

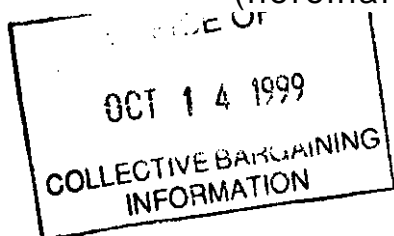
FULL-TIME/PART-TIME COLLECTIVE AGREEMENT

BETWEEN:

CANADIAN BLOOD SERVICES CENTRES

TORONTO/ HAMILTON/ LONDON /OTTAWA, ONTARIO

(hereinafter called the "Employer")



AND:

THE ONTARIO PUBLIC SERVICE EMPLOYEES
And its Locals 106, 205, 477, 5103

(hereinafter called the "Union")

Duration: April 1,1998 to March 31, 2001

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
	Purpose 3
1	Interpretation 3
1A	No Discrimination 4
2	Recognition.. 4
3	Union Security 4
4	Management Rights.. 5
5	Union Representation and Committees.. 6
6	Job Security..... 8
7	Grievance Procedure.. 9
8	Arbitration 11
9	Discharge Cases 12
10	No Strikes, No Lockouts 13
11	Wages, Anniversary Increments.. 13
12	Hours of Work.. 14
13	Vacations with Pay 20
14	Paid Holidays.. 25
15	Probation and Seniority 27
16	Vacancies , Promotions and Transfers..... 30
17	Lay-off and Recall 33
18	Leave of Absence without Pay 36
19	Special Leave:; 42
20	Marriage..... 42
21	Compassionate Leave.. 42
22	Court Duty..... 43
23	Insured Benefits, Pension, Workplace Safety and Insurance.. 44
24	Uniforms 47
25	Sick Leave 48
26	Transportation.. 51
27	Meal Allowance.. 52
28	Lodging 53
29	Bulletin Board 53
30	Safety & Health & Employment Conditions.. 54
31	Position Descriptions 55
32	Position Premiums.. 56
33	Employee Performance Review and Employee Files..... 57
34	Agreement Re-opener Clause 57
35	Miscellaneous 57
36	Term of Agreement..... 58
	Schedule "A" - Wage Rates 59
	Schedule "B" - Job Description B-1 to B-8 67
	Signature Page..... 96
	Letters of Understanding 97

PURPOSE

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

ARTICLE I- INTERPRETATION

- 1.01 "Union" shall mean the Ontario Public Service Employees Union,
- 1.02 *"Employer" shall mean Canadian Blood Services Centres at Toronto, London, Hamilton and Ottawa.
- 1.03 "Employees" shall mean persons as identified in Article 2.01 of this Agreement as members of the bargaining unit.
- 1.04 A "Full-time Employee" is one who is employed for an indefinite duration of time to work the full prescribed hours as specified in this Collective Agreement.
- 1.05 A "Part-time Employee" is one who is employed for an indefinite duration and who is scheduled to work normally less than full-time hours.
- 1.06 "Temporary Employee" is one who is employed for a definite duration of time to replace a full-time or part-time employee on an anticipated prolonged leave of absence or is employed to undertake or assist in undertaking a special project of limited duration or as required to meet temporary operational needs for a period not to exceed twelve (12) months unless mutually agreed otherwise by the Employer and the Union.
- 1.07 A "Casual Employee" is one who is hired to work occasionally or intermittently for the purpose of staff relief.
- 1.08 * A regional employee is one who is hired to work at mobile and/or permanent clinics, in or out of specific regions outside the boundaries of the Toronto, London, Hamilton or Ottawa Blood Centre, as described in Article 27.01 of the existing collective agreement.
- 1.09 * A permanent clinic employee is one who is hired to work at a specific permanent clinic site (as defined by Article 1.10) within the boundaries of the Toronto, London, Hamilton and Ottawa Blood Centre as described in Article 27.01 of the existing Agreement. Such employees may be scheduled to mobile clinics if they agree to such assignment.
- 1.10* A permanent clinic site is a location other than the Blood Centre where essential furniture and equipment are maintained on site on an indefinite basis and requires no set up or tear-down of essential furniture and equipment.

- 1.11 * A Centre employee is one who is hired to work at or out of the Toronto, Hamilton, London or Ottawa Blood Centre. Such employees may be scheduled to work permanent clinic if they agree to such assignment.
- 1.12 A "Work Week" commences at 0001 hours on Monday and ends at 2400 hours on Sunday.
- 1.13 The feminine gender shall mean and include the masculine and similarly the singular shall include the plural and vice versa as applicable.
- 1.14 Part-time, temporary and casual employees shall be covered by the provisions of this agreement unless otherwise stated, amended or where specific reference is made in articles as to that article's applicability to certain employee group or groups.

ARTICLE 1A - NO DISCRIMINATION

- 1A.01 The Parties agree that there shall be no discrimination, interference, restriction or coercion exercised or practised by the parties with respect to any employee because of membership or non-membership in the Union or activities or lack of activities on behalf of the Union or on any ground as defined by the Ontario Human Rights Code.

