurses in the bargaining unit on the basis of seniority who are qualified to perform the work in question, prior to utilizing non-bargaining unit nurses supplied by an agency or registry. It is understood, however, that where such vacancies occur on short notice, failure to offer part-time nurses such work shall not result in any claim for pay for time not worked while proper arrangements are made to fill the vacancy. Where part-time nurses fill temporary full-time vacancies, such nurses shall be considered regular part-time and shall be covered by the terms of the part-time collective agreement. Upon completion of the temporary vacancy, such nurse shall be reinstated to her or his former position unless the position has been discontinued, in which case the nurse shall be given a comparable job.

- (e) The Hospital shall have the right to fill any permanent vacancy on a temporary basis until the posting procedure or the Request for Transfer procedure provided herein has been complied with and arrangements have been made to permit the nurse selected to fill the vacancy to be assigned to the job.
- (9)** A nurse selected as a result of a posted vacancy or a Request for Transfer need not be considered for a further permanent vacancy for a period of up to six (6) months from the date of her or his selection.
- (g) Where nurses are reassigned to meet patient care needs at the hospital, they will be reassigned to units or areas where they are qualified to perform the available work.

10.07

- (a) A "Layoff" shall include a reduction in a nurse's hours of work and cancellation of all or part of a nurse's scheduled shift.

Cancellation of single or partial shifts will be on the basis of seniority of the nurses on the unit on that shift unless agreed otherwise by the Hospital and the Association in local negotiations.

A partial or single shift reassignment of a nurse from her or his area of assignment will not be considered a layoff. The parties agree that the manner in which such reassignments are made will be determined by local negotiations.

- (b) A "short-term layoff" shall mean

- i) a layoff resulting from a planned temporary closure ~~of~~ any part of the Hospital's facilities during all or part of the months of July and August (a "summer shutdown") or during the period between December 15th and January 15th inclusive (a "Christmas shutdown"); or
 - ii) a layoff resulting from a planned temporary closure, not anticipated to exceed six months in length, of any part of the Hospital's facilities for the purpose of construction or renovation; or
 - iii) any other temporary layoff which is not anticipated to exceed three months in length.
- (c) A "long-term layoff" shall mean any layoff which is not a short-term layoff.
- (d) The Hospital shall provide the local Association with no less than 30 calendar days' notice of a short term layoff. Notice shall not be required in the case of a cancellation ~~of~~ all or part of a single scheduled shift, provided that Article 14.12 has been complied with. In giving such notice, the Hospital will indicate to the local Association the reasons causing the layoff and the anticipated duration of the layoff, and will identify the nurses likely to be affected. If requested, the Hospital will meet with the local Association to review the effect on nurses in the bargaining unit.
- (e) Notice

In the event of a proposed layoff at the Hospital of a permanent or long-term nature or the elimination of a position within the bargaining unit, the Hospital shall:

- (i) provide the Union with no less than four **(4)** months written notice of the proposed layoff or elimination of position; and
- (ii) provide to the affected employee(s), if any, no less than three (3) months written notice of layoff, or pay in lieu thereof.

Note: Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided in (i) above shall be considered notice to the Union ~~of~~ any subsequent layoff.

The Hospital shall meet with the local Association to review the following:

- i) the reasons causing the layoff;
 - ii) the service which the Hospital will undertake after the layoff;
 - iii) the method of implementation including the areas of cut-back and the nurses to be laid off; and
 - iv) any limits which the parties may agree on the number of nurses who may be newly assigned to a unit or area.
- 10.08 (1) In the event of a layoff, nurses shall be laid off in the reverse order of seniority provided that the nurses who are entitled to remain on the basis of seniority are qualified to perform the available work. Subject to the foregoing, probationary nurses shall be first laid off.
- (2) Nurses shall have the following entitlements in the event of a layoff:
- (a) A nurse who has been notified of a short-term layoff may:
 - i) accept the layoff; or
 - ii) opt to retire if eligible under the terms of the Hospital's pension plan as outlined in Article 17.04; or
 - iii) elect to transfer to a vacant position, provided she or he is qualified to perform the available work; or
 - iv) displace the least senior nurse in the bargaining unit whose work she or he is qualified to perform.
 - (b) A nurse who has been notified of a long-term layoff may
 - i) accept the layoff; or
 - ii) opt to retire if eligible under the terms of the Hospital's pension plan as outlined in Article 17.04; or
 - iii) elect to transfer to a vacant position provided that she or he is qualified to perform the available work; or
 - iv) displace another nurse in any classification who has lesser bargaining unit seniority and who is the least senior nurse on a unit or area whose work the nurse subject to layoff is qualified to perform.
 - (c) In all cases of layoff:

- i) Any agreement between the Hospital and the Association concerning the method of implementation of a layoff shall take precedence over the terms of this article. The unavailability of a representative of the Association shall not delay any meeting regarding layoffs or staff reductions.
- ii) Where a vacancy occurs in a position following a layoff hereunder as a result of which a nurse has been transferred to another position, the affected nurse will be offered the opportunity to return to her or his former position providing such vacancy occurs within six (6) months of the date of layoff. Where the nurse returns to her or his former position there shall be no obligation to consider the vacancy under Article 10.06. Where the nurse refuses the opportunity to return to her or his former position the nurse shall advise the Hospital in writing.
- iii) No reduction in the hours of work shall take place to prevent or reduce the impact of a layoff without the consent of the Association.
- iv) All regular part-time and full-time nurses represented by the Association who are on layoff will be given a job opportunity in the full-time and regular part-time categories before any new nurse is hired into either category.
- v) Full-time and part-time layoff and recall rights shall be separate.
- vi) Casual part-time nurses shall not be utilized while full-time or regular part-time nurses remain on layoff, unless the provisions of Article 10.09 have been complied with or unless the matter is covered by local scheduling.
- vii) No new nurses shall be hired until all those nurses who retain the right to be recalled have been given an opportunity to return to work.
- viii) In this Article (10.08), a "vacant position" shall mean a position for which the posting process has been completed and no successful applicant has been appointed.
- (ix) The option to " accept a layoff " as provided in this

Article includes the right of an employee to absent her or himself from the workplace.

10.09 Full-time and regular part-time nurses shall be recalled in the order of seniority unless otherwise agreed between the Hospital and the local Association, subject to the following provisions, provided that a nurse recalled is qualified to perform the available work:

- (a) Full-time and regular part-time nurses on layoff may notify the Hospital of their interest in accepting occasional vacancies and/or temporary vacancies which may arise and for which they are qualified. Such notification of interest shall state any restrictions on the type of assignment which a nurse is willing to accept, and shall remain valid for six weeks. However if a nurse declines an occasional or temporary vacancy the Hospital shall not be obliged to call upon the nurse again during the balance of such six-week period.
- (b) For the purposes of this article, an "occasional vacancy" shall mean an assignment which is anticipated not to exceed five shifts (37.5 hours). Occasional vacancies shall be offered first to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then to casual part-time nurses.
- (c) For the purposes of this article, a "temporary vacancy" shall mean an assignment which is anticipated to exceed five shifts (37.5 hours). Temporary vacancies which arise in the full-time bargaining unit shall be offered by seniority first to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then by seniority to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then to casual part-time nurses. Temporary vacancies which arise in the part-time unit shall be offered by seniority first to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then by seniority to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then to casual part-time nurses.
- (d) A nurse to whom an occasional or temporary vacancy is offered may accept or decline such vacancy and in either case shall maintain her or his position on the recall list.

The acceptance of a temporary or occasional vacancy that is anticipated to exceed sixty (60) calendar days shall be considered a recall from layoff for purposes of Article 10.05(c). No new notice of layoff will be required and the nurse will be deemed to be laid off at the conclusion of the temporary or occasional vacancy.

A full-time nurse on layoff who accepts a temporary full-time vacan. within thirty (30) days of the effective day of layoff will continue to receive benefit coverage for the duration of the temporary vacancy.

A full-time nurse who has worked for more than 600 hours in 140 calendar days as the result of accepting one or more temporary vacancies shall thereafter be eligible for benefit coverage **as** a full-time nurse and shall be paid accordingly, and shall continue to receive benefit coverage **so** long as she or he continues to fill a temporary vacancy and such full-time employee shall accrue seniority in the manner prescribed for full-time employees throughout the period of employment.

Otherwise, a full-time employee who accepts a temporary or occasional vacancy shall be paid her or his regular full-time rate of pay together with a percentage payment in lieu of benefits at the rate specified for part-time nurses.

A full-time employee who accepts a temporary part-time vacancy or occasional vacancies as provided herein will accrue seniority throughout the period of such employment in the manner prescribed for part-time nurses.

A part-time employee who accepts a temporary or occasional vacancy will accrue seniority throughout the period of such employment in the manner prescribed for part-time nurses.

- 10.10
- (a) A nurse who is transferred to a position outside of the bargaining unit for a period of not more than one ~~(1)~~ year shall, subject to (d) below, retain, but not accumulate, her or his seniority held at the time of the transfer. In the event the nurse is returned to a position in the bargaining unit, she or he shall be credited with seniority held at the time of transfer and resume accumulation from the date of her or his return to the bargaining unit.
 - (b) In the event that a nurse is transferred to a position outside of the bargaining unit for a period in excess of one ~~(1)~~ year, she or he will lose all seniority held at the time of transfer. In the event the nurse is returned to a position in the bargaining unit, the nurse's seniority will accrue from the date of her or his return to the bargaining unit.
 - (c) In the case of nurses who are employed by the Hospital in a position outside of the bargaining unit as at May 1, 1994, such nurses shall be credited with seniority held at the time of transfer and resume accumulation from the date of their return to the bargaining unit if such return occurs prior to April 30, 1997.
 - (d) In the event that a nurse is transferred out of the bargaining unit

under (a) above for a period of six (6) months or an academic year and is returned to a position in the bargaining unit, she or he shall not suffer any loss of seniority, service or benefits. It is understood and agreed that a nurse may decline such offer to transfer and that the period of time referred to above may be extended by agreement of the parties.

- 10.11 (a) Nurses who are in supervisory positions excluded from the bargaining unit shall not perform duties normally performed by nurses in the bargaining unit which shall directly cause or result in the layoff, loss of seniority or service or reduction in benefits to nurses in the bargaining unit.

Nurses will be assigned duties and responsibilities in accordance with the *Regulated Health Professions Act* and other applicable statutes and regulations thereto. Hospitals will not assign such duties and responsibilities to employees not covered by this agreement unless those duties and responsibilities are appropriate to the position occupied by the person to whom the duties and responsibilities are being assigned and are consistent with quality patient care.

Unless otherwise agreed by the Union and the Hospital, work performed by full-time nurses will not be assigned to part-time nurses for the purpose of eliminating full-time positions.

- (b) The Hospital shall not contract out the work of a bargaining unit nurse if, as a result of such contracting out, any bargaining unit nurse other than a casual part-time nurse is laid off, displaced or loses hours of work or pay. Prior to contracting out any available work, the Hospital will first offer the work on the basis of seniority to regular part-time nurses in the bargaining unit. Contracting out to an employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off, with similar terms and conditions of employment, is not a breach of this provision. This clause will not apply to the ad hoc use of agency or registry nurses for single shift coverage of vacancies due to illness or leaves of absence.

- 10.12 In the event of a rationalization or consolidation of any part of the services of the Hospital with those of another hospital or hospitals, the Hospital and the Association agree to implement the Guidelines for Employee Transfer Arrangements in Hospital Service Rationalization established by the Ontario Hospital Industry Labour Management Committee, to the extent possible within the terms of this collective agreement. In implementing the Guidelines the parties will be guided by the following:

- (a) the Hospital shall notify affected nurses and the Association as soon as a formal decision to rationalize is taken (ref: Guidelines,

paragraph 2);

- (b) the Hospital and the Association shall begin discussions concerning the specifics of the rationalization forthwith after a decision to rationalize is taken (ref: Guidelines, paragraph 3);
- (c) as soon as possible in the course of developing a plan for the implementation of the rationalization the Hospital shall notify affected nurses and the Association of the projected staffing needs, and their location, which are anticipated to result (ref: Guidelines, paragraph 6); notice to affected nurses and the Association shall include the estimated number and types of positions anticipated to be available, and their location, as the result of the rationalization (ref: Guidelines, paragraph 7);
- (d) if services in the Hospital are to be reduced or eliminated as the result of a rationalization, or if the employment of nurses is otherwise to be affected, the Hospital shall prepare a list of the affected nurses in order of seniority by jobs for which it considers such nurses are eligible. This list will be updated to reflect any changes due to employees leaving or entering the unit (ref: Guidelines, paragraph 7);
- (e) if a rationalization is anticipated to result in a loss of employment for nurses at another hospital by reason of the establishment of a new unit or the enlargement or extension of services at the Hospital:
 - i) in the period before a rationalization takes place, where a permanent vacancy occurs and has not been filled after Article 10.06 has been complied with, the vacancy shall be filled by the senior qualified employee of the other hospital who wishes to make an early transfer. A nurse taking such a position shall be treated as a transferring employee and not as a new hire (ref: Guidelines, paragraph 5);
 - ii) when the rationalization takes place, and when nurses formerly employed by the other hospital or hospitals involved are transferred to the Hospital, such nurses shall maintain their seniority dates and shall be placed on seniority lists at the Hospital accordingly. Thereafter they shall exercise seniority rights in accordance with this agreement (ref: Guidelines, paragraph 13). Following implementation of the rationalization, no nurse who has been transferred to the Hospital shall suffer a reduction in wages. If the wage grid in effect at the Hospital does not correspond to the grid in effect at the hospital at which such nurses were formerly employed, nurses whose wages were not identical to a wage step on the Hospital's grid shall be moved to the next higher step. Where the transferring nurse's salary exceeds the range maximum, the nurse's salary

will be maintained (ref: Guidelines, paragraph 14);

- iii) nurses who have been transferred to the Hospital shall be subject to the benefit plans of the Hospital in the manner provided under the collective agreement. The retention, modification or abandonment of superior conditions and the provisions of sick leave plans, to which nurses who have been transferred to the Hospital were formerly subject, shall be negotiated between the Association and the Hospital. Nurses who have been transferred to the Hospital shall retain their former level of vacation entitlement or shall be entitled to the level provided by this agreement, whichever is the greater (ref Guidelines, paragraph 15);
- (iv) Hours of work shall be those of the Hospital (ref: Guidelines, paragraph 16);
- (v) A nurse who has been transferred to the Hospital and who has not completed her or his probationary period at the hospital where she or he was formerly employed shall receive credit for her service during such probationary period, and shall complete the balance of the probationary period required by this agreement. No new probationary period shall be served by a nurse who has been transferred to the Hospital (ref Guidelines, paragraph 17).

- 10.13
- (a) Local Human Resource Plans will apply to Health Services Restructuring Commission directives. In other circumstances, the balance of this Article will apply.
 - (b) At the time of issuing notice of long term layoff pursuant to Article 10.07, the Hospital will offer early retirement allowance to a sufficient number of nurses eligible for early retirement under the Hospital's pension plan, in order of seniority, to the extent that the maximum number of nurses in either full-time or regular part-time status who elect early retirement is equivalent to the number of nurses who would otherwise be subject to layoff under Article 10.07.

A nurse who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks' salary for each year of service, to a maximum ceiling of fifty-two (52) weeks' salary.

- (c) Were a nurse has received individual notice of long term layoff under Article 10.07 such nurse may resign and receive a separation allowance as follows:
 - (i) Where an employee resigns effective within thirty (30) days

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

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

10.14 The Hospital and the Association will utilize the services of HSTAP or such other labour adjustment service provider as the local parties may agree upon for purposes of a jobs registry and for counselling, adjustment, training and development services.

NOTE 1: In the bargaining units where full-time and part-time nurses are both employed, seniority lists and layoff and recall rights of part-time nurses shall be separate from full-time nurses.

NOTE 2: The seniority list referred to in Article 10.02 shall include any other information that is currently provided to the Association.

ARTICLE 11 - LEAVES OF ABSENCE

11.01 Written requests for a personal leave of absence without pay will be considered on an individual basis by the Director of Nursing, Supervisor or designate. Such requests are to be given as far in advance as possible and **a** written reply will be **given** within fourteen (14) days; except in cases of emergency in which case a reply will be given as soon as possible. Such leave shall not be unreasonably withheld.

11.02 Leave for Association Business

The Hospital agrees to grant leaves of absence, without pay, to nurses selected by the Association to attend Association business including conferences, conventions and Provincial Committee meetings. The cumulative total leave of absence, the amount of notice, the number of nurses that may be absent at any one time and from any one area and the number of days **is set** out in the Appendix of Local Provisions. During such

leave of absence, a nurse's salary and applicable benefits or percentage in lieu of fringe benefits shall be maintained by the Hospital and the local Association agrees to reimburse the Hospital in the amount of the daily rate of the full-time nurse or in the amount of the full cost of such salary and percentage in lieu of fringe benefits of a part-time nurse except for Provincial Committee meetings which will be reimbursed by the Association. The Hospital will bill the local Association within a reasonable period of time. Part-time nurses will receive seniority credit for all leaves granted under this Article.

11.03 Leave, Board of Directors

A nurse who is elected to the Board of Directors of the Ontario Nurses' Association, other than to the office of President, shall be granted upon request such leave(s) of absence as she or he may require to fulfill the duties of the position. Reasonable notice - sufficient to adequately allow the Hospital to minimize disruption of its services shall be given to the Hospital for such leave of absence. Notwithstanding Article 10.04, there shall be no loss of seniority or service for a full-time nurse during such leave of absence. There shall be no loss of seniority or service for a part-time nurse during such leave of absence. Leave of absence under this provision shall be in addition to the Association leave provided in Article 11.02 above. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Hospital and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and applicable benefits.

11.04 Leave, President, O.N.A.

Upon application in writing by the Association on behalf of the nurse to the Hospital, a leave of absence shall be granted to such nurse elected to the office of President of the Ontario Nurses' Association for a period of up to three (3) consecutive years. Notwithstanding Article 10.04, there shall be no **loss** of service or seniority for a full-time nurse during such leave of absence. There shall be no **loss** of service or seniority for a part-time nurse during such leave of absence. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Hospital and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and applicable benefits. It is understood, however, that during such leave the nurse shall be deemed to be an employee of the Ontario Nurses' Association. The nurse agrees to notify the Hospital of her or his intention to return to work at least two (2) weeks prior to the date of such return.

11.05 Bereavement Leave

A full-time or regular part-time nurse who notifies the Hospital as soon as possible following a bereavement shall be granted three (3) consecutive working days off without **loss** of regular pay for scheduled hours, in conjunction with the day of the funeral of a member of her or his immediate

family. "Immediate family" means parent, brother, sister, spouse, sc. daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent or grandchild. "Spouse" for the purposes of bereavement leave will be defined as in the Family Law Act. "Spouse" for the purposes of bereavement leave will also include a partner of the same sex. "Immediate family" and "In-laws" as set out above shall include the relatives of "spouses" as defined herein. Where a nurse does not qualify under the above-noted conditions, the Hospital may nonetheless grant a paid bereavement leave. The Hospital, in its discretion, may extend such leave with or without pay.

11.06 Jury & Witness Duty

If a full-time or regular part-time nurse is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the nurse's duties at the hospital, the nurse shall not lose regular pay because of such attendance and shall not be required to work on the day of such duty provided that the nurse:

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

11.07 Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the **Employment Standards Act**, except where amended in this provision. A nurse who is eligible for a pregnancy leave may extend the leave for a period of up to twelve (12) months' duration, inclusive of any parental leave.
- (b) The nurse shall give written notification at least one (1) month in advance of the date of commencement of such leave and the expected date of return.
- (c) The nurse shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least four (4) weeks in advance thereof. The nurse shall be reinstated to her former position unless the position has been discontinued in which case she shall be given a comparable job.

- (d) Nurses newly hired to replace nurses who are on approved pregnancy leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Hospital, in a permanent position, the nurse shall be credited with seniority from date of hire subject to successfully completing her or his probationary period. The nurse shall be credited with tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) towards the probationary period provided in Article 10.01 (a) to a maximum of 30 tours (225 hours for nurses whose regular hours of work are other than the standard work day).

The Hospital will outline to nurses hired to fill such temporary vacancies the circumstances giving rise to the vacancy and the special conditions relating to such employment.

- (e) The Hospital may request a nurse to commence pregnancy leave at such time as the duties of her position cannot reasonably be performed by a pregnant woman or the performance or non-performance of her work is materially affected by the pregnancy.
- (f) On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, a nurse who is on pregnancy leave **as** provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 18 of the Employment Insurance Act shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (**84%**) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the *two* (2) week Employment Insurance waiting period, and receipt by the Hospital of the nurse's Employment Insurance cheque stub **as** proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue for **a** maximum period of fifteen (15) weeks. The nurse's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that 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 the plan.

11.08

Parental Leave

- (a) **A** nurse who becomes a parent of a child is eligible to take a parental leave in accordance with the provisions of the Employment Standards

Act, except where amended in this provision.

- (b) A nurse who has taken a pregnancy leave under Article 11.07 is eligible to be granted a parental leave of up to eighteen (18) weeks' duration, in accordance with the Employment Standards Act. A nurse who is eligible for a parental leave who ~~is~~ the natural father or ~~is~~ an adoptive parent may extend the parental leave for a period of up to twelve (12) months duration, consideration being given to any requirements of adoption authorities. In cases of adoption, the nurse shall advise the hospital as far in advance as possible with respect to a prospective adoption and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the nurse finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.
- (c) The nurse **shall** be reinstated to her or his former position, unless that position has been discontinued, in which case the nurse shall be given a comparable job.
- (d) Nurses newly hired to replace nurses who are on approved parental leave **may** be released and such release shall not be the subject of a grievance or arbitration. If retained by the Hospital, in a permanent position, the nurse shall be credited with seniority from date of hire subject to successfully completing her or his probationary period. The nurse **shall** be credited with tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) towards the probationary period provided in Article 10.01 (a) to a maximum of 30 tours (225 hours for nurses whose regular hours of work are other than the standard work day).

The Hospital will outline to nurses hired to fill such temporary vacancies, the circumstances giving rise to the vacancy and the special conditions relating to such employment.

- (e) On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, a nurse who is on parental leave **as** provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 20 of the Employment Insurance Act shall **be** paid a supplement at employment benefit. That benefit will be equivalent to the difference between eighty-four (**84%**) of the nurse's regular weekly earnings and the sum of her or his weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the **two** week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub **as**

proof that she or he is in receipt of Employment Insurance parental benefits and shall continue while the nurse is in receipt of such benefits for a maximum period of ten (10) weeks. The nurse's regular weekly earnings shall be determined by multiplying her or his regular hourly rate on her or his last day worked prior to the commencement of the leave times her or his normal weekly hours.

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that 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 the plan.

11.09 Education Leave

- (a) Leave of absence, without pay, for the purposes of further education directly related to the nurse's employment with the Hospital may be granted on written application by the nurse to the Director of Nursing, Supervisor or designate. Requests for such leave will not be unreasonably denied.
- (b) **A** full-time or regular part-time nurse shall be entitled to leave of absence without **loss** of earnings from her or his regularly scheduled working hours for the purpose of writing any examinations required in any recognized course in which nurses are enrolled to upgrade their nursing qualifications.
- (c) Leave of absence without **loss** of regular earnings from regularly scheduled hours for the purpose of attending short courses, workshops or seminars directly related to the nurse's employment at the hospital may be granted at the discretion of the Hospital upon written application by the nurse to the Director of Nursing, Supervisor or designate.

11.10 Professional leave with pay will be granted to full-time and regular part-time nurses who are elected to the College of Nurses to attend regularly scheduled meetings of the College of Nurses.

Any employee who is on an authorized leave of absence as of October 23, 1981, shall be entitled to continue the leave in accordance with the terms thereof.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

11.11 Pre-Paid Leave Plan

Effective April 1, 1989, the Hospital agrees to introduce a pre-paid leave program, funded solely by the nurse, subject to the following terms and conditions:

- (a) The plan is available to nurses wishing to spread four **(4)** years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four **(4)** years of salary deferral.
- (b) The nurse must make written application to the Director of Nursing or Supervisor at least six **(6)** months prior to the intended commencement date of the program (i.e., the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of nurses that may be absent at any one time shall be determined by local negotiations. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the nurse, the local Association and the Hospital.
- (d) Written applications will be reviewed by the Director of Nursing, Supervisor or designate. Leaves requested for the purpose of pursuing further formal nursing education will be given priority. Applications for leaves requested for other purposes will be given the next level of priority on the basis of seniority.
- (e) During the four **(4)** years of salary deferral, 20% of the nurse's gross annual earnings will be deducted and held for the nurse and will not be accessible to her or him until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the nurse at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the nurse.

- (h) All benefits shall be kept whole during the four **(4)** years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. Full-time nurses shall become responsible for the full payment of premiums for any health and welfare benefits in which they are participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. Full-time nurses will not be eligible to participate in the disability income plan during the year of leave.
- (i) A nurse may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Director of Nursing or Supervisor. Deferred salary, plus accrued interest, if any, will be returned to the nurse, within a reasonable period of time.
- (j) If the nurse terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the nurse within a reasonable period of time. In case of the nurse's death, the funds will be paid to the nurse's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the nurse as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the nurse as much notice as is reasonably possible. The nurse will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the nurse within a reasonable period of time.
- (l) The nurse will be reinstated to her or his former position unless the position has been discontinued, in which case the nurse shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the nurse entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the nurse's pay. Such agreement will include:
 - (a) A statement that the nurse is entering the pre-paid leave program in accordance with Article 11.11 of the Collective Agreement.
 - (b) The period of salary deferral and the period for which the leave is requested.

- (c) The manner in which the deferred salary is to be held.

The letter of application from the nurse to the Hospital to enter the pre-paid leave program will be appended to and form part of the written agreement.

11.12 Secondments

A nurse who is seconded from the Hospital to a bipartite or tripartite committee/position involving the Health Sector or the Broader Public Sector shall be granted a leave of absence without pay for a period of up to five (5) years. Notwithstanding Article 10.04 there shall be no **loss** of seniority or service during such leave. Subject to the agreement of the agency to which the nurse *is* seconded, the nurse's salary and applicable benefits shall be maintained by the hospital and the hospital shall be reimbursed for the full cost of salary and applicable benefits by the agency to which the nurse is seconded. The nurse agrees to notify the Hospital of her or his intention to return to work at least two (2) weeks prior to the date of such return.

NOTE 1: (Note 1 applies to full-time nurses only)
Provisions in existing Collective Agreements providing for paternity leave shall be continued in effect and added to the above provisions in such Collective Agreements.

NOTE 2: (Note 2 applies to full-time nurses only)
Provisions in existing Collective Agreements providing for time off to study for College of Nurses examinations, to write registration examinations or examinations for courses of study related to employment shall be continued in effect and added to the above provisions in such Collective Agreements.

ARTICLE 12 - SICK LEAVE AND LONG-TERM DISABILITY

(Articles 12.01 to 12.14 apply to full-time nurses only)

12.01 The Hospital will assume total responsibility for providing and funding a short-term ~~sick~~ leave plan at least equivalent to that described in the 1980 Hospitals of Ontario Disability Income Plan brochure.

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the **Plan** (HOODIP or an equivalent plan). The employee will pay the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long-term portion of the disability program, employees on the active payroll as of

the effective date of the transfer with one ~~(1)~~ year or more of service shall be deemed to have one **(1)** year of service.

12.02 Effective the first of the month following the transfer, all existing sick leave plans in the Participating Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to payout of unused sick leave benefits which are specifically dealt with hereinafter.

12.03 Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The sick leave bank shall contain the unused sick leave days to the credit of the nurse on the effective date of the transfer to the Plan set out in Article 12.01. The "sick leave bank" shall be utilized to:

- (a) supplement payment for sick leave days under the new plan which would otherwise be at less than full wages, and;
- (b) where a payout provision existed under the former sick leave plan in the Collective Agreement, payout shall be made on the termination of employment, or in the case of death, to the nurse's estate. The amount of the payout shall be a cash settlement at the nurse's then current salary rate for any unused sick credits to the maximum provided under the sick leave plan in which the nurse participated as of the date ~~of~~ this award;
- (c) where, as of the effective date of transfer, an employee does not have the required service to qualify for payout on termination, her or his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and the nurse shall be entitled to the same cash ~~out~~ provisions as set out in paragraph (b) above providing the nurse subsequently achieves the necessary service to qualify for payout under the conditions of the sick leave plan in which she or he participated as of the date ~~of~~ this award;
- (d) where a payout provision existed under the former sick leave plan in the Collective Agreement, a nurse who, as of the date ~~of~~ this award, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by The Workplace Safety and Insurance Board as compensable within the meaning of The Workers' Compensation Act, the Hospital, on application from the nurse, will supplement the award made by The Workplace Safety and Insurance Board for loss of wages to the nurse by such amount that the award of The Workplace Safety and Insurance Board for **loss** of wages, together with the

supplementation of the Hospital, will equal one hundred per cent (100%) of the nurse's net earnings to the limit of the nurse's accumulated sick leave credits. Nurses may utilize such sick leave credits while awaiting approval of a claim for Worker's Compensation.

- 12.04 When a nurse has completed any portion of her or his regularly scheduled tour prior to going on sick leave benefits or Workers' Compensation benefits, the nurse shall be paid for the balance of the tour at her or his regular straight time hourly rate. This provision will not disentitle the nurse to a lieu day under Article 15.05 if she or he otherwise qualifies.
- 12.05 Nurses returning to work from an illness or injury compensable under Workers' Compensation will be assigned light work as necessary, if available.
- 2.06 A nurse who transfers from full-time to part-time may elect to retain her or his accumulated sick leave credits to be utilized during part-time or subsequent full-time employment as provided under the sick leave plan in which the nurse participates as of October 23, 1981.
- 2.07 Any dispute which may arise concerning a nurse's entitlement to short-term or long-term benefits under HOODIP may be subject to grievance and arbitration under the provisions of this Agreement.
- 12.08 Nurses presently employed who are covered by a long-term disability plan in effect as of the date of this award, may elect to be covered by HOODIP or to continue their present coverage.
- 2.09 The Hospital further agrees to pay employees an amount equal to any **loss of benefits** under HOODIP for the first ~~two~~ days of the fourth and subsequent period of absence in any calendar year.
- 2.10 During the term of operation of this Collective Agreement, the Hospitals will meet and consult with the Association with the view to assisting the parties in the next set of negotiations to improve the benefit coverage provided by HOODIP.
- 12.11 The Hospital will notify each nurse of the amount of unused sick leave in her or his bank annually.
- 12.12 For nurses whose regular hours of work are other than the standard work day, the short term sick leave plan will provide payment for the number of hours of absence according to the scheduled tour to a total of 562.5 hours. All other provisions of the existing plan shall apply mutatis mutandis.
- 12.13 Absences due to pregnancy related illness shall be considered as sick leave

under the sick leave plan.