ARTICLE 2 - RECOGNITION

- 2.01 The Employer recognizes the Union as the exclusive bargaining agent of all non-professional employees (support staff) of the Canadian Blood Services working at or out of the Toronto, London, Hamilton and Ottawa Blood Services Centres, together with all employees hired to work in or out of specific locations outside the boundaries of the aforementioned Blood Services Centres as set out in the Certificate issued by the Labour Relations Board of Ontario dated the 8th day of August, 1994 employed as Clinic Assistants, Clerical Staff, Transport Staff, Laboratory Helpers, Data Entry Clerks and Utility Persons, Telerecruiters save and except Co-ordinators, Supervisors, Assistant Supervisors, Administrative Assistants performing supervisory functions or involved in confidential matters related to labour relations and persons employed above these ranks.

ARTICLE 3 - UNION SECURITY

- 3.01 The Employer shall deduct from each employee in the bargaining unit an amount equal to the regular monthly dues as designated by the Union. Within four (4) weeks of signing of this agreement the Employer shall deduct dues retroactive to the ratification date of this Agreement. The amount of the regular monthly dues shall be as certified to the Employer, in writing, at least one calendar month in advance of any change, by the Director of Financial

Administration of the Union from time to time. The amounts so deducted shall be remitted by the Employer to the Union's Director of Finance no later than the 15th of the month following the month in which such deductions were made, accompanied by a list of the names, S.I.N.s and addresses of employees from whose wages the deductions have been made. In the case of new employees, dues deduction will commence with the employee's first pay cheque. The Employer agrees that, should negotiations result in retroactive payment of salaries, the Employer will deduct the amount of dues required.

3.02 The Union shall indemnify and save the Employer free and harmless with respect to all sums so deducted and remitted.

3.03 * During the first thirty (30) days of employment, the appropriate shop steward of the local shall be allowed a fifteen (15) minute meeting within regular working hours with new employees. Such meeting shall be arranged by the Employer and the Union Steward will be advised when the meeting is to take place.

ARTICLE 4 - MANAGEMENT RIGHTS

4.01 The parties hereto agree that the operations of the Employer entail working methods, hours and processes which are peculiar to it.

4.02 The parties further acknowledge that it is the exclusive function of the Employer, subject to the provisions of this Agreement, to manage and control its operations, and without limiting the generality of the foregoing, to:

- a) maintain order, discipline, and efficiency;
- b) hire, transfer, promote, classify, demote,. layoff, assign work, and suspend or discharge employees for just cause, and introduce new or improved methods or facilities;
- c) manage, control, continue, discontinue in whole or in part the Employer's operations, and without restricting the generality of the foregoing, to determine the number of employees, schedule of activities, kinds and locations of machines and processes to be used and the scheduling and conducting of clinics and deliveries and the determination of their locations, in accordance with the function of the Employer.

4.03 The Union recognizes that all employees who are members of the clinic teams and all other members of the bargaining unit must work in co-operation with one another.

4.04 These management rights shall not be exercised in a manner inconsistent with the provisions of this Agreement.

ARTICLE 5 - UNION REPRESENTATION AND COMMITTEES

5.01 * Union Shop Stewards

The Employer agrees to recognize four (4) local Union Shop Stewards to be elected or appointed from amongst the bargaining unit employees, at each Blood Service Centre, one (1) from each of the following employee groups: Clinic Assistants, Clerical Staff (including Clerks, Data Entry Clerks, Telerecruiters, Stores Accountants, Medical Secretaries, Utility Persons), Transport Staff and Laboratory Helpers, for the purpose of dealing with grievances as provided under this Collective Agreement,

5.02 Labour Management Committee

- 4 A Labour Management Committee shall be established in each Centre consisting of one (1) employee representative of the local Union from each classification as set out in Article 5.01 above, representing both full-time and part-time employees and at least two (2) Centre Management representatives.
- b) The Committee shall concern itself with matters of the following general nature:
 - i) considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees;
 - ii) increasing operating efficiency by promoting co-operation in effective economy moves;
 - iii) improving of service to the public;
 - iv) promoting of safety and sanitary practices and the observance of safety rules;
 - v) reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service);
 - vi) correcting conditions making for grievances and misunderstandings;
 - vii) promoting education and training of staff. In this connection, employees required to attend in-service educational/training seminars shall be paid for such attendance.
- c) The Committee shall be scheduled to meet at mutually satisfactory times but not less than once every two (2) months, unless otherwise mutually agreed.

- d) A representative of either party shall notify a representative of the other in writing of its desire to meet, and such notice will include a list of the items it wishes to discuss. Within three (3) working days, the parties will agree on a meeting date and time. A written record shall be maintained of matters referred to the Committee and their recommended disposition.

5.03 Negotiating Committee

The Employer agrees to recognize a Union Negotiating Committee comprised of one (1) employee representative, representing both full-time and part-time employees, elected or appointed from amongst the bargaining unit employees at each Blood Services Centre except the Toronto Centre which will be entitled to two (2) representatives. The Union shall notify the National Human Resources Office, Labour Relations, in writing, with a copy to each Centre Director, of the names of the members of the Union Negotiating Committee at the time of serving of written notice, of the Union's desire to commence bargaining in accordance with Article 36.01, or no later than eight (8) weeks prior to the commencement of negotiations,

- 5.04 The Employer agrees that shop stewards and local Union employee representatives shall not suffer any loss of basic pay for time spent in attending negotiations, grievance meetings or Committee meetings, excluding the Joint Health and Safety Committee, as set out in this Article with representatives of the Employer, provided that any such employee representative is scheduled to work on the day of the meeting.

Part-time shop stewards and local employee representatives shall be paid at their straight time hourly rate for time spent in attending such meetings to a maximum of seven and one half (7.5) hours per day.

Stewards and employee representatives shall obtain the prior permission of their supervisor before leaving their place of work in order to attend scheduled negotiations grievance or Labour-Management Committee meetings. Permission shall not be unreasonably requested or withheld.

5.05 Joint Occupational Health and Safety Committee.

The Employer shall recognize one (1) employee representative to be elected or appointed from amongst the bargaining unit employees from each department (ie. Administration, Transportation, Nursing and Laboratory) at each Blood Services Centre to represent the bargaining unit on the Joint Health and Safety Committee. In accordance with the current practice, the parties agree that the number of representatives attending the said committee meetings may be limited. Time spent at meetings and for carrying out duties and responsibilities shall be credited at the employee's regular hourly rate or premium rate as applicable.

- 5.06 The names and normal jurisdiction of each shop steward, local Union employee representative on any committee, and local Union executives, as selected from time to time, shall be provided in writing to each Centre Director by the local Union, The Employer shall not be required to recognize and deal with any such Steward, employee representative or executive until it has been so notified in writing.
- 5.07 The Employer undertakes to instruct all members of its supervisory staff to co-operate with shop Stewards and other local Union employee representatives of the Union, as set out in this Article, in carrying out their responsibilities under the terms of this agreement.
- 5.08 The Union undertakes to secure from its shop stewards and other local Union employee representatives their co-operation with the Employer and with all persons representing the Employer in carrying out their responsibilities under the terms of this agreement.
- 5.09 A staff representative of OPSEU may, on invitation of the local Union or the Employer, attend Labour Management Committee meetings.

ARTICLE 6 -JOB SECURITY

- 6.01 If in the event of technological change, reorganization or reassignment of bargaining unit work employees who require new or greater skills, shall be given a period of training in order to acquire the new or greater skills. The Employer shall assume the cost of tuition and travel. There shall be no reduction of wages or benefits during the training period, however, the employee will not be entitled to overtime. Training shall be given during working hours whenever possible and may not extend beyond six (6) months.
- 6.02 In the event that an employee is unable to acquire the required new or greater skills or if an employee's position becomes redundant as a result of technological change, reorganization, reassignment of bargaining unit work or contracting out she shall be given advance notice of lay-off or pay-in-lieu of notice in accordance with Article 6.03.
- 6.03 a) Employees with greater than one (1) year but less than five (5) years of service, who are laid off under Article 6, shall be given four (4) months advance notice of layoff or pay-in-lieu of notice, subject to Article 6.04.
- b) Employees with five (5) or more but less than ten (10) years of service, who are laid off under Article 6, in addition to severance entitlement under Article 17, will be given an eight (8) month advance notice of layoff or pay-in-lieu of notice, subject to Article 6.04.

- c) Employees with ten (10) to twenty (20) years of service, who are laid off under Article 6, in addition to severance entitlement under Article 17, will be given a ten (10) month advance notice of layoff or pay-in-lieu of notice, subject to Article 6.04.
- d) Employees with more than twenty (20) years of service, who are laid off under Article 6, in addition to severance entitlement under Article 17, will be given a fourteen (14) month advance notice of layoff or pay-in-lieu of notice, subject to Article 6.04.

6.04 a) Employees who are required to work during their notice period shall be guaranteed to receive the cash equivalent of their notice period under Article 6.03 at the time of layoff or, in place of such payment, they may elect to exercise their rights under Article 17.

b) Employees who are not required to work during their notice period under Article 6.03 must elect within five (5) weeks to either receive the cash equivalent of the remainder of their notice period under Article 6.03 or, in place of such payment, to exercise their rights under Article 17. In the event that such an employee bumps into a lower paying position under the provisions of Article 17, their pay rate shall be maintained at the scale for the position from which they were laid off for a period of six (6) months.

6.05 Employees who opt to receive the cash equivalent shall be deemed to be terminated and the provisions of Article 17 shall not apply to such employees.