- 12.14 **A** nurse who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim for Worker's Compensation for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the lesser of the benefit the nurse would receive from Workers' Compensation if the nurse's claim was approved, or the benefit to which the nurse would be entitled under the short term sick portion of the disability income plan (HOODIP or equivalent plan). Payment will be provided only if the nurse provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by The Workplace Safety and Insurance Board. If the claim for Workers' Compensation is not approved, the monies paid as an advance will be applied towards the benefits to which the nurse would be entitled under the short term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

(Articles 12.15 and 12.16 apply to part time nurses only)

- 12.15 Part-time nurses returning to work from an illness or injury compensable under Workers' Compensation will be assigned light work as necessary, if available.
- 12.16 **A** nurse who transfers from full-time to part-time may elect to retain her or his accumulated sick leave credits to be utilized during part-time or subsequent full-time employment as provided under the sick leave plan in which the nurse participates as of October 23, 1981.
- 12.17 If the Employer requires the employee to obtain a medical certificate, the employer shall pay the full cost of obtaining the certificate.

ARTICLE 13 - HOURS OF WORK

- 13.01 The following provision designating regular hours on a daily tour and regular daily tours over the nursing schedule determined by the Hospital shall not be construed to be a guarantee of the hours of work to be performed on each tour or during each tour schedule.

Subject to Article 13.02 below:

- (a) The normal daily tour shall be seven and one-half (7 1/2) consecutive hours in any twenty-four (24) hour period exclusive of an unpaid one-half (1/2) hour meal period, it being understood that at the change of

tour there will normally be additional time required for reporting which shall be considered to be part of the normal daily tour, for a period of up to fifteen (15) minutes duration. Should the reporting time extend beyond fifteen (15) minutes, however, the entire period shall be considered overtime for the purposes of payment under Article 14

- (b) Nurses shall be entitled, subject to the exigencies of patient care, to relief periods during the tour on the basis of fifteen (15) minutes for each half tour. The scheduling of meal periods and relief periods shall be determined by local negotiations.
- (c) The regular daily tours of duty of a full-time nurse shall average five (5) days per week over the nursing schedule determined by the Hospital. Full-time schedules shall be determined by local negotiation.

Full-time nurses in the bargaining unit engaged in teaching in Schools for R.P.N.'s shall work a flexible schedule, Monday to Friday, averaging 37 1/2 hours per week over the schedule to be determined by local negotiations. (Last paragraph of 13.01(c) applies to nurses only).

- (d) Where a nurse notifies her or his supervisor that she or he has been or will be unable to take the normal lunch break due to the requirement of providing patient care, such nurse shall be paid time and one half (1 1/2) her or his regular straight time hourly rate for all time worked in excess of her or his normal daily hours.

13.02 Where nurses are now working a longer daily tour, the provisions set out in this Article governing the regular hours of work on a daily tour shall be adjusted accordingly.

The normal daily extended tour shall be 11.25 consecutive hours in any 24-hour period, exclusive of a total of forty-five (45) minutes of unpaid meal time.

Nurses shall be entitled, subject to the exigencies of patient care, to relief periods during the tour of a total of forty-five (45) minutes.

The scheduling of meal and relief periods shall be determined by local negotiations.

The introduction or discontinuance of longer daily tours shall be determined by local negotiations.

Where the Union and the Hospital agree to an extended daily tour that differs

from the normal daily extended tour, the provisions set out in this agreement shall be adjusted accordingly and recorded in the Appendix of Local Provisions.

ARTICLE 14 - PREMIUM PAYMENT

14.01 (a) (Article 14.01(a) applies to full-time nurses only)

If a nurse is authorized to work in excess of the hours referred to in Article 13.01 (a) or (c), she or he shall receive overtime premium of one and one-half (1 1/2) times her or his regular straight time hourly rate. Notwithstanding the foregoing, no overtime premium shall be paid for a period of less than fifteen (15) minutes of overtime work where the nurse is engaged in reporting functions at the end of her or his normal daily tour. If authorized overtime amounts to fifteen (15) minutes or more, overtime premium shall be paid for the total period in excess of the normal daily tour. Overtime premium will not be duplicated for the same hours worked under Article 13.01 (a) and (c) nor shall there be any pyramiding with respect to any other premiums payable under the provisions of this Collective Agreement. Nothing herein will disentitle the nurse to payment of the normal tour differential provided herein. For purpose of clarity, a nurse who is required to work on her or his scheduled day off shall receive overtime premium of one and one-half (1 1/2) times her or his regular straight time hourly rate. The Hospital agrees that if the Collective Agreement provided a greater overtime premium for overtime work immediately prior to this Agreement, the Hospital will continue to pay such greater overtime premium. This is not intended to entitle the nurse to be paid for work performed while engaged in the reporting functions as provided herein.

(b) (Article 14.01(b) applies to part-time nurses only.)

If a part-time nurse is authorized to work in excess of the hours referred to in Article 13.01 (a), she or he shall receive overtime premium of one and one-half (1 1/2) times her or his regular straight time hourly rate. A part-time nurse (including casual nurses but not including part-time nurses who are filling temporary full-time vacancies) who works in excess of seventy-five (75) hours in a two (2) week period shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked in excess of seventy-five (75). A part-time nurse who is filling a temporary full-time vacancy shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked in excess of an average of 37 1/2 hours per week over the full-time nursing schedule determined by the

Hospital. Such averaging will commence at the conclusion of the two week period following the nurse's transfer to the temporary full-time position and will end at the conclusion of the two week period prior to the nurse's return to her or his former position. Notwithstanding the foregoing, no overtime premium shall be paid for a period of ~~less~~ than fifteen (15) minutes of overtime work where the nurse is engaged in reporting functions at the end of her or his normal daily tour. If authorized overtime amounts to fifteen (15) minutes or more, overtime premium shall be paid for the total period in excess of the normal daily tour. Overtime premium will not be duplicated for the same hours worked under Article 13.01 (a) nor shall there be any pyramiding with respect to any other premiums payable under the provisions of this Collective Agreement. Nothing herein will disentitle the nurse to payment of the normal tour differential provided herein. The Hospital agrees that if the Collective Agreement provided a greater premium for overtime work immediately prior to this Agreement, the Hospital will continue to pay such greater overtime premium. This ~~is~~ not intended to entitle the nurse to be paid for work performed while engaged in the reporting functions as provided herein.

- 14.02 Notwithstanding the foregoing, overtime will not be paid for additional hours worked during a twenty-four (24) hour period either ~~as~~ a result of change in tour on the request of a nurse or a change-over to daylight saving from standard time or vice versa or an exchange of tours by two nurses.
- 14.03 Work scheduled by the Hospital to which a premium is attached under scheduling regulations contained in the Collective Agreement and set out in the Appendix of Local Provisions shall be paid at one and one-half (1 1/2) times the nurse's regular straight time hourly rate or as otherwise provided.
- 14.04 Where a nurse is required to work on a paid holiday or on an overtime tour or on a tour that is paid at the rate of time and one-half (1 1/2) the nurse's regular straight time hourly rate as a result of 14.03 above and the nurse ~~is~~ required to work additional hours following her or his full tour on that day (but not including hours on a subsequent regularly scheduled tour for such nurse) such nurse shall receive two (2) times her or his regular straight time hourly rate for such additional hours worked.
- 14.05 A nurse who reports for work as scheduled, unless otherwise notified by the Hospital, shall receive a minimum of four (4) hours' pay at her or his regular straight time hourly rate. The nurse shall be required to perform any nursing duties assigned by the Hospital which she or he is capable of doing, if her or his regular duties are not available.
- 14.06 Where a full-time or regular part-time nurse has completed her or his regularly scheduled tour and left the hospital and is called in to work outside her or his regularly scheduled working hours, or where a nurse is called back

from standby, such nurse shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked with a minimum guarantee of four (4) hours' pay at time and one-half (1 1/2) her or his regular straight time hourly rate except to the extent that such four (4) hour period overlaps or extends into her or his regularly scheduled shift. In such a case, the nurse will receive time and one-half (1 1/2) her or his regular straight time hourly rate for actual hours worked up to the commencement of her or his regular shift.

14.07 A nurse who is required to remain available for duty on standby outside her or his regularly scheduled working hours shall receive standby pay in the amount of two dollars and fifty cents (\$2.50) per hour for the period of standby scheduled by the Hospital. Where such standby duty falls on a paid holiday, as set out in the Appendix of Local Provisions, the nurse shall receive standby pay in the amount of three dollars (\$3.00) per hour. Standby pay shall, however, cease where the nurse is called in to work under Article 14.06 above and **works** during the period of standby.

14.08 (a) In computing a full-time nurse's regular straight time hourly rate under this Collective Agreement such rate shall be established by dividing the product of the nurse's regular monthly salary exclusive of any allowance or premium pay times twelve (12) by the regular average weekly hours times fifty-two (52).

(b) The regular straight time hourly rate for a part-time nurse will be the hourly rate in the wage schedule set forth in Article 19.01 (a).

14.09 (Article 14.09 applies to full-time nurses only)

Where a nurse has worked and accumulated approved hours for which she or he is entitled to be paid premium pay (other than hours relating to working on paid holidays) such nurse shall have the option of electing payment at the applicable premium rate or time off equivalent to the applicable premium rate (Le., where the applicable rate is time and one-half (1 1/2) then time off shall be at time and one-half (1 1/2)). Where a nurse chooses equivalent time off such time off must be taken within the period set out in the Appendix of Local Provisions or payment in accordance with the former option shall be made. Nurses in the bargaining unit engaged in teaching in Schools for R.P.N.'s working overtime in excess of their average weekly hours referred to in Article 13.01 (c) which have been authorized in advance by the Director of the School, shall be entitled to compensating time off in accordance with the foregoing.

14.10 A nurse shall be paid a shift premium of one dollar (\$1.00) per hour for each hour worked which falls within the hours defined as an evening shift and one dollar and twenty-five cents (\$1.25) for each hour worked which falls within the hours defined as a night shift provided that such hours exceed two (2)

hours if worked in conjunction with the day shift. Tour differential will not form part of the nurse's straight time hourly rate. For purposes of this provision, the night shift and the evening shift each consist of 7.5 hours. The defined hours of a night and evening shift shall be a matter for local negotiation.

14.11 Ambulance Escort

Where a nurse is assigned to provide patient care for a patient in transit, the following provisions shall apply:

- (a) (i) Where a full-time nurse performs such duties during her or his regular shift, the full time nurse shall be paid her or his regular rate of pay. Where a full-time nurse performs such duties outside her or his regular shift or on a day off, she or he shall be paid the appropriate overtime rate.
- (ii) Where a part-time nurse performs such duties during an assigned shift, she or he shall be paid her or his regular rate of pay. Where a part-time nurse continues to perform such duties in **excess** of her or his assigned shift, she or he shall be paid the appropriate overtime rate.
- (b) Where such duties extend beyond the nurse's regular shift, the Hospital will not require the nurse to return to regular duties at the Hospital without at least eight (8) hours of time off. Where such time off extends into the nurse's next regularly scheduled shift she or he will maintain her or his regular earnings for that full shift.
- (c) Hours spent between the time the nurse is relieved of patient care responsibilities and the time the nurse returns to the hospital or to such other location agreed upon between the Hospital and the nurse will be paid at straight time or at appropriate overtime rates, if applicable under Article 14.01. It is understood that the nurse shall return to the hospital or to such other location agreed upon between the Hospital and the nurse at the earliest opportunity. Prior to the nurse's departure on escort duty, or at such other time as may be mutually agreed upon between the Hospital and the nurse, the Hospital will establish with the nurse arrangements for return travel.
- (d) The nurse shall be reimbursed for reasonable out of pocket expenses including room, board and return transportation and consideration will be given to any special circumstances not dealt with under the foregoing provisions.

NOTE ■ : (Note 1 applies to full-time nurses only)

The Hospital agrees to continue to pay any greater monetary benefit for ambulance escort duty if such greater benefit has been paid **by** the Hospital immediately prior to this Agreement. This note applies at Hospitals where this superior condition exists as of December 14, 1987.

NOTE 2: (Note 2 applies to part-time nurses only)

The Hospital agrees to continue to pay any greater monetary benefit for ambulance escort duty if such greater benefit was paid by the Hospital under a Collective Agreement immediately prior to this Agreement. This note applies at Hospitals where this superior condition exists as of December 14, 1987.

14.12 (a) (Article 14.12(a) applies to full-time nurses only)

The posting of work schedules shall be as set out in the Appendix of Local Provisions. It shall be the responsibility of the nurse to consult posted work schedules. The Hospital will endeavour to provide as much advance notice as **is** practicable of a change in the posted schedule. Changes to the posted work schedule shall be brought to the attention of the nurse. Where less than forty-eight (**48**) hours' notice **is** given personally to the nurse, time and one-half (1 1/2) of the nurse's regular straight time hourly rate will be paid for all hours worked on the first shift of the nurse's new schedule.

Where the first shift of the employee's new schedule **is** otherwise a premium paid tour, she or he will be paid two times her or his straight time hourly rate for all hours worked.

(b) (Article 14.12(b) applies to part-time nurses only)

i) The posting of work schedules for regular part-time nurses shall be determined by local negotiations. It shall be the **responsibility** of the regular part-time nurse to consult posted work schedules. The Hospital **will** endeavour to provide as much advance notice **as** is practicable of a change in the posted schedule. Changes to the posted work schedule shall be brought to the attention **of** the regular part-time nurse.

ii) Where less than twenty-four (24) hours' notice is given personally to the regular part-time nurse, time and one-half (1 1/2) of the nurse's regular straight time hourly rate will be paid for all hours worked on the first shift of the nurse's **new** schedule. Such changes shall not be considered a lay-off.

Where the first shift of the employee's new schedule is otherwise a premium paid tour, she or he will be paid two times

her or his straight time hourly rate for all hours worked.

- iii) Where a nurse is called in to work a regular shift less than two (2) hours prior to the commencement of the shift, and arrives within one (1) hour of the commencement, then the nurse will be paid for a full tour provided that the nurse works until the normal completion of the tour.
- iv) Casual part-time nurses whose work schedule has been pre-scheduled and whose schedule is changed with less than twenty-four (24) hours notice then paragraph (b) - shall apply to casual part-time nurses.

14.13 When a nurse *is* required to travel to the hospital or to return home **as** a result of reporting to or off work between the hours of 2400 - 0600 hours, or at any time while on standby, the Hospital will pay transportation costs either by taxi or by the nurse's own vehicle at the rate of twenty-two cents (\$0.22) per kilometer (to a maximum of fourteen dollars (**\$14.00**)) or such greater amount as the Hospital may in **its** discretion determine for each trip between the aforementioned hours. The nurse will provide to the Hospital satisfactory proof of payment of such taxi fare.

14.14 A nurse who works a second consecutive full tour shall be entitled to the normal rest periods and meal period for the second tour, but shall be provided at the time of the meal period with a hot meal or four dollars (\$4.00) if the Hospital is unable to provide the hot meal. Other nurses required to work more than two (2) hours overtime on the same day they have worked a full tour shall, after the *two* (2) hours, receive a **1/2** hour paid meal period and shall be provided with a hot meal or four **dollars** (\$4.00) if the Hospital is unable to provide the hot meal.

14.15 A nurse shall be paid a weekend premium of one dollar and thirty-five cents (\$1.35) per hour for each hour worked between **2400** hours Friday and 2400 hours Sunday, or such other **48** hour period as the local parties may agree upon. **I**f a nurse is receiving premium pay under Article **14.03**, pursuant to a local scheduling regulation with respect to consecutive weekends worked, the nurse will not receive weekend premium under this provision.

ARTICLE 15 - PAID HOLIDAYS

(Articles **15.01** to **15.07** apply to full-time nurses only)

15.01 A nurse who otherwise qualifies under Article 15.02 hereunder shall receive twelve (12) paid holidays as designated in the Appendix of Local Provisions.

In the event that the Provincial Government declares an additional holiday (such as Heritage Day) during the term of this Agreement, such holiday will be substituted for one of the above-mentioned holidays. The designation of the additional holiday for an existing holiday shall be subject to local determination and such designation shall not add to the present number of holidays.

15.02 In order to qualify for pay for a holiday, a nurse shall complete her or his full scheduled shift on each of the working days immediately preceding and following the holiday concerned unless excused by the Hospital or the nurse was absent due to:

- (a) legitimate illness or accident which commenced within a month of the date of the holiday;
- (b) vacation granted by the Hospital;
- (c) the nurse's regular scheduled day off;
- (d) a paid leave of absence provided the nurse is not otherwise compensated for the holiday.

A nurse entitled to holiday pay hereunder shall not receive sick leave pay to which she or he may otherwise have been entitled unless she or he was scheduled to work that day. A nurse receiving Worker's Compensation Benefits for the day of the holiday shall, subject to the above provisions, be entitled to the difference between the amount of the Workers' Compensation Benefits and the holiday pay.

15.03 Holiday pay will be computed on the basis of the nurse's regular straight time hourly rate of pay times the number of hours for a normal daily tour as set out in Article 13.01 (a).

15.04 Subject to Article 15.02:

- (a) Where a holiday falls during a nurse's scheduled vacation period, the nurse's vacation shall be extended by one ~~day~~ unless the nurse and the Hospital agree to schedule a different day off with pay.
- (b) Where a holiday falls on a nurse's scheduled day ~~off~~ an additional day off with pay will be scheduled.

15.05 A nurse required to work on any of the foregoing holidays shall be paid at the rate of time and one-half ($\frac{1}{2}$) the nurse's regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 14.04. In addition, the nurse will receive a lieu day off with pay in the amount of her or his regular straight time hourly rate of pay times the number of hours in a

normal daily tour as set out in Article **13.01** (a).

NOTE: Nurses on extended tours shall receive twelve **(12)** lieu days off to consist of seven and one-half (7.5) hours each.

15.06 Where a nurse is entitled to a lieu day under Article 15.04 or 15.05 above, such day off must be taken within a period as set out in the Appendix of Local Provisions or payment shall be made in accordance with Article 15.03.

15.07 Hospitals presently providing additional paid holidays shall continue to provide such additional holidays.

15.08 (Article 15.08 and the note following Article 15.08 apply to part-time nurses only)

If a regular part-time nurse works on any of the holidays listed in Article 15.01 of this Agreement, she or he shall be paid at the rate of time and one-half (1 1/2) her or his regular straight time hourly rate (as set out in the Wage Schedule) for all hours worked on such holiday, subject to the application of Article **14.04** regarding hours worked in addition to her or his full tour.

NOTE: Where existing Collective Agreements contain provisions relating to payment to nurses for holidays, whether worked or not, that exceed any payment required under the **Employment Standards Act**, such provisions shall be continued. Payment of holiday pay under this Note applies only to nurses presently enjoying such payment. Nurses presently enjoying holiday pay pursuant to this Note or otherwise as of December **14, 1987** will continue to enjoy such payment until they cease to be employed at the Hospital or until they transfer to a status to which this superior condition does not apply, whichever first occurs.

This note applies to nurses only.

ARTICLE 16 - VACATIONS

(Articles 16.01 to 16.05 apply to full-time employees only)

16.01 All employees shall receive vacations with pay based on length of full-time continuous service as follows:

- (a) (i) Subject to (ii), employees who have completed less than one (1) year of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to a vacation on the basis of 1.25 days (9.375 hours for employees whose regular hours of work are other than the standard work day) for each completed month of service with pay in the amount of 6% of gross earnings.

- (ii) Paramedical employees below the Registered Technologist classification who have completed less than one ~~(1)~~ year of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to a vacation on the basis of .83 days (6.225 hours for employees whose regular hours of work are other than the standard work day) for each completed month of service with pay in the amount of 4% of gross earnings.

- (b) (i) Subject to (ii) and (iii), employees who have completed one **(1)** or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of three (3) weeks with three (3) weeks' pay ~~(12.5 hours' pay~~ for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.

- (ii) Paramedical employees below the Registered Technologist classification who have completed one **(1)** year of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of ~~two~~ (2) weeks with two (2) weeks' pay (75 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee **works** or receives paid leave for a total of at least 1525 hours in the vacation year.

- (iii) Paramedical employees below the Registered Technologist classification who have completed two (2) years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of three (3) weeks with three (3) weeks' pay **(112.5 hours' pay** for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.

- (c) (i) Subject to (ii), employees who have completed three (3) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of four **(4)** weeks with four **(4)** weeks' pay (150 hours' pay for employees whose regular hours of work are other than the standard work day),

provided the employee works or receives paid leave for a total of at least **1525** hours in the vacation year.

- (ii) Paramedical employees below the Registered Technologist classification who have completed five (5) years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of four (**4**) weeks with four (**4**) weeks' pay (**150** hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least **1525** hours in the vacation year.

- (d) Employees who have completed fifteen (15) or more years of full-time continuous service (**as** of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of five (5) weeks with five (5) weeks' pay (187.5 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least **1525** hours in the vacation year.

- (e) Employees who have completed twenty five (25) years or more of full-time continuous service (as of the date for determining vacation entitlement in the individual hospital) shall **be** entitled to an annual vacation of six (6) weeks' with six (6) weeks' pay (**225** hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least **1525** hours in the vacation year.

- (9) If an employee works or receives paid leave for less than **1525** hours in the vacation year she or he will receive vacation pay based on a percentage of her or his gross salary for work performed on the following basis:

2 week entitlement	- 4%
3 week entitlement	- 6%
4 week entitlement	- 8%
5 week entitlement	- 10%
6 week entitlement	- 12%

- NOTE: Employees who presently enjoy better vacation benefits shall continue to receive such better benefits while employed by the Hospital.
- 16.02 A nurse who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which has accrued to her or him to the date of her or his separation, it being understood and agreed that the nurse will provide at least two **(2)** weeks' notice of termination.
- 16.03 For the purpose of vacation entitlement, service for those nurses whose status is changed, on or after October 23, 1981, from part-time to full-time or vice versa, shall mean the combined service **as** a part-time and full-time nurse employed by the Hospital and accumulated on a continuous basis. For the purpose of this Article, 1500 hours of part-time service shall equal one (1) year of full-time service and vice versa.
- 16.04 Full-time nurse teachers shall be entitled to one additional week of vacation with pay which shall be taken at either the Spring Break or the Christmas Break.
This clause applies to nurse only.
- 16.05
- (a) Where an employee's scheduled vacation is interrupted due to serious illness which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.
 - (b) Where an employee's scheduled vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.
 - (c) The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.
 - (d) Where a nurse's scheduled vacation is interrupted due to a bereavement, the nurse shall be entitled to bereavement leave in accordance with Article 11.05.
 - (e) The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

(Articles 16.06 to 16.09 and the Note following Article 16.09 apply to part-time nurses only)

16.06 All regular part-time employees shall be entitled to vacation pay based up. , the applicable percentage provided in accordance with the vacation entitlement of full-time employees, of their gross earnings in the preceding year. If an employee works or receives paid leave for less than 1100 hours in the vacation year she or he will receive vacation pay based on a percentage of her or his gross salary for work performed on the following basis:

2 week entitlement	- 4%
3 week entitlement	- 6%
4 week entitlement	- 8%
5 week entitlement	- 10%
6 week entitlement	- 12%

Equivalent years of service, calculated pursuant to the formula set out in Article 16.03, shall be used to determine vacation entitlement.

Casual part-time employees will **be** paid vacation pay in accordance with the above entitlement on gross earnings or on gross salary for work performed, as applicable. Such vacation pay will be paid on monies earned on or after April 1, 1988. Equivalent years of service will be based on the casual part-time employee's seniority established under Article 10.02 and will be calculated on the basis that 1500 hours of part-time service shall equal one (1) year of full-time service and **vice-versa**.

16.07 A part-time nurse who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which has accrued **to** her or him to the date of her or his separation, it being understood and agreed that the nurse will provide at least **two** (2) weeks' notice of termination.

16.08 For the purpose of vacation entitlement, service for those nurses whose status is changed, on or after October 23, 1981, from part-time to full-time or vice versa, shall mean the combined service as a part-time and full-time nurse employed by the Hospital and accumulated on a continuous basis. For the purpose of this Article, 1500 hours of part-time service shall equal one (1) year of full-time service and vice versa.

16.09 Scheduling of vacations shall be in accordance with the schedule of local provisions.

NOTE: Part-time nurses (including casual nurses) who presently enjoy better vacation pay benefits under the provisions of a Collective Agreement immediately prior to this Agreement, shall continue to receive better benefits while employed by the Hospital.

ARTICLE 17 - HEALTH AND WELFARE BENEFITS

(Article 17 applies to full-time nurses only)

17.01 The Hospital agrees, during the term of the Collective Agreement, to contribute towards the premium coverage of participating eligible nurses in the active employ of the Hospital under the insurance plans set out below subject to their respective terms and conditions including any enrolment requirements:

- (a) The Hospital agrees to pay 100% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Ontario Health Insurance Plan.
- (b) The Hospital agrees to pay 100% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Semi-Private Plan (which is comparable to the Blue Cross Plan) or comparable coverage with another carrier.
- (c) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Extended Health Care Benefits Plan (which is comparable to the existing Blue Cross Extended Health Care Benefits Plan) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums are paid by the nurses through payroll deductions. In addition to the standard benefits, coverage will include hearing aids (maximum \$300/person) and vision care (maximum \$60 every 24 months).
- (d) The Hospital agrees to contribute 100% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under H.O.O.G.L.I.P. or such other group life insurance plan currently in effect providing the balance of the monthly premiums are paid by the employees through payroll deductions. Such insurance shall include benefits for accidental death and dismemberment in the principal amount equal to the amount of the Group Life insurance to which the nurse is entitled.

(e) Hospitals of Ontario Voluntary Life Insurance Plan

The Hospital also agrees to make the Hospitals of Ontario Voluntary Life Insurance Plan (HOOVLIP) available to the nurses subject to the provisions of HOOVLIP at no cost to the Hospital.

(f) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Dental #9 Dental Plan (which is comparable to the Blue Cross #9 Dental Plan) or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premiums are paid by the employees through payroll deductions.

(g) For purposes of health and welfare benefits under **Article 17.01**, dependent coverage is available to the nurse, to cover her or his same sex partner and their dependents, in accordance with the terms and conditions of the plans.

17.02 For newly hired nurses, coverage as set out in Article 17.01 shall **be** effective the first billing date in the month following the month in which the nurse was first employed subject to any enrollment or other requirements of the Plan. In no instance shall the first billing date for a nurse occur later than the first day of the fourth full month following the month in which the newly-hired nurse was first employed.

17.03 The Hospital may substitute another carrier for any of the foregoing plans (other than OHIP) provided that the level of benefits conferred thereby are not decreased. The Hospital will advise the Association of any change in carrier or underwriter at least sixty (60) days prior to implementing a change in carrier.

17.04 **All** present nurses enrolled in the Hospital's Pension Plan shall maintain their enrollment in the Plan subject to its terms and conditions. New nurses and nurses employed but not yet eligible for membership in the Plan shall, as a condition of employment, enroll in the Plan when eligible in accordance with its terms and conditions.

- 17.05 The Hospital shall continue to pay the premiums for benefit plans under Articles 17 and 12 for nurses who are on paid leave of absence or Workers' Compensation or at any time when salary is received, or as provided in Article 10.04. Such payment shall also continue while a nurse is on sick leave (including the Unemployment Insurance Period) or on Long Term Disability to a maximum of 30 months from the time the absence commenced. Nurses who are on layoff may continue to participate in benefit plans, at their request, provided they make arrangements for payment and provided also that the layoff does not exceed one year.
- 17.06 Nurses who reside in Quebec shall have equivalent monetary contributions paid in that province with respect to the Quebec equivalent of OHIP.
- 17.07 (a) The Hospital shall provide each nurse with information booklets outlining all of the current provisions in the benefits plans defined in Article 17.01 to Article 17.06 inclusive and the Sick Leave/LTD Plan defined in Article 12. Upon request, the Hospital will make the Plans available to the Association for inspection.
- (b) The Hospital shall notify the Association of the name(s) of the carrier(s) which provide the benefits plans defined in Article 17.01 to Article 17.06 inclusive and the LTD Plan defined in Article 12. The Hospital shall also provide the Association with a copy of all current information booklets provided to the nurses.
- 17.08 Employment Insurance Rebate
- The short-term sick leave plan shall be registered with the Employment Insurance Commission (EIC). The nurses' share of the employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this agreement.
- 17.09 The parties agree to establish a Benefits Review Subcommittee which **will** include four representatives from the Union and four representatives from the Participating Hospitals to discuss the terms of the benefit plans (other than pensions) provided under the collective agreement and the administration of benefit plans with a view to increasing the efficiency and effectiveness of the plans. **As** part of that review, the Committee will be provided with copies of the plan texts and any other relevant information requested by the Committee that pertain to these benefit plans.

ARTICLE 18 - MISCELLANEOUS

- 18.01 Copies of this Collective Agreement will be provided to each nurse covered by the Collective Agreement by the Association. The cost of printing the Collective Agreement will be shared equally by the Hospital and the local Association.
- 18.02 Whenever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice-versa where the context **so** requires. Where the singular is used, it may also be deemed to mean plural and vice-versa.
- 18.03 It shall be the duty of each nurse to notify the Hospital promptly of any change in address or any change in temporary residency. If a nurse fails to do this, the Hospital will not be responsible for failure of **a** notice sent by registered mail to reach such **a** nurse. A nurse shall notify the Hospital of any change to her or his telephone number.
- 18.04 Medical examinations, **re-examinations** and any tests required under the Public Hospitals Act will be provided by the Hospital in compliance with the Regulations. The nurse may choose her or his personal physician for all such examinations, except the **pre-employment** medical, unless the Hospital has a specific objection **to** the physician **selected**.
- 18.05 Current provisions in Collective Agreements relating to the provision of **x-**rays, laboratory work, immunization injections, gamma globulin and other programs shall be continued.
- 18.06 Prior to effecting any changes in rules or policies which affect nurses covered **by** this Agreement, the Hospital will discuss the changes with the Association and provide **copies** to the Association.