6.06 The notice periods referred to in Article 6.03 includes statutory notice required under the ESA and, where required, payment shall be processed for the applicable notice period, in accordance with legislation. All employee insured staff benefits, including Pension if applicable, will continue during the statutory notice period.

ARTICLE 7 - GRIEVANCE PROCEDURE

7.01 A grievance is any difference that arises between the parties related to the interpretation, application or administration of this Agreement, or where an allegation is made that this Agreement has been violated. In processing grievances, the following procedures will be adhered to:

- 4 Grievance forms shall be supplied by the Union. The grievance must contain reference to the article and specific section of the agreement, which is alleged to have been violated, provide a brief explanation of the nature of the grievance and the redress sought.

- b) An employee may have the assistance of her shop steward from the employee group as set out in article 5.01. If her classification shop steward is not available an alternate shop steward may be selected by the employee, at any stage of the grievance procedure if she so desires.
- c) An employee who is required to attend meetings at Step 1 and Step 2 of the grievance procedure shall be given time off with no loss of regular pay to attend such meetings.
- d) The time limits set out in Articles 7, 8 and 9 are mandatory. Failure to comply with such time limits, by the party initiating the grievance, unless the parties mutually agree in writing otherwise, shall result in the grievance being abandoned. Days as referred to in Articles 7, 8 and 9 are exclusive of Saturdays, Sundays and designated paid holidays.
- e) It is the mutual desire of the parties hereto that complaints of employees be adjusted as quickly as possible, and it is understood that an employee has no grievance until she has first given her immediate supervisor the opportunity of adjusting her complaint. Such complaint shall be discussed with her immediate supervisor within eighteen (18) days after the circumstances giving rise to it have occurred. In cases where the employee has been absent from the work place at the time the circumstances have occurred, the 18 day period shall commence on the date of her return. Failing settlement within five (5) days, it may then be taken up as a grievance by the employee as outlined in Step 1 within ten (10) days following the expiry of the five (5) day period.
- f) **Step 1**

The aggrieved employee shall present her grievance in writing to her supervisor, or, in the latter's absence, her designated representative. The supervisor and/or her designated representative shall meet with the grievor and her Union grievance Steward within ten (10) days of receipt of the grievance to discuss the matter and she shall render an answer to the grievance, in writing, within ten (10) days of the meeting.
- g) **Step 2**

If the grievance is not settled in Step 1 or no answer in writing is received within ten (10) days of the grievance meeting in Step 1, the aggrieved employee may present the grievance at Step 2 within ten (10) days of receipt of the supervisor's reply or where no answer is received within ten (10) days of the date of submission of the grievance at Step 1. The aggrieved employee shall present her grievance in writing to the Centre Director, or, in his absence, the Centre Director's designated representative. The Centre

Director and/or a designated representative shall meet with the grievor and her grievance Steward within ten (10) days of receipt of the grievance to discuss the matter and shall render a response in writing within ten (10) days of such meeting.

7.02 If the grievance is not settled in Step 2, the grievance may be referred to Arbitration as provided in Article 8 within fourteen (14) days of receipt of the decision of the Centre Director or the expiry of the ten (10) day time limit in Step 2. The Union shall notify the Director of the Centre in writing of its desire to proceed to Arbitration, and at the same time advise the Director of the name of the Union grievance Steward who will be attending the Arbitration hearing.

7.03 Policy Grievance

a) Should any difference arise between the Employer and the Union as to the interpretation or alleged violation of the provisions of this Agreement it may be presented by either party to the other party, in writing, in the form of a policy grievance at Step 2 of the grievance procedure. Where the policy grievance is initiated by the Employer it shall be filed with the local Union President or her designee.

b) It is expressly understood that the provisions of this Article shall not be used with respect to a grievance directly effecting an employee which she could have instituted herself.

7.04 A staff representative of OPSEU may, on invitation of the local Union or the Employer, have access to the premises of the Centre to assist in the settlement of a grievance at Step 2 or deal with disputes arising under Article 7.03.

ARTICLE 8 - ARBITRATION

8.01 a) Both parties to this Agreement agree that any dispute or grievance concerning the interpretation or alleged violation of this Agreement, which has been properly carried through all the steps of the grievance procedure outlined in Article 7 above, and which has not been settled, will be referred to a Board of Arbitration at the written request of either of the parties hereto.

b) The Employer shall grant time off without loss of regular pay to the grievor and one grievance Steward to attend Arbitration hearings.

8.02 The Board of Arbitration will be composed of one person appointed by the Employer, one person appointed by the Union, and a third person to act as Chairperson, chosen by the other two members of the Board.