ARTICLE 19 - COMPENSATION

Articles 19.01(a) and (d) apply to nurses only

- 19.01 (a) The salary rates in effect during the term of the Agreement shall be those set forth in Appendix 3 attached to and forming part of this Agreement. The monthly wage schedule for a full-time Registered Nurse and the regular straight time hourly rates for all regular and casual part-time registered nurses at hospitals shall be as follows:

Classification - Registered NurseEffective Jan. 1, 1996 (Pay Equity Adjusted rates)

	<u>Regular Straight Time Hourly Rate</u>	<u>Monthly Rate</u>
Start	17.94	2915.25
1	18.84	3061.50
2	19.59	3183.38
3	20.62	3350.75
4	21.64	3516.50
5	22.67	3683.88
6	23.95	3891.88
7	25.23	4099.88
8	26.51	4307.88
9	27.80	4517.50

Effective the date the salary rates are increased (and retroactive to April 1, 1997 as set out below):

	<u>Regular Straight Time Hourly Rate</u>	<u>Monthly Rate</u>
Start	18.30	2973.55
1	19.22	3122.73
2	19.98	3247.05
3	21.03	3417.77
4	22.07	3586.83
5	23.12	3757.56
6	24.43	3969.72
7	25.73	4181.88
8	27.04	4394.04
9	28.36	4607.85

NOTE 1: Where a Participating Hospital listed in Appendix "A" to the Memorandum of Conditions for Joint Bargaining, dated April 1, 1996, was not a party to the June 4, 1993 Central Pay Equity Settlement, Appendix 3 will set out the applicable rates of pay, including any pay equity adjusted rates, that apply to the nurses covered by those agreements and the rates set out in Appendix 3 will prevail over the rates set out in Article 19.01 (a) above.

NOTE 2: Pay Equity maintenance for 1996 and 1997 will be in accordance with the clause in this agreement dealing with pay equity.

The Union and the Hospitals confirm the interrelationship of the negotiated wage rates with the Pay Equity Plan dated June 4, 1993:

The Hospitals agree to provide the Union, by June 30, 1998, with all the information necessary to ensure maintenance of pay equity; including but not limited to any changes to any of the male comparator positions identified in the central Pay Equity Settlement dated June 4, 1993; any changes to rates of pay or compensation relating to such male comparators for the period dating from June 4, 1993 forward.

NOTE 3: The rates which are retroactive to April 1, 1997 represent a two percent (2%) increase on the pay equity adjusted rates which were effective January 1, 1996.

(Articles 19.01(b) and 19.01 (c) apply to part-time nurses only)

(b) The hourly salary rates, inclusive of the percentage in lieu of fringe benefits in effect during the term of this Agreement for all regular and casual part-time nurses shall be those calculated in accordance with the following formula:

Applicable straight time hourly rate + 13%.

(c) The hourly salary rates payable to a regular or casual part-time nurse include compensation in lieu of all fringe benefits which are paid to full-time nurses except those specifically provided to part-time nurses in this Agreement. It is understood and agreed that holiday pay is included within the percentage in lieu of fringe benefits, It is further understood and agreed that pension is included within the percentage in lieu of fringe benefits. Notwithstanding the foregoing, all part-time nurses may, on a voluntary basis, enroll in the Hospital's Pension Plan when eligible in accordance with its terms and conditions. For part-time nurses who are members of the Pension Plan, the percentage in lieu of fringe benefits is nine percent (9%).

It is understood and agreed that the part-time nurse's hourly rate (or straight time hourly rate) in this Agreement does not include the additional 9% or 13%, as applicable, which is paid in lieu of fringe benefits and accordingly the 9% or 13%, as applicable, add on payment in lieu of fringe benefits will not be included for the purpose of computing any premium or overtime payments.

(d) The parties agree to maintain the percentage differentials in the wage rates which presently exist between the classification of Registered Nurse and the other classifications which are covered by the Collective Agreement.

19.02 The Hospitals agree to provide the Union, by June 30, 1998, with all the information surrounding salary grids for the paramedical classifications.

The parties will then meet to negotiate a salary grid for these classifications. The central parties agree that any pay equity plan, including any maintenance agreements, with respect to paramedical employees will be provided to the Union.

Where the Association and the Hospital do not resolve the salary grid issue for the paramedical group, a grievance may be filed at Step No. 3 of the Grievance Procedure within seven (7) calendar days following any meeting. If the matter is not resolved in the Grievance Procedure, it may be referred to Arbitration in accordance with Article 7.

Any change in the rate established by the Hospital either through meetings with the Association or by a Board of Arbitration shall be made retroactive.

19.03 A nurse in the employ of the Hospital who holds a Temporary or Provisional Certificate of Registration as a registered nurse and who obtains her or his General Certificate of Registration shall be given the salary of the Registered Nurse as provided in this Article effective the date the nurse presents proof of obtaining her or his General Certificate of Registration to the Director of Nursing or her or his designate, or to the date of last hire whichever is later.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

19.04 A nurse is required to present to the Director of Nursing or designate on or before February 15th of each year evidence that her or his Certificate of Registration is in good standing and currently in effect. Such time will be extended for reasons where the College of Nurses of Ontario permits the nurse's Certificate of Registration to remain in effect. If the nurse's Certificate of Registration is suspended by the College of Nurses of Ontario for non-payment of the annual fee, the nurse will be placed on non-disciplinary suspension without pay. If the nurse presents evidence that her or his Certificate of Registration has been reinstated, she or he shall be reinstated to her or his position effective upon presenting such evidence. Failure to provide evidence within 90 calendar days of the nurse being placed on non-disciplinary suspension by the hospital will result in the nurse being deemed to be no longer qualified and the nurse shall be terminated from the employ of the Hospital. Such termination shall not be the subject of a grievance or arbitration.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

19.05 (a) A nurse who is promoted to a higher rated classification within the bargaining unit will be placed on the level of the salary schedule of the higher rated classification so that the nurse shall receive no less an increase in salary than the equivalent of one step in the salary range of the previous classification (provided that it does not exceed the salary range of the classification to which the nurse has been promoted) and the nurse shall retain her or his service review date for purposes of wage progression. For the purpose of this Article, promotion shall be defined as a move from one classification to another classification with a higher salary grid and shall not include a change of status to Registered Nurse when a nurse who holds a Temporary or Provisional Certificate of Registration obtains her or his General Certificate of Registration. A nurse who is moved to a lower rated classification will be placed at the level on the grid, if any, which most closely recognizes her or his experience level on the other grid. (The last two sentences apply to nurses only)

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

(b) Where the Hospital temporarily assigns a Registered Staff Nurse to carry out the assigned responsibilities of a higher classification (whether or not such classification is included in the bargaining unit) for a period of one (1) full tour or more, at times when the incumbent in any such classification would otherwise be working, the nurse shall be paid a premium of one dollar and twenty cents (**\$1.20**) per hour for such duty in addition to her or his regular salary. The Hospital agrees that it will not make work assignments which will violate the purpose and intent of this provision.

- (c) A nurse who holds a Temporary or Provisional Certificate of Registration as a Registered Nurse who obtains a General Certificate of Registration shall be placed on the level in the Registered Nurse's salary grid which represents an increase in salary.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the Regulated Health Professions Act, he or she shall be treated in a manner consistent with this Article.

(d) Group, Unit or Team Leader

Whenever an employee is assigned additional responsibility to direct, supervise or oversee work of employees within her or his classification, and/or be assigned overall responsibility for patient care on the unit, ward, or area, for a tour of duty, the employee shall be paid a premium of sixty cents (60¢) per hour in addition to her or his regular salary and applicable premium allowance.

19.06 (Article 19.06 (a) and 19.06 (b) apply to full-time nurses only)

- (a) Claim for recent related clinical experience, if any, shall be made in writing by the nurse at the time of hiring on the application for employment form or otherwise. The nurse shall co-operate with the Hospital by providing verification of previous experience so that her or his recent related clinical experience may be determined and evaluated during her or his probationary period. Having established the recent related clinical experience, the Hospital will credit a new nurse with one (1) annual service increment for each year of experience up to a maximum of Level 6 (i.e., 5th year increment).

If a period of more than two (2) years has elapsed since the nurse has occupied a full-time or a part-time nursing position, then the number of increments to be paid, if any, shall be at the discretion of the Hospital. The Hospital may also give effect to part-time nursing experience in special circumstances.

(Article 19.06 (b) applies to part-time nurses only)

- (b) Claim for recent related clinical experience, if any, shall be made in writing by the part-time nurse at the time of hiring on the application for employment form or otherwise. The part-time nurse shall co-operate with the Hospital by providing verification of previous experience so that her or his recent related clinical experience may be determined and evaluated during her or his probationary period.

Having established the recent related clinical experience, the Hospital will credit a new part-time nurse with one (1) annual service increment for each year of experience (calculated pursuant to the formula set out in Article 16.03) up to a maximum of Level 6 (i.e., 5th year increment). If a period of more than two (2) years has elapsed since the nurse has occupied a full-time or a part-time nursing position, then the number of increments to be paid, if any, shall be at the discretion of the hospital.

- 19.07
- (a) Each full-time nurse will be advanced from her or his present level to the next level set out in the Salary Schedule, twelve (12) months after she or he was last advanced on her or his service review date. If a full-time nurse's absence without pay from the Hospital exceeds thirty (30) continuous calendar days during each twelve (12) month period, the nurse's service review date will be extended by the length of such absence in excess of thirty (30) continuous calendar days.
 - (b) Each regular part-time nurse will be advanced from her or his present level on the salary schedule to the next level on the salary schedule after obtaining one year's service credit, calculated in accordance with the provisions of Article 10.03.
 - (c) Effective November 15, 1985 **casual** part-time nurses will be placed on the salary grid in accordance with their service, such service to be calculated in accordance with the seniority calculation set out in Article 10.02. Casual part-time nurses will then advance on the grid in the same manner **as** regular part-time nurses. (This clause applies to nurses only).
- 19.08
- (a) A part-time employee whose status is altered to full-time in the same position will assume her or his same level on the full-time grid. A full-time employee whose status is altered to part-time in the same position will assume her or his same level on the part-time grid. In addition, an employee **who** is **so** transferred will be given credit for service accumulated since the date of last advancement.
 - (b) A casual part-time employee whose status is altered to regular part-time or vice versa in the same position will assume her or his same level **on** the grid. In addition, a casual part-time employee who is **so** transferred will **be** given credit for service accumulated since the date of last advancement.
- 19.09
- (a) When a new classification in the bargaining unit is established by the Hospital or the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital shall advise the Association of such new or changed classification and the rate of pay

established. If requested, the Hospital agrees to meet with the Association to permit it to make representations with respect to the appropriate rate of pay providing any such meeting shall not delay the implementation of the new classification. Where the Association challenges the rate established by the Hospital and the matter is not resolved following any meeting with the Association, a grievance may be filed at Step No. 3 of the Grievance Procedure within seven (7) calendar days following any meeting. If the matter is not resolved in the Grievance Procedure, it may be referred to Arbitration in accordance with Article 7, it being understood that any Arbitration Board shall be limited to establishing an appropriate rate based on the relationship existing amongst other nursing classifications within the Hospital and duties and responsibilities involved.

Any change in the rate established by the Hospital either through meetings with the Association or by a Board of Arbitration shall be made retroactive to the time at which the new or changed classification was first filled.

- (b) If a nurse becomes disabled with the result that she or he is unable to carry out the regular functions of her or his position, the Hospital may establish a special classification and salary with the hope of providing an opportunity for continued employment.

19.10 Education Allowance

Provisions in existing Collective Agreements providing for educational allowances shall be continued in effect.

19.11 All provisions except the general wage increase are effective May 5, 1998.

The 2% general wage increase is effective the date the rates are increased and is retroactive to April 1, 1997. Retroactivity will be paid on the basis of hours paid within four full pay periods (approximately 8 weeks) of May 5, 1998.

The Hospital will contact former employees at their last known address on record with the hospital, with a copy to the union, within 30 days of May 5, 1998 to advise them of their entitlement to retroactivity.

Such employees will have a period of 60 days from the date of the notice to claim such retroactivity and, if they fail to make a claim within the 60 day period, their claim will be deemed to be abandoned.

ARTICLE 20 - JOB SHARING

20.01 Job sharing is defined as an arrangement whereby two or more nurses share the hours of work of what would otherwise be one full-time position.

If the Hospital and the Association agree to a job sharing arrangement, the introduction or discontinuance of such job sharing arrangements will be determined locally.

Once the Hospital has determined that a vacancy exists and the Hospital and the Association have agreed to a job sharing arrangement, the vacancy or vacancies to be posted will be determined locally and will be filled in accordance with Article 10.06.

The nurses involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of this agreement applicable to part-time nurses.

ARTICLE 21 - SUPERIOR CONDITIONS

21.01 All existing benefits, rights, privileges, practices, terms or conditions of employment which may be considered to be superior to those contained herein and which are set out in Appendix 4 are specifically retained by this Agreement unless otherwise agreed by the local parties.

The parties agree to remove from Appendix 4 those superior conditions which no longer have application.

Where the parties cannot agree on whether a superior condition continues to have application, the issue will be reduced to a grievance and referred to arbitration.

21.02 The Association and the Participating Hospitals agree to establish a committee consisting of two (2) representatives of the Association and two (2) representatives of the Participating Hospitals to review the superior conditions appendices in each of the participating hospitals. This committee will report to their respective negotiating committees prior to the next round of central negotiations.

ARTICLE 22 - DURATION

22.01 This Agreement shall continue in effect until March 31, 1998 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the Agreement.

22.02 Notice that amendments are required or that either party desires to terminate this Agreement may only be given within a period of ninety (90) days prior to the expiration date of this Agreement or to any anniversary of such expiration date.

22.03 If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiation within thirty (30) days after the giving of notice, if requested to do so.

22.04 Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, the parties will meet to determine the procedures to be followed.

ARTICLE 23

23.01 Attached hereto and forming part of this Agreement are the following appendices:

- Appendix 1 - O.N.A. Grievance Form
- Appendix 2 - List of Professional Responsibility Assessment Committee - Chairpersons
- Appendix 3 - Salary Schedule
- Appendix 4 - Superior Conditions - If Any
- Appendix 5 - Appendix of Local Provisions
- Appendix 6 - O.N.A. Professional Responsibility Complaint Form

SIGNED at Sarnia, Ontario this 15 day of July, 1998.

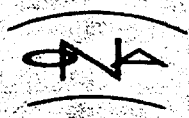
FOR THE EMPLOYER:

[Signature]

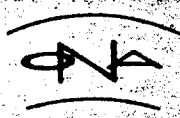
FOR THE UNION:

[Signature]
 Employment Relations Officer
[Signature]
[Signature]

APPENDIX ■
O.N.A. GRIEVANCE FORM



**ONTARIO NURSES' ASSOCIATION
ASSOCIATION DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO
GRIEVANCE REPORT / RAPPORT DE GRIEF**



ONA LOCAL SECTION
DE L'AIIO
GRIEVOR
PLAIGNANTE
DEPARTMENT
SERVICE

EMPLOYER
EMPLOYEUR

GRIEVANCE NO
N° DU GRIEF

STEP ÉTAPE	DATE SUBMITTED TO EMPLOYER DATE DE SOUMISSION À L'EMPLOYEUR
1.	
2.	
3.	