- 8.03 Within ten (10) days of the request by either party for a Board, each party shall notify the other, in writing, of the name of its appointee.
- 8.04 Should the person chosen by the Employer to act on the Board, and the person chosen by the Union, fail to agree on a third person within seven (7) days of the notification mentioned in Article 8.03 above, the Minister of Labour of the Province of Ontario will be asked to name the Chairperson.
- 8.05 The decision of a Board of Arbitration, or a majority thereof, constituted in the above manner shall be binding on both parties.
- 8.06 The Board of Arbitration shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, or to give any decision inconsistent with the terms and provisions of this Agreement.
- 8.07 Each of the parties to this Agreement will bear the expenses of the arbitrator appointed by it; and the parties will jointly bear the expenses, if any, of the Chairperson.
- 8.08 No person shall be selected as arbitrator who has been directly involved in attempts to negotiate or settle the grievance.
- 8.09 Wherever arbitration is referred to in this Collective Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the arbitration board at the same time notification is given under Article 7.02 advising the other party of proceeding to Arbitration. All other provisions referring to a board of arbitration shall appropriately apply.

ARTICLE 9 - DISCHARGE CASES

- 9.01 A full-time or part-time employee who has completed her probationary period and who is discharged from employment with the Employer and feels that an injustice has been done, may file a grievance in writing with the Centre Director at any time within ten (10) days after she is notified of her discharge. This grievance will then be dealt with at Step No. 2 of the grievance procedure.
- 9.02 When an employee has been discharged, she shall have the right to speak with a grievance Steward for a reasonable period of time before leaving the premises. A meeting room will be made available by the Centre Director or designee.
- 9.03 The release of a temporary employee, at the end of her term or prior to, shall not be the subject of a grievance or arbitration.

ARTICLE 10 - NO STRIKES. NO LOCKOUTS

- 10.01 The Union agrees that there shall be no strikes and the Employer agrees that there shall be no lockouts during the term of operation of this Agreement. The meaning of the words "strike" and "lockout" shall be as defined in the Ontario Labour Relations Act.

ARTICLE 11 WAGES. ANNIVERSARY INCREMENTS

- 11.01 The parties agree that all employees within the bargaining unit shall be paid in accordance with the salary rates indicated in Schedule "A" of this Agreement.
- 11.02 a) Employees on staff at the date of signing of this Agreement will receive a retroactive increase in salary as applicable in accordance with Schedule A. Such retroactivity shall only apply to basic wages earned during such period.
- *b) Employees who have terminated their employment between April 1, 1998 and the date of signing of this Agreement, must apply in writing no later than ninety (90) calendar days following the signing date of this Agreement to the Centre Director for retroactive pay of their basic wages for the period they were employed. The Employer shall pay the retroactive wages within two (2) full pay periods of the receipt of the application.
- c) This article shall not apply to employees who have quit or were discharged for cause, such employees having no right to retroactivity provided herein.
- 11.03 The anniversary dates for the purpose of determining the dates of salary increases contained in Schedule A of this Agreement shall continue to be based on the date of the full-time employees commencement of current service with the Blood Services Centre where she is currently employed.
- 11.04 For part-time, temporary and casual employees, progression to the next step level of the salary grid shall be effected upon completion of each 1500 regular hours worked, in the same position classification, but no sooner than one (1) year from the date of hire or the date of last progression, up to the maximum step level of the salary grid.
- 11.05* All changes in this agreement shall take effect on the date of ratification of the Collective Agreement unless otherwise specified under articles herein.

ARTICLE 12 - HOURS OF WORK

12.01 a) Work hours

- i) For those full-time employees holding Clerical Staff (Clerk, Stores Accountant, Medical Secretary (Bilingual) and Utility Person positions, the regular work week shall consist of 37.5 hours per week.
- ii) A full-time Clinic Assistant, Driver, Laboratory Helper, and Data Entry Clerk shall work an average of 75 hours over a two week period.
- iii) It is understood that if a full-time employee is scheduled to work less than 37.5 hours or less than 75 hours due to unavailability of work, she shall be paid her full weekly or bi-weekly salary as is appropriate to her averaging period.
- iv) The hours of work for part-time and temporary part-time employees shall be normally less than those prescribed under Article 12.01 a) i) or 12.01 a) ii) for full-time employees.
- v) The hours of work for temporary and casual employees shall be either full-time or part-time as prescribed in Article 12.01 a) i) or a) ii) above.
- vi) Part-time, temporary and casual employees shall be paid their hourly wages on the basis of hours worked.
- vii) A part-time, temporary part-time or casual employee who is called in or reports for work as scheduled, where there is no work available shall receive a minimum of four (4) hours pay at her regular rate. This article shall not apply to employees who are scheduled to attend mandatory in-service/educational training sessions. Such employees will be paid for all time in attendance at their straight time hourly rate.
- viii) A full-time employee who reports for work as scheduled where there is no work available shall receive a minimum of four (4) hours pay at her regular rate. This article shall not apply to employees who are scheduled less than four hours and who work their scheduled hours.

b) Meal Periods

- i) Hours of work, shall be exclusive of an unpaid meal period of 30 minutes to 60 minutes in duration for shifts of 7.5 hours or less. No meal period need be provided for employees who work five hours or less.

- ii) Employees who are scheduled to work more than 7.5 consecutive hours shall receive at least one meal period of one (1) hour in duration.
- iii) The meal period for Clinic Assistants and Drivers shall be given between the hours of 11:00 a.m. and 2:30 p.m. for lunch, and between the hours of 4:00 p.m. and 7:00 p.m. for dinner. If the days work is concluded prior to 1:30 or 6:30 p.m., no lunch period nor dinner period need be provided unless otherwise required by legislation.
- iv) Any additional meal period that must be provided under legislation shall be 30 to 60 minutes in duration. Such meal period will be scheduled at a time as determined by the Employer taking into account operational requirements and employee needs.

4 Rest Periods

- i) Employees who are scheduled to work 7.5 hours in a day, exclusive of any meal period, shall receive two (2) paid rest periods of 15 minutes each. Employees scheduled to work less than 7.5 hours but a minimum of four (4) hours shall be provided with one paid rest period of 15 minutes. Should the workday extend a further three (3) hours, another paid rest period of 15 minutes shall be provided.
- ii) Rest periods for employees, who are assigned to a mobile clinic, shall be scheduled during the period commencing with the start of set-up and end of tear down. Should the employee not receive her rest period as a result of operational requirements, such employee will be credited with fifteen (15) minutes in lieu and in addition shall be paid a premium of 0.5 times her regular rate outside the averaging period.
- iii) For safe driving purposes any driver who has driven for two (2) continuous hours may at her discretion take a fifteen (15) minute paid break.
- iv) Employees who operate Video Display terminals shall be provided with an alternate work assignment away from the V.D.T. for at least fifteen (15) minutes in duration after every two consecutive hours.

12.02 *a) In the case of those employees who have been authorized to proceed from their place of residence to the clinic site, or from the clinic site direct to their place of residence, they shall be deemed to have worked and shall be credited for the period equivalent to the time required for the clinic team to travel from the Centre to the clinic site and, in case of return, from the clinic site to the Centre. This Article shall not apply to Regional and Permanent clinic employees,

12. 02 *b) Regional Employees shall be credited with the actual travel time from the permanent clinic site in their city or, where there is no permanent clinic site, from the local city hall when attending any clinic outside the city or town limits. Such travel time shall be credited to hours of work based on a fixed time period, as reasonably established by the Employer. (As measured from the time to travel from the permanent site to the various clinics outside the city or town limits).

*c) Permanent clinic employees who are hired to work at a specific permanent clinic will not be paid for travelling time to and from their residence. Should such an employee be scheduled to work at clinics other than their specific permanent clinic location, they shall be compensated for travelling time calculated from their permanent clinic location.

12.03 Days Off

*a) The Employer shall identify days off on posted schedules for all employees.

b) Full-time employees shall be scheduled two consecutive days off without pay per weekly period, which shall include a Saturday or a Sunday, and will either be completed or started in the weekly period;

and,

part-time, temporary, and casual employees shall not exceed the ratio of 10:4 for workdays to non-workdays in a period of two work weeks, provided that:

- * i) A premium of \$1.50 per hour shall be paid to an employee in addition to her applicable hourly rate of pay for each hour worked between 2400 hours on Friday to 2400 hours Saturday when the Saturday is scheduled as part of the employee's regular work week. These provisions shall only apply to Telerecruiters when such employees work on clinics.
- * ii) An employee who is scheduled to work on a Sunday shall be credited with straight time for all hours worked and, further, shall be paid a premium of one times her rate of pay over and above her straight time basic pay. These provisions shall only apply to Telerecruiters when such employees work on clinics.
- * iii) An employee who is required to work on her scheduled day or days off shall be paid at the rate of time and one-half (1.5) for all hours worked. This payment is on top of and separate from the averaging period.

- iv) An exception shall be made in the case of one (1) driver and one (1) laboratory helper working out of the Toronto Centre, who shall work seven (7) consecutive days in one week but who shall receive two consecutive days off in lieu in the following week. This seven consecutive day work week shall be assigned on a rotational basis from among all the drivers and laboratory helpers working out of the Toronto Centre.
- v) Any work to be performed by an employee on a Saturday or on a Sunday shall be assigned on a rotational basis separately at each Blood Centre, Region and permanent clinic from among all full-time employees and among all part-time employees within the classification involved, provided the employee has been trained to perform the required work. It is not the intention of this provision to either advantage nor disadvantage those employees who are qualified to perform functions beyond the basic requirements of their classification. These provisions shall not apply to Telerecruiters.
- vi) Part-time and temporary part-time employees who are called in to work on an unscheduled workday(s) will be paid at their regular straight time hourly rate for all hours so worked subject to the other provisions of this Article.