NATURE OF GRIEVANCE AND DATE OF OCCURRENCE / NATURE DU GRIEF ET DATE DE L'ÉVÈNEMENT

SETTLEMENT REQUESTED / RÉGLEMENT DEMANDÉ

SIGNATURE OF GRIEVOR:
SIGNATURE DE LA PLAIGNANTE:

SIGNATURE OF ASSOCIATION REP.:
SIGNATURE DE LA RÉP. DE L'AIIO:

STEP ONE EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR

DATE:
DATE:

PREMIÈRE ÉTAPE

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE
SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR

DATE RECEIVED BY LOCAL:
DATE DE RÉCEPTION PAR LA SECTION LOCALE:

TWO EMPLOYERS ANSWER / RÉPONSE DE L'EMPLOYEUR

DATE:
DATE:

DEUXIÈME ÉTAPE

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE
SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR

DATE RECEIVED BY LOCAL:
DATE DE RÉCEPTION PAR LA SECTION LOCALE:

THREE EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR

DATE:
DATE:

TROISIÈME ÉTAPE

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE
SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR

DATE RECEIVED BY LOCAL:
DATE DE RÉCEPTION PAR LA SECTION LOCALE:

APPENDIX 2
LIST OF PROFESSIONAL RESPONSIBILITY
ASSESSMENT COMMITTEE - CHAIRPERSONS

APPENDIX 2

LIST OF PROFESSIONAL RESPONSIBILITY ASSESSMENT COMMITTEE - CHAIRPERSONS

1. Lynne Taylor
Vice President
Patient Services
Queensway-Carleton Hospital
Ottawa
2. Mrs. Patricia Lang
Vice-president, Academic
Georgian College
Barrie
3. Ms. Louise Lemieux-Charles
Asst. Prof. & Program Director
HMRU, Dept. of Health Admin.
University of Toronto
Toronto
4. Ms. Patricia Mandy
Vice President, Community Health
Hamilton Health Sciences Centre
Hamilton
5. Mrs. Maxine Pastirik
Niagara College of Applied Arts
& Technology
Welland
6. Ms. Darlene Steven
Associate Professor
School of Nursing
Lakehead University
Thunder Bay
7. Pat Hall
Principal Chair
Seneca College
Toronto
8. Ms. Donna Tremblay
Dean, Health Sciences
Sault College of Applied Arts
& Technology
Sault Ste. Marie

APPENDIX 3
SALARY SCHEDULE

APPENDIX 3
SALARY SCHEDULE - FULL-TIME
EFFECTIVE APRIL 1, 1997

	Registered Nurse		Nurse Educator/ Sexual Assault Coordinator Occupational Health Nurse		Assistant Head Nurse		Charge Nurse/ Palliative Care/ Computer Liaison		Graduate Nurse	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Start	\$18.30	\$2,973.55	\$19.64	\$3,190.69	\$19.10	\$3,104.5	\$18.95	\$3,079.64	\$16.60	\$2,696.76
After 1 Year	\$19.22	\$3,122.73	\$20.61	\$3,349.81	\$20.06	\$3,260.31	\$19.87	\$3,228.81	\$17.42	\$2,831.01
After 2 Years	\$19.98	\$3,247.05	\$21.41	\$3,479.10	\$20.87	\$3,391.25	\$20.64	\$3,354.78		
After 3 Years	\$21.03	\$3,417.77	\$22.50	\$3,656.45	\$21.96	\$3,568.60	\$21.73	\$3,530.48		
After 4 Years	\$22.07	\$3,586.83	\$23.60	\$3,835.46	\$23.05	\$3,745.95	\$22.78	\$3,701.20		
After 5 Years	\$23.12	\$3,757.56	\$24.68	\$4,011.15	\$24.15	\$3,924.96	\$23.85	\$3,875.24		
After 6 Years	\$24.43	\$3,969.72	\$26.02	\$4,228.29	\$25.50	\$4,143.75	\$25.17	\$4,090.71		
After 7 Years	\$25.73	\$4,181.88	\$27.40	\$4,452.05	\$26.88	\$4,367.52	\$26.50	\$4,306.19		
After 8 Years	\$27.04	\$4,394.04	\$28.79	\$4,679.13	\$28.23	\$4,587.96	\$27.84	\$4,523.32		
After 9 Years	\$28.36	\$4,607.85	\$30.18	\$4,904.55	\$29.61	\$4,811.73	\$29.17	\$4,740.45		

	Registered Nurse	Nurse Educator/ Sexual Assault Coordinatior Occupational Health Nurse	Assistant Head Nurse	Charge Nurse/ Palliative Care/ Computer Liaison	Graduate Nurse
Start	\$18.30	\$19.64	\$19.10	\$18.95	\$16.60
After 1 Year	\$19.22	\$20.61	\$20.06	\$19.87	\$17.42
After 2 Years	\$19.98	\$21.41	\$20.87	\$20.64	
After 3 Years	\$21.03	\$22.50	\$21.96	\$21.73	
After 4 Years	\$22.07	\$23.60	\$23.05	\$22.78	
After 5 Years	\$23.12	\$24.68	\$24.15	\$23.85	
After 6 Years	\$24.43	\$26.02	\$25.50	\$25.17	
After 7 Years	\$25.73	\$27.40	\$26.88	\$26.50	
After 8 Years	\$27.04	\$28.79	\$28.23	\$27.84	
After 9 Years	\$28.36	\$30.18	\$29.61	\$29.17	

APPENDIX 3
SALARY SCHEDULE - DIFFERENTIALS

Nurse Educator/ Sexual Assault Coordinatior Occupational Health Nurse	Assistant Head Nurse	Charge Nurse/ Palliative Care/ Computer Liaison	Graduate Nurse
1.073	1.045	1.036	0.9066
1.073	1.044	1.034	0.9068
1.072	1.044	1.033	
1.070	1.044	1.033	
1.069	1.044	1.032	
1.067	1.045	1.031	
1.065	1.043	1.031	
1.065	1.044	1.030	
1.065	1.044	1.030	
1.064	1.044	1.029	

APPENDIX 4
SUPERIOR CONDITIONS

APPENDIX 4

SUPERIOR CONDITIONS

<u>Clause #</u>	<u>Applicable Clause from existing Collective Agreement</u>
11.01	<p><u>Full-time Only</u></p> <p>Leave of Absence - Unpaid "0" days</p> <p><u>Purpose:</u> From time to time an Employee may require time off beyond that provided by normal days off or vacation.</p> <p><u>Procedure:</u> In order to allow such time, an Employee may request, through their Supervisor, up to 15 days off ("0" days) in a calendar year without pay. The Employee's Supervisor will try to honour such requests, while at the same time, recognizing the need to provide adequate staff coverage to meet work requirements. If the request is approved, the Employee's time sheet will be marked with an "0" to designate a day off without pay.</p> <p>"0" days taken at the Hospital's request should be so designated on the time sheet and will not count toward the 15 days the Employee may request.</p>
14.01	<p><u>Full-time/Part-time</u></p> <p>Double time will be paid for a double shift, i.e. fifteen (15) consecutive hours - 7.5 hours straight time, 7.5 hours double time. This overtime must be authorized by the Supervisor and reported to the Director of Nursing of that area.</p>

APPENDIX 5
LOCAL PROVISIONS

APPENDIX 5

LOCAL PROVISIONS

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ARTICLE A - RECOGNITION

- A-1 The Hospital recognizes the Ontario Nurses' Association as the bargaining agent of all lay, Registered and Graduate Nurses employed in a nursing capacity by St. Joseph's Health Services Association of Sarnia Inc. at its Health Centre in the City of Sarnia, Ontario, save and except Program Manager/Coordinator, persons above the rank of Program Manager/Coordinator, and persons regularly employed for not more than twenty-four (24) hours per week.
- A-2 The Hospital recognizes the Ontario Nurses' Association as the bargaining agent of all lay, Registered and Graduate Nurses employed in a nursing capacity regularly employed for not more than twenty-four (24) hours per week by St. Joseph's Health Services Association of Sarnia Inc. at its Health Centre in the City of Sarnia, Ontario, save and except Program Manager/Coordinator, persons above the rank of Program Manager/Coordinator.

ARTICLE B - MANAGEMENT RIGHTS

- B-1 The Union acknowledges that it is the exclusive function of the Employer to manage and direct its operations and affairs in all respects and without limiting or restricting that function to:
- (a) to maintain order, discipline, efficiency and quality patient care;
 - (b) hire, assign, retire, direct, promote, demote, classify, transfer, layoff, recall and suspend or otherwise discipline Employees, provided that a claim of discharge or discipline without just cause may be the subject of a grievance and dealt with as hereinafter provided;
 - (c) determine in the interests of efficient operation and highest standard of quality patient care and service, job rating or classification, the hours of work, work assignments, methods of doing the work and the working establishment for the service;
 - (d) generally to manage the operation that the Hospital is engaged in and without restricting the generality of the foregoing, to determine the number of personnel required, the services to be performed and the methods, procedures and equipment in connection therewith;
 - (e) make and enforce and alter from time to time reasonable rules and regulations to be observed by the Employees.
- B-2 These rights shall not be exercised in a manner inconsistent with the provisions of this Agreement.

ARTICLE C - UNION REPRESENTATION

- C-1 (a) Where the term "Local Union President" is used throughout this Agreement, it shall be interpreted as referring to the "President or her Designate" provided she is a member of the bargaining unit.
- (b) There shall be nineteen (19) Employee Representatives elected or appointed by the Union. A list of Representatives will be provided to the Hospital including the areas covered. These numbers will reflect any changes made by the Employer.

Only one ~~(1)~~ Employee Representative may be off any one unit at a time.

- (c) Where an Employee Representative is transferred from a department in respect of which she acts as Employee Representative on behalf of the Employees in the said department she will continue to act as Employee Representative in respect of the said department until a new Employee Representative is appointed and the name and address of the new Employee Representative advised to the Director of Human Resources, or until ten (10) days from the date of transfer shall have elapsed, whichever event shall first occur.

C-2 Grievance Committee

The Hospital will recognize a Grievance Committee of up to three (3) Employee Representatives, one of whom shall be a part-time Employee and another of whom shall be the Local Union President, to attend grievance meetings as provided hereunder. The Union agrees to advise the Director of Human Resources which Employee Representatives will be attending at the time of advancing a grievance to Step No. 3 of the Grievance Procedure in order for the Director of Human Resources to arrange leaves of absence for those attending.

C-3 Negotiating Committee

For the purpose of negotiating a renewal to this Agreement, the Hospital will recognize a joint Negotiating Committee of up to four (4) Employees, at least one ~~(1)~~ whom shall be a part-time Employee and one (1) of whom shall be the Local Union President.

- C-4 For the purposes of Article 7, the appropriate Program Manager/Coordinator shall act in the absence of the immediate Supervisor.

C-5 Hospital-Union Committee

In accordance with Article 6.02, there shall be a Hospital-Union Committee comprised of four (4) Representatives of each of the parties. Each party may have alternates to replace members who are unable to attend from time to time.

C-6 It is agreed that there shall be only one (1) Hospital-Union Committee, one (1) Negotiating Committee and one (1) Grievance Committee to represent both the full-time and part-time Employees.

C-7 Union Interview

A Representative of the Union, who is employed by the Hospital, will be allowed a reasonable period of time to interview each new Employee once during the Employee's orientation period. Such Representative shall be designated by the Local Union President and advised in writing to the Director of Human Resources. The Hospital shall advise the Local Union President of the names of the new Employees to be interviewed and of the time and place of the interview, the duration of which shall not exceed thirty (30) minutes. The interview shall take place on the Hospital premises in a room designated by the Hospital and the Employee(s) shall report to this room for the interview at the designated time.

C-8 WSIB/Modified Work

- (1) The Hospital will notify the President of the Local Nurses' Union of the names of all Employees off work due to a work-related injury (whether or not the Employees are in receipt of WSIB benefits) and Employees who have applied for LTD benefits, by the 15th day of each month. The report will show the Employee off work as of the end of the previous month.
- (2) Prior to any Employee returning to work on a modified/light/alternate work program the Hospital will meet with the Employee who shall be accompanied by the Union's Occupational Health and Safety Representative. When the terms and conditions of the program have been agreed upon, the Hospital will confirm such terms and conditions to the Employee with a copy to the Union's Occupational Health and Safety Representative. Any documents respecting such program which the Hospital requires to be signed by the Union shall be submitted to the Union for signing.
- (3) The Hospital agrees to supply the Union with a copy of the WSIB Form 7 (Employer's Report of Accidental Injury or Industrial Disease) within at least seventy-two (72) hours after it has been sent to the Board. If the Union is of the opinion that the Form 7 contains errors or omissions, it

may request a meeting with the Hospital to be held as soon as possible. If, as a result of such meeting, the Hospital and the Union agree that the Form 7 contains errors or omissions the Hospital will notify the Board of such errors or omissions.

ARTICLE D - SENIORITY LIST

D-1 A seniority list will be filed with the President of the Local Union on January 31st and July 31st of each year. The seniority list will reflect the Employee's main area of work.

A copy of the seniority list will be placed in the call-in binder on each unit.

ARTICLE E - LEAVES OF ABSENCE

E-1 Union Leave

Leave of absence for Union business shall be given without pay up to a total of sixty (60) days in a calendar year, provided at least two weeks' written notice is given to the Director of Human Resources. The granting of such leave shall not be unreasonably withheld. It is agreed that not more than four **(4)** Employees shall be absent on such leave at the same time and that not more than one (1) Employee shall be absent on such leave at the same time from any one unit.

E-2 Prepaid Leave Plan

1. Subject to paragraph two, a maximum of five (5) Employees in total from both bargaining units combined shall be absent at any one time under the prepaid leave plan. Two (2) of the five (5) Employees may be from the part-time bargaining unit.
2. No more than one (1) Employee may be absent from any one nursing unit, at any one time under the prepaid leave plan.

ARTICLE F - SCHEDULING - NORMAL DAILY TOUR

The Hospital will use its best endeavours to maintain and achieve the following objectives in the formulation of working schedules. Such objectives shall not be applicable, and premium pay shall not be payable as a result of exchange of tours or days off between Employees or when accommodating a change in schedule at the request of an Employee.

- F-1 Every effort shall be made to ensure that no Employee shall be required to work more than six (6) consecutive days without a day off. Premium pay will be paid for any day worked on the seventh (7) and subsequent consecutive shift except where:
- (a) Such days are worked by the Employee to satisfy specific days off requested by such Employee.
 - (b) Such Employee has requested to work.
 - (c) Such days are worked as a result of an exchange of shifts or days with another Employee.
- F-2 Subject to the provisions of Article 13.01, should an Employee be recalled to duty during her mealtime, the Hospital will use its best endeavours to provide the balance of the meal period later in the shift. An Employee who is recalled to duty during her mealtime shall, as soon as reasonably possible following such recall, notify the Program Manager/Coordinator or Designate.
- F-3 Shift schedules shall be posted, except in cases of an emergency, four (4) weeks in advance and shall cover not less than a four (4) week period.
- F-4 Scheduling - Normal Daily Tour
- (a) Employees who wish to make requests for specific time off shall place them in the request book on each unit at least two (2) weeks before the required posting date of the schedule for the schedule period in which the requested time off occurs.
 - (b) The Hospital will make every effort to honour such requests, subject to the needs of the Hospital. Failure to grant a request shall not be the subject matter of a grievance provided the Employer has acted in a reasonable and non-arbitrary manner.
 - (c) The Hospital will provide to the Local Union copies of the master schedules used in the nursing departments. Any new masters will be provided to the Local Union for review prior to posting.
- F-5 Subject to the prior approval of the Program Manager/Coordinator, Employees within a nursing unit may mutually agree to exchange regular days off or tours. The agreement shall be on the prescribed mutual shift change form signed by the Employees concerned and submitted to the Program Manager/Coordinator, or the immediate Supervisor of the unit at least forty-eight (48) hours prior to the exchange.