12.04 Overtime

- a) The Employer shall have the right to schedule overtime when such is required, provided, however, that the Employer shall give notice of overtime as far in advance as is practicable.
 - b)
 - i) All authorized hours worked by an employee in excess of her averaging period shall be considered overtime and shall be paid at the rate of 1.5 times her basic hourly rate.
 - * ii) Part Time employees shall be paid at the rate of one and one half (1 1/2) times their basic hourly rate for all hours worked in excess of the hours scheduled for that day or 7.5 hours, whichever is greater.
- 4 An employee may request compensating time off for overtime hours worked [e.g. an employee who has worked four (4) hours of overtime may request compensating time off of six (6) hours]. Time off in lieu of overtime pay shall be granted by the Employer subject to operational requirements and further conditional on the provisions outlined in Article 12.08 a). If compensating time off cannot be scheduled to the mutual satisfaction of the parties within sixty (60) calendar days of the end of the averaging period when the overtime was worked, it shall be paid out.

- d) Records indicating overtime hours worked by each employee during the preceding pay period shall be posted on the bulletin board within two (2) working days following each pay day.

12.05 On-Call Pay

- *a) An employee assigned to on-call duty, outside her scheduled working hours, must respond without undue delay to any request to return to duty. An employee who is scheduled to be on-call shall receive on-call pay at the rate of \$2.50 per hour Monday to Saturday and \$3.00 per hour on Sundays and designated Paid Holidays for the period of scheduled on-call. On-call pay shall cease when the employee in response to a call back arrives at the Centre and until such time as she leaves the Centre during the scheduled on-call period. Call back for all employees shall be paid in accordance with the provisions outlined in Article 12.06 a). On-call hours shall not be included in the averaging period.
- *b) On-call duty assignment will first be attempted on a rotational basis separately at each Blood Centre, Region and permanent clinic from among all the employees within the classification(s) involved who volunteer to be on-call provided that the employee has been trained to perform the specific functions required.
- *c) If there are insufficient volunteers to provide the required coverage then on-call duty shall be assigned on a rotational basis separately at each Blood Centre, Region and permanent clinic from among all employees within the classification(s) involved provided that the employee has been trained to perform the specific functions required.
- *d) An employee assigned to on-call who responds to a call back shall be reimbursed, each time she is required to report for work, either return taxi fare to her residence or if she uses her own vehicle at the rate of .26 cents per kilometer, in either case to a maximum of \$50.00 per call back. Taxi receipts to be submitted for reimbursement.

12.06 Call Back

- a) A full-time or temporary full-time employee who is contacted when off the premises of the Employer and is required by the Employer to report for work prior to her next scheduled starting time, such employee shall be paid a premium at the rate of time and one-half (1.5) of her basic hourly rate for all hours worked or for four (4) hours at straight time, whichever is greater. Hours worked as a result of this article shall not be included in the averaging period. The minimum guarantee will not be applicable if the employee is called in to work within three (3) hours of her scheduled starting time.

- *b) A part-time employee shall receive call back pay at the rate of time and one half (1.5) of her basic hourly rate for all hours worked or for four (4) hours at straight time, whichever is greater, if she is called back within the same day.

12.07 * Out of Town Mobile Clinics

Out of town mobile clinics for employees which require employees to be away from their homes for two (2) nights or longer shall be rotated separately at each Blood Centre from among full-time employees and among part-time employees within the classification involved on an equitable distribution basis.

12.08 a) Work Schedules Full-Time

Work schedules for employees on the 75 hour averaging shall be posted four (4) weeks in advance, provided that in the event of an emergency, staff relief purposes, or where unusual circumstances exist, a change may be made.

b) Work Schedules Part-Time

- i) Work schedules for part-time clinic assistants, drivers, lab helpers and data entry clerks shall be posted four (4) weeks in advance, provided that, in the event of an emergency, staff relief purposes, or where unusual circumstances exist, a change may be made.
- *ii) The Employer shall endeavour to schedule available work within classification on an equitable basis, separately at each Blood Centre, Region and permanent clinic.
- iii) In the event hours become available following the posting of the schedule, the Employer will endeavour to assign them on the basis of seniority within the Blood Centre, Region or permanent location. Where there is insufficient staff at the affected location the extra hours will be offered to the most senior available employee in the classification at the next closest location.

12.09 Split shifts

There shall be no splitting of shifts in any given day. If there should be any waiting time between the cessation of work and the recommencement of work in any single day, such waiting time, exclusive of any meal period, shall be credited at straight time for purposes of calculating hours of work performed within the averaging period.

12.10 Rest Between Shifts

There shall be a rest period of at least eleven (11) hours between the cessation of work on one day and the commencement of work on the next day. Should the employee be scheduled to work within this 1 I-hour rest period the employee shall be paid at straight time for all hours worked and in addition shall receive a premium of .5 for all hours worked within the 1 I-hour period. The .5 premium shall only apply when the employee is in receipt of her straight time hourly rate of pay.

12.11 Whenever the term "credited" is used in this agreement it shall mean that such hours shall be included in the averaging period for the purpose of calculating the corresponding pay entitlement.