Subject to the approval by the Program Manager/Coordinator or in her absence her Supervisor, there may be less than forty-eight (48) hours notice given by Employees who wish to exchange tours and telephone consents may be permitted. Employees working the exchange shall submit the mutual shift change form to the Program Manager/Coordinator within seventy-two (72) hours of the completion of the affected shift.

Denial of mutuals will be written into the mutual request book on each unit and an attempt will be made to reach the Employee by phone.

F-6 There will not be less than a period of sixteen (16) consecutive hours off between shifts worked by an Employee without the consent of such Employee.

Premium pay will be paid for all hours worked that are less than sixteen (16) hours off between shifts unless mutually agreed to by the Employee.

F-7 There shall not be less than forty-eight (48) hours scheduled off after the completion of a tour of night duty and the commencement of a change in shift, without the consent of the Employee.

Premium pay will be paid for all hours worked that are less than the forty-eight (48) hours off after night duty unless mutually agreed to by the Employee.

F-8 Where an Employee is scheduled to be off duty for a weekend she will be scheduled off duty for a period of not less than fifty-six (56) hours between the end of her scheduled Friday shift and the commencement of her next scheduled shift unless the Employee agrees otherwise.

Where an Employee is scheduled to work, called into work or assigned to standby during any of this fifty-six (56) hours stated above, the Employee shall be considered to have worked the weekend.

F-9 Schedules shall provide in any two (2) week period, at least two (2) consecutive days off and the remaining two (2) days off may be split.

F-10 (a) An Employee will be scheduled off work for not less than five (5) consecutive days at either Christmas or New Year's unless the Employee agrees otherwise. When the five (5) day period occurs at Christmas, it shall include the period from 0730 hours December 24 to 0730 hours December 27. When the five (5) days period occurs at New Year's, it shall include the period from 2330 hours December 30th to 0730 hours January 2. This provision shall not apply to nursing staff who are normally scheduled to work Monday to Friday.

- (b) On or about October 1 in each year, the Hospital shall post a Christmas and New Year's preference sheet and each Employee on the unit shall indicate her preference of holiday time to be scheduled off. The preference sheet shall be removed by October 15 and by November 15 the Hospital shall post the approved Christmas and New Year's schedule taking into account as much as possible the Employee's preference. Where more Employees have indicated the same holiday time off than the Hospital can reasonably grant, preference will be given to the Employee who worked the holiday in the preceding year.
- F-11 Employees who are unable to report for their regularly scheduled shift shall give the Hospital three (3) hours' notice for the evening and night shift and one (1) hour notice for the day shift. Employees will endeavour to notify the Hospital as far in advance as possible of their absence.
- F-12 (i) In respect of an Employee who normally rotates, the Hospital will schedule the Employee to work days and evenings and days and nights. This shall not preclude an Employee from working either the evening shift or the night shift on a permanent basis conditional upon approval of the Program Manager/Coordinator. The Hospital reserves the right to withdraw such approval or to require any Employee normally working a permanent shift to work other shifts for the purpose of familiarization or performance review.
- (ii) Full-Time Only
- Where a full-time Employee normally rotates on at least two (2) of the three (3) tours of duty, at least fifty percent (50%) of her tours shall be scheduled on the day tour over the schedule period unless otherwise mutually agreed upon by the Employee and the Employer.
- F-13 The Hospital shall ensure that each Employee receives two (2) weekends off in four (4).
- F-14 (I) An Employee shall receive premium pay for all hours worked on a third and subsequent weekend and subsequent consecutive weekends save and except where:
- (a) such weekend or part thereof has been worked by the Employee to satisfy specific days off requested by such Employee; or
 - (b) such Employee has requested weekend work; or
 - (c) such weekend or part thereof is worked as the result of an exchange of tours with another Employee.

- (2) The Hospital shall not cancel the pre-booked weekend shifts on a third (3rd) weekend that becomes a premium pay weekend as a result of coming in on previous weekends off.

F-15 During the period December 15 to January 15 the provisions and conditions respecting work schedules herein contained shall be waived in favour of the Employer. However, the Hospital will use its best endeavours to adhere to the scheduling provisions during this period.

F-16 The night shift will be considered to be the first shift of the day

F-17 (a) The evening shift premium, when applicable as per Article 14.10/14.09 (FT/PT), will be payable between 1530 and 2330 hours.

(b) The night shift premium, when applicable as per Article 14.10/14.09 (FT/PT), will be payable between 2330 and 0730 hours.

F-18 Regular Part-Time Commitment

A regular part-time Employee must be available as required by the Hospital to work:

(a) Ten (10) months of the year which includes the period between December 15 and January 15 and four (4) weeks in July and August. A regular part-time Employee shall indicate her availability during July and August to the Health Centre by March 15th.

(b) At least fifty percent (50%) of the weekends in the schedule for the nursing unit (one weekend in two or two weekends in four).

(c) Available to work as required either:

(i) between 0730 hours December 24 to 0730 hours December 27, or;

(ii) between 0730 hours December 31 to 0730 hours January 2.

(d) Availability for two (2) of the three (3) tours although specific preference for one (1) tour other than days will be respected when possible.

(e) (i) Normal tour Employees available for work at least thirty (30) hours biweekly.

(ii) Extended tour Employees available for work thirty-three and three quarter (33.75) hours biweekly.

F-19 Part-Time Only

- (a) In preparation of schedules, the Hospital will endeavour to allocate part-time work as equitably as possible taking into consideration preferences of Employees and the staffing requirements on the unit. If there are shifts left over such shifts shall be scheduled equally according to seniority.
- (b) Additional available tours will be offered by seniority. The very first tour to the RPT with the most seniority, thereafter as follows:
 - (1) Additional tours will be offered first to RPT Employees, including job-sharers, on the unit on a rotating basis using the call-in sheet provided, then
 - (2) The tour will be offered next to casual Employees on the unit on a rotating basis.
- (c) Casual part-time Employees will not be prescheduled if there is a RPT Employee who **has** the skills required for the needed coverage.
- (d) Notwithstanding the above, where a regular part-time Employee has had a scheduled shift cancelled in her area and a need arises whereby the Hospital intends to call an Employee in for the same cancelled shift, the Employee who had her shift cancelled will be given the first opportunity to work that call-in shift in her area.
- (e) Additional tours shall be offered in accordance with F-19(b), if the additional tour begins after the Employee has been off twenty-four **(24)** consecutive hours.

This provision shall not require the Hospital to schedule or call in an Employee where a premium would be payable if the Employee worked the tour in question.

- F-20 A full-time or regular part-time Employee who has been laid off and has exercised her bumping rights to work on another unit, or has accepted work on another unit after being cancelled, will remain on that unit even if her shift becomes available.

ARTICLE G - SCHEDULING - EXTENDED TOURS

- G-1 (a) Extended tours shall be introduced into any unit, on a trial basis for a period of not less than six (6) months (or such longer period of time as the Hospital and the Union may mutually agree upon) when:

- (i) sixty percent (60%) of the Employees (including both full-time and part-time) assigned to the unit so indicate by secret ballot, and
 - (ii) the Hospital agrees to implement the compressed work week after securing any required governmental approval. Such agreement shall not be withheld in an unreasonable or arbitrary manner.
- (b) Extended tours shall be continued in any unit beyond the trial period referred to in Article G-1(a) when:
- (i) sixty percent (60%) of the Employees (including both full-time and part-time) assigned to the unit so indicate by secret ballot, such ballot to be held in the third last week of the trial period referred to in Article G-1(a), and
 - (ii) the Hospital agrees to continue the compressed work week. Such agreement shall not be withheld in an unreasonable or arbitrary manner.
- (c) A compressed work week may be discontinued in any unit when:
- (i) sixty percent (60%) of the Employees (both full-time and part-time) assigned to the unit so indicate by secret ballot, or
 - (ii) the Hospital because of:
 - (A) adverse effects on patient care,
 - (B) inability to provide a workable staffing schedule,
 - (C) where the Hospital wishes to do so for other reasons which are neither unreasonable nor arbitrary, states its intention to discontinue the compressed work week in the schedule.
- A secret ballot under Article G-1(c)(i) shall be held where ten percent (10%) of the Employees (both full-time and part-time) assigned to the unit indicate to the Hospital in writing, either individually or as a group, their desire for such a ballot, but no more frequently than once every six (6) calendar months.
- (d) When notice of discontinuance is given by either party in accordance with paragraph (c) above, then:
- (i) the parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and

(ii) where it is determined that the compressed work week will be discontinued, affected Employees shall be given at least sixty (60) days' notice before the schedules are so amended.

(e) The process by which any secret ballot under this Article G-1 shall be conducted will be mutually agreed between the Hospital and the Union.

G-2 The Hospital will use its best endeavours to maintain and achieve the following objectives in the formulation of working schedules. Such objectives shall not be applicable, and premium pay shall not be payable, as a result of exchange of tours or days off between Employees or when accommodating a change in schedule at the request of an Employee.

(a) (i) There will not be less than a period of 11.25 consecutive hours off between shifts worked by an Employee.

(ii) There shall not be less than seventy-two (72) hours scheduled off when changing from night tours to day tours.

(b) (i) The normal schedule for extended tour Employees shall be 1950 hours in a one year period. Extended tour schedules may average 225 hours over a six week period.

(ii) Part-time Employees who fill a temporary full-time vacancy are subject to Article G-2(b)(i).

(c) No split shifts.

(d) No more than three (3) consecutive extended tours shall be scheduled unless by mutual agreement.

(e) Articles F-2, F-3, F-5, F-8, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17, F-18 and F-19 shall also apply to Employees working extended tours.

G-3 All full-time and part-time Employees shall be required to work extended tours in those areas where the compressed work week is scheduled. Where a unit that has approved extended tours is amalgamated with a unit that has not approved or requested extended tours, a vote under Article G-1 of the Employees assigned to the amalgamated unit shall be held.

ARTICLE H - VACATIONS

H-1 The date for determining an Employee's vacation entitlement will be her anniversary date as may be adjusted under this Agreement.

H-2 Vacation time will not normally be granted between December 15 and January 15. Where the operational requirements of the Hospital will allow, vacation may be granted during this period. Where the Hospital has granted an Employee's request for vacation during this period, it is understood that the Hospital may not be able to grant five (5) consecutive days off at Christmas or New Year's to that Employee.

H-3 Vacation entitlement shall be taken by December 31st of the year in which the entitlement has been earned. Employees may draw from their vacation entitlement in advance of their anniversary date, but will be paid for only the vacation credit which has been earned. The vacation taken but not earned will be paid to the Employee on the pay next following her anniversary date. By mutual agreement between the Hospital and the Employee, an Employee may carry vacation entitlement into the following calendar year, to be taken by March 31st. If an Employee fails to schedule vacation prior to December 31st or by written request has not scheduled vacation between January 15th and March 31st the Program Manager/Coordinator may schedule any vacation entitlement owing.

H-4 It is understood that normally no more than two (2) full-time Employees and two (2) part-time Employees shall be permitted to be absent from any one (1) unit on vacation at the same time. However, where in the opinion of the Hospital, circumstances allow, more than two (2) full-time Employees and two (2) part-time Employees on a unit may be allowed to take vacation at the same time. During the months of June, July and August, the maximum allocation of vacation entitlement per Employee will be two (2) weeks unless all other requests have been met and there is still prime time available.

H-5 By January 15th of each year, the Hospital shall invite the Employees in each unit to indicate their vacation preferences for the period from June 1st to December 15th of that year. These preferences will be indicated on notices posted in each unit by the Hospital. The notice shall be removed by March 1st, and by March 31st the Hospital will post the approved vacation schedules for each unit for the period June 1st to December 15th of that year.

By June 15th of each year, the Hospital shall invite the Employees in each unit to indicate their vacation preferences for the period from January 15th to May 31st of the following year. These preferences will be indicated on notices posted in each unit by the Hospital. The notices shall be removed by August 1st and

by August 31st the Hospital will post the approved vacation schedules for each unit for the period January 15th to May 31st of the following year.

H-6 It is understood and agreed that the Hospital will give every consideration to the Employees' preferences as to the timing of their vacation but the final decision as to the scheduling of vacation remains with the Hospital, subject to the Hospital's requirement to maintain a qualified complement of Employees on each unit. Where more Employees have indicated the same period of time than the Hospital can reasonably grant, then seniority will govern with respect to vacation requests submitted within the time limits in Article H-5. Vacations requested outside the time limits in Article H-5 will be granted within the time remaining for vacation on the unit and dealt with in the order that they are received by the Program Manager/Coordinator and without regard to seniority.

H-7 An Employee transferred from any unit to another unit, subsequent to March 1st or August 1st shall, as soon as possible, notify the Program Manager/Coordinator of the new unit of her vacation request for the upcoming vacation period which shall be limited to the vacation time still available in the new unit. Where the Employee has made vacation arrangements prior to transfer and such arrangements conflict with a previously granted vacation request of an Employee on the new unit, then the Program Manager/Coordinator will endeavour to accommodate the previously approved vacation of the transferring Employee.

H-8 Where the schedule of an Employee is changed after the Employee leaves on vacation, the Hospital will notify the Employee of the change of schedule.

H-9 Full-Time Only

For clarification purposes vacation entitlement for Employees working extended tours is as follows:

- (a) 3 week entitlement = 112.5 hours = 10.0 extended tours
- (b) 4 week entitlement = 150.0 hours = 13.3 extended tours
- (c) 5 week entitlement = 187.5 hours = 16.6 extended tours
- (d) 6 week entitlement = 225.0 hours = 20.0 extended tours

H-10 Full-Time Only

In the case of an Employee who has scheduled vacation of five (5) days or more, the Hospital will schedule at least one weekend off (Saturday and Sunday consecutive) either immediately prior to or following the vacation period. The

hospital will endeavour to schedule both weekends off if possible and subject to the availability of appropriate coverage.

ARTICLE I- PAID HOLIDAYS

I-1 (i) Full-Time Only

The following are the Paid Holidays for full-time Employees which will be observed for the purposes of this Agreement, namely:

New Year's Day "January 1"
Good Friday
Victoria Day
Canada Day "July 1"
Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day "December 25"
Boxing Day "December 26"

In addition to the foregoing Paid Holidays, each full-time Employee will be entitled to:

- (a) A Float Holiday, to be taken between October 1st and December 31st;
- (b) A Float Holiday, to be taken between February 1st and May 31st;
- (c) A Float Holiday to be taken between January 1st and December 31st.

The Float Holidays referred to above shall be taken on days mutually agreed to between the Employee and her immediate Supervisor. A day selected by the Employee shall not be unreasonably denied by the immediate Supervisor taking into account the efficient operation of the nursing unit to which the Employee is normally assigned.

(ii) Part-Time Only

The following are the Paid Holidays for part-time Employees which will be observed for the purposes of this Agreement, namely:

New Year's Day - "January 1"
2nd Monday in February
Good Friday
Easter Monday
Victoria Day
Canada Day - "July 1"
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day - "November 11"
Christmas Day - "December 25"
Boxing Day - "December 26"

I-2 The term "Paid Holiday" as used in this Agreement means only each of the above mentioned paid holidays or the single proclaimed substitute therefor.

I-3 Where a full-time Employee is entitled to a lieu day as set out in Article 15.04 and 15.05, such day shall be scheduled within thirty (30) days preceding or thirty (30) days following the date on which the holiday is observed (unless the Employee and the Hospital agreed otherwise) and is to be taken on a day to be arranged between the Employee and the Hospital.

I-4 (a) Normal Daily Tour

For Employees working the normal daily tour, a tour that begins or ends during the twenty-four (24) hour period of the above holidays where the majority of hours worked falls within the holiday shall be deemed to be work performed on the holiday for the full period of the tour. Likewise, a tour that begins or ends during the twenty-four (24) hour period of the above holidays where the minority of hours worked falls within the holiday shall be deemed to be work performed on a regular tour for the full period of the tour and no premium shall be paid for any hours worked on such tour.

(b) Extended Tour

Employees working extended tours shall be paid premium pay for all hours worked during the twenty-four (24) hour period of the recognized paid holiday.

ARTICLE J - MISCELLANEOUS

J-1 Bulletin Boards

The Hospital will provide three (3) bulletin boards in mutually suitable locations for the purpose of posting notices regarding meetings and other matters pertaining to Union business. All such notices must be signed by a member of the Union Executive. The Hospital reserves the right to remove any notice that contravenes the Mission Statement and Philosophy of the Hospital. The Hospital will provide a fourth bulletin board on the lower level across from the north elevator. The Local Union Executive may use the E-mail system for notices regarding meetings and other matters pertaining to Union business.

J-2 Uniforms

Where an Employee's uniform is damaged other than through her carelessness in the regular performance of her duties the Hospital shall repair or replace the uniform at the Hospital's expense. This paragraph does not apply where the uniform can be restored to a condition acceptable to the Hospital by means of cleaning alone. It is the responsibility of each Employee to maintain at her own expense her uniform in a clean and presentable condition.

J-3 (a) Full-Time Only

Subject to J-4(b), where overtime work is compensated by the Hospital by granting time off, the Hospital shall grant this time off by the last day of the month following the month in which the overtime was worked. Overtime of thirty (30) minutes or more may only be accumulated for time off as provided in Article 14.09.

(b) If the Employee and the Program Manager/Coordinator agree, this time off may be retained beyond the time referenced in J-4(a) above, to be used in conjunction with planned unit closures to a maximum of five (5) days.

J-4 Overtime Slips

The Hospital will provide a copy of the signed overtime slip to the Employee involved.

ARTICLE K - JOB-SHARING

The following conditions shall apply to Job-Sharing arrangements in existence at the date of ratification and to those arrangements entered into after that date

pursuant to Article 20.01 of the Central Agreement unless otherwise agreed to by the parties.

- K-1
- (a) Job-sharing requests with regard to full-time positions shall be considered on an individual basis.
 - (b) Total hours worked by the job-sharer shall equal one (1) full-time position and all scheduled tours must be covered. The division of these hours on the schedule shall be determined by mutual agreement between the two (2) Employees and the Program Manager/Coordinator of the Unit.
 - (c) The above schedules shall conform with the scheduling provisions of the full-time Collective Agreement.
 - (d) Each job-sharer may exchange shifts with her partner, as well as with other Employees as provided by the Collective Agreement.
 - (e) The job-sharers involved will have the right to determine which partner works on scheduled paid holidays and job-sharers shall only be required to work the number of paid holidays that a full-time Employee would be required to work.
 - (f) Authorized overtime will be paid for all hours in excess of the normal daily tour or in excess of the normal biweekly hours for the full-time position, except that, overtime which is not related to the job-sharing position, shall be paid in accordance with the provisions of the part-time Collective Agreement.

K-2 Coverage

It is expected that both job-sharers will cover each others incidental illnesses. If, because of unavoidable circumstances, one cannot cover the other, the Program Manager/Coordinator must be notified to book coverage. Job-sharers are not required to cover for their partner in the case of prolonged or extended absences.

K-3 Vacation, Maternity Leave, and other leaves pursuant to Article 11 of the Central Full-Time and Part-Time Agreements

In the event that one member of the job-sharing arrangement goes on any of the above leaves of absence, the coverage will be negotiated with the Program Manager/Coordinator, but it is recognized that the remaining member of the position should be prepared to cover the leave of absence as much as possible.

Where the job-sharing partner agrees to cover her partner's vacation, they shall not form part of any vacation quotas. Where the job-sharing partner does not agree to cover her partner's vacation, the Employee on vacation shall form part of the vacation quotas.

K-4 Implementation

- (a) Where the job-sharing arrangement arises out of the filling of a vacant full-time position, both job-sharing positions will be posted and selection will be based on the criteria set out in the Collective Agreements.
- (b) Any incumbent full-time Employee wishing to share her position, may do so without having her half of the position posted. The other half of the job-sharing position will be posted and selection will be made on the criteria set out in the Collective Agreement.
- (c) If one of the job-sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the remaining Employee will revert to her former status. If the remaining Employee was previously full-time, the shared position will become her position. If the remaining Employee was previously part-time and there is no part-time position available on the same Unit, she shall exercise her layoff bumping rights to obtain a part-time position. The shared position would then revert to a full-time position and be posted according to the Collective Agreement in accordance with Articles 10.06(a), 10.06(a), 10.06(c), and 10.06(e) of the Central Collective Agreement.

K-5 Discontinuation

If, after a six (6) month trial period, the Hospital wishes to terminate a Job-sharing arrangement, it may do so upon advance written notification of sixty (60) days to the Employees. If this occurs, the position will revert to a full-time position and both Employees may apply and seniority will decide. The unsuccessful Employee will have the option of remaining as regular part-time.

If after a six (6) month trial period, the Employees who take part in job-sharing wish to terminate the arrangement, they may do so upon advance written notification of sixty (60) days to the Hospital. When this occurs, the Employees will have the option of remaining as regular part-time. The full-time position will then be posted as per the full-time Collective Agreement. Any discontinuation of the job-sharing arrangement will not be done in an unreasonable or arbitrary manner.

ARTICLE L - STANDBY SCHEDULING

- L-1 (a) The Hospital will notify the Local President/Designate prior to initiating ongoing standby assignments on any unit.
- L-1 (b) Scheduled standby assignments will be distributed equally amongst the Employees in any unit utilizing standby.
- L-2 Standby assignments shall be posted at the same time as the tours of duty schedules. Employees shall be permitted to exchange their standby assignment by using the mutual protocol.
- L-3 (a) A full-time Employee will not be scheduled for standby on a scheduled day off or scheduled weekend ~~off~~, unless mutually agreed between the Employee and the Hospital.
- L-3 (b) When a full-time or part-time Employee is scheduled for standby on a weekend, she is considered to be "working" the weekend.
- L-4 Employees scheduled for standby shall be provided with beepers.
- L-5 The Hospital will make available the equivalent of one () private hospital room for Employees scheduled for standby.
- L-6 O.R. and R.R. Employees required to take standby duty must be available at the Hospital within twenty (20) minutes of being called in.
- L-7 Standby schedules will not be reassigned without consultation with the Employee whose schedule is being changed.
- L-8 Standby will not be scheduled on a night before a scheduled day shift unless agreed otherwise by the Employee.
- L-9 Where an Employee has been called in from standby and worked during the hours after 2400 hours, such Employee will not be required to work the day shift unless she does so by mutual agreement between the Employee and the Employer.

ARTICLE M - TOURS OF LESS THAN 7.5 HOURS

M-1 Part-Time Only

Where tours of less than 7.5 hours are required, Article F in its entirety applies except as amended by the following:

- (a) The Hospital agrees to meet with the Local Union to discuss the need to implement the scheduling of tours of less than 7.5 hours in areas not currently utilizing them.
- (b) There shall be an equitable distribution of such scheduled tours among the part-time Employees in each unit.
- (c) Employees working less than 7.5 hour tours shall be granted the appropriate paid rest period.
- (d) No part-time Employee will be scheduled solely on tours of less than 7.5 hours in any pay period, except where such arrangements are requested by the Employee, or except where there are only tours of less than 7.5 hours available.
- (e) For Employees working tours of duty of less than 7.5 hours, no more than six (6) shifts in a row shall be scheduled. If an Employee is required to work on a seventh (7th) consecutive and subsequent tour, then she will receive premium payment for each shift so worked until a day off is scheduled.

ARTICLE N - CERTIFIED WORKER

- N-1 The Employer shall recognize two (2) ONA members as certified workers pursuant to the Occupational Health and Safety Act, one (1) of whom will be the Occupational Health Employee so long as she remains a bargaining unit member.

ARTICLE O - PAY CHEQUE ERRORS

- O-1 Any regular earnings omitted on a pay cheque of at least 7.5 hours which is not caused by the Employee's error, shall be paid to the Employee if requested within three (3) calendar days (excluding Saturday, Sunday and paid holidays) from the time of notification.

ARTICLE P - HOURS OF WORK

- P-1 Where the Employer makes a permanent change in the starting and stopping times of the current hours of work, the Employer will provide the Union with four (4) weeks' notice and will discuss any changes with the Union prior to implementation.

ARTICLE Q - EMPLOYEE ABUSE

- Q-1
1. The Employer confirms its commitment to a work place free from all forms of harassment and violence. An Employee who believes that he/she has been subject to harassment or violence shall report the incident, to a Manager with whom the Employee is comfortable, or Human Resources, who will take the appropriate action in the circumstances.
 2. An Employee who is assaulted while on the Health Centre property is to report the assault to her Program Manager/Coordinator by using a Health Centre incident report. With the consent of the Employee named on the incident report the Health Centre will inform one of the Local Union Executives of the incident within three (3) days (exclusive of Saturday, Sunday and paid holidays) of receiving the report

The Hospital will consider requests for reimbursement for damages incurred to the Employee's personal property such as eyeglasses, ripped uniforms, personal clothing as a result of being assaulted while on Health Centre property.

The Employee will endeavour to present her claim to the Employer within seven (7) days after the event, unless it was impossible for her/him to do so during this period.

LETTER OF UNDERSTANDING

BETWEEN:

ST. JOSEPH'S HEALTH CENTRE, SARNIA
(Hereinafter referred to as the "Hospital")

AND:

ONTARIO NURSES' ASSOCIATION
(Hereinafter referred to as the "Union")

RE: ARTICLE F-3

Draft shift schedules may be posted, five (5) weeks in advance. Employees who wish to make changes on their schedules, may do so in a one week period prior to the final schedule being posted; any such changes are subject to the approval of the Program Manager/Coordinator. This does not preclude future mutual exchanges for this scheduling period as outlined in Article F-5.

SIGNED at Sarnia, Ontario this 15th day of July, 1998.

FOR THE HOSPITAL:

W. Conell

FOR THE UNION:

Catherine Isbick
Employment Relations Officer
Diana Pedley
Margaret Easter

LETTER OF UNDERSTANDING

BETWEEN:

ST. JOSEPH'S HEALTH CENTRE, SARNIA
(Hereinafter referred to as the "Hospital")

AND:

ONTARIO NURSES' ASSOCIATION
(Hereinafter referred to as the "Union")

RE: F-19 AND WEEKEND COVERAGE

The parties agree that when tours become available on the weekend the Hospital will offer both days to the Employee in line for the call. If she can do both, no further calls are made. If she can do only one (1) that tour is given to her and the Hospital then follows the list to cover the remaining tour.

SIGNED at Sarnia, Ontario this 15th day of July, 1998

FOR THE HOSPITAL:

B. Cowell

FOR THE UNION:

Catherine Holick
Employment Relations Officer
Diana Bradley
Margaret Carter

LETTER OF UNDERSTANDING

BETWEEN:

ST. JOSEPH'S HEALTH CENTRE, SARNIA
(Hereinafter referred to as the "Hospital")

AND:

ONTARIO NURSES' ASSOCIATION
(Hereinafter referred to as the "Union")

RE: ADDITIONAL TOURS

The parties agree that regular part-time Employees who indicate to the Hospital in writing, a desire to work additional tours on units other than their own will be offered additional tours under F-19(b).

SIGNED at Sarnia, Ontario this 15th day of July, 1998

FOR THE HOSPITAL:

W. B. Cull

FOR THE UNION:

Colleen DeFek
Employment Relations Officer
Diana Galley
Margaret Easter

APPENDIX 6
O.N.A. PROFESSIONAL RESPONSIBILITY
COMPLAINT FORM

APPENDIX 6
O.N.A. PROFESSIONAL RESPONSIBILITY COMPLAINT FORM

NOTIFICATION OF IMPROPER WORK ASSIGNMENT
AVIS D'ATTRIBUTION INCORRECTE DE TRAVAIL

DATE/TIME OF OCCURRENCE _____ DATE TO EMPLOYER _____
DATE/HEURE DE L'INCIDENT _____ DATE DE NOTIFICATION A L'EMPLOYEUR _____

AGENCY _____ WARD _____ SHIFT _____
ORGANISME _____ SERVICE _____ ÉQUIPE _____

TYPE OF CARE _____ BED CAPACITY _____ PATIENTS (#) _____
TYPE DE SOINS _____ Nbre de LITS _____ Nbre de PATIENTS (#) _____

STAFFING _____ USUAL STAFFING _____
EFFECTIF PRESENT _____ EFFECTIF NORMAL _____

I/We, the undersigned, believe that I was/we were given an assignment that was inconsistent with proper patient care for the following reasons. (Brief outline of problem/assignment attached).

Nous, soussignés, croyons que l'on nous a attribué une tâche qui ne permettait pas de fournir les soins voulus aux patients pour les raisons indiquées. (Joindre une brève description de la tâche extended tour du problème.)

To correct this problem, I/we recommend:

Pour corriger la situation, nous recommandons:

NAME/TITLE OF IMMEDIATE SUPERVISOR NOTIFIED:

NOM/TITRE DU SUPERVISEUR IMMÉDIAT QUI A ÉTÉ AVISÉ:

DATE/TIME OF NOTIFICATION

DATE/HEURE A LAQUELLE IL A ÉTÉ AVISÉ _____

RESPONSE/ACTION

RÉACTION/INTERVENTION _____

Signature of Complainant(s):

Signature des plaignant(s):

I/we do not believe this response was adequate to resolve our concerns. I/we therefore request our local president/executive committee refer these concerns to the AAC. Failing resolution of the nurses' concerns, the association may consider these issues under the professional responsibility clause.

Nous croyons que les mesures prises sont insuffisantes pour régler la situation. Nous demandons par conséquent au président de la section locale ou au comité exécutif de porter la question devant le CAO. Si ces démarches n'aboutissent pas, l'association pourrait considérer ces questions sous le régime des dispositions liées à la responsabilité professionnelle.