12.12 * Evening Premium

An evening premium of seventy-five cents (\$0.75) per hour shall be paid to each employee, in addition to the applicable hourly rate, for all hours worked between seven (7) p.m. and six (6) a.m.. This premium shall only apply to Telerecruiters when assigned to clinics.

12.13 The premium payments in this agreement shall not form part of the employee's basic hourly rate of pay.

12.14 Pyramiding

There shall be no pyramiding of overtime hours and premiums for the same hours worked. Overtime or premium payment shall be calculated under one provision of this agreement only unless herein specifically provided otherwise. In case of conflict the highest over time rate or premium shall apply to such hours.

ARTICLE 13 -VACATIONS WITH PAY

13.01 Vacation Accrual

All full-time employees who have completed their probationary period shall be granted paid vacations as follows:

- a) employees with less than one (1) year of service during the vacation year shall be entitled to a pro-rata vacation calculated on the basis of 1-1/4 days for each completed calendar month of employment;
- b) up to four (4) years of service, three (3) weeks (1-1/4 days per month of service);

- c) following four (4) years of service, four (4) weeks (1-2/3 days per month of service);
- d) following ten (10) years of service, five (5) weeks (2-1/12 days per month of service);
- 4 following twenty five (25) years of service, six (6) weeks (2-1/2 days per month of service).
- 9 Months or years of service shall exclude continuous absences without pay of one month or longer, except where such absence is the result of a pregnancy and/or parental leave or Union leave.

13.02 Vacation Year

- a) The vacation year is from April 1st. of each year to March 31st. of the year following.
- b) Vacation time must be taken during the vacation year in which it is earned subject to Article 13.04.

13.03 Vacation Requests and Scheduling

- a) Employees wishing to reserve vacation time shall submit their written requests on vacation leave forms made available by the Employer, no later than March 15th. The Supervisor or designate shall post an approved vacation schedule and respond to the employee in writing on or before the 31st. day of March. Seniority shall entitle a person to claim no more than 2 weeks of prime vacation time. Prime time in this Agreement shall consist of the months of July and August.
- b) In the event of conflicts seniority shall prevail. Seniority rights as herein mentioned can only be exercised up to March 15th. of the year, after which vacation schedules as already confirmed can no longer be disturbed by assertion of seniority rights.
- c) All other requests for vacation must be submitted in writing, on vacation leave forms made available by the Employer, five (5) weeks in advance, and the Centre will grant vacation requests wherever possible as operational requirements permit. Employee requests for a vacation made after March 15th. shall be answered in writing by the Supervisor or designate within five (5) working days of the request.
- 4 Prior to leaving on vacation, employees shall be notified of the date and time on which to report for work following vacation,

- e) Vacation must be taken in blocks of not less than one (1) week. However, when reasonably possible, exceptions will be allowed.
- *f) All employees must take a minimum of two (2) weeks vacation in the vacation year that vacation is earned, pro-rated for paid leaves of absence and pregnancy/parental leaves. Vacation outstanding after December 31st for which no request nor deferment has been approved, shall be scheduled at the discretion of the Employer at a mutually agreed upon time. If there is no mutual agreement, the employee shall be paid for unused vacation at the end of the vacation year.
- g) An employee who has completed her probationary period may draw vacation days in advance not to exceed her entitlement for the current vacation year.

13.04 Vacation Deferment

- 4 Vacation time earned during the current vacation year may be allowed to be deferred to the next vacation year, staffing requirements permitting, provided that:
 - i) The vacation to be deferred must not be more than ten (10) working days of the vacation year's entitlement;
 - ii) Requests for vacation deferment must be submitted in writing by the employee to her department supervisor no later than November 30th. of the vacation year in which the vacation is being earned. Response to requests for deferment shall be made no later than December 31st.
 - iii) Such deferred vacation cannot be scheduled during prime time and must be taken before December 31st. of the vacation year following that in which it was earned; and
 - iv) Any unused deferred vacation at December 31st. shall be either scheduled or paid out by March 31st. at the discretion of the Employer.
 - v) Such requests for vacation deferment shall be allowed only once in every two (2) vacation years except in extenuating circumstances satisfactory to the Employer.
- b) It is understood that vacation deferment shall automatically be allowed in case an employee is still on probation on March 1st. of the vacation year in which she was initially employed, provided that the use of such earned vacation shall be subject to the same conditions contained in Article 13.04, a) iii) and iv) above and is requested five (5) weeks in advance.

13.05 Vacation Interrupted by Illness

When an employee is on her scheduled vacation and such vacation is interrupted due to serious illness or injury requiring the employee to be an in-patient in a hospital, the employee may at her option utilize available sick leave days for the period of hospitalization and the displaced vacation shall be rescheduled at a date acceptable to the Employer. Proof of hospitalization and a medical certificate must be provided by the employee.

13.06 Vacation Pay upon Termination

- 4 If an employee terminates prior to completing the set-vice requirement to earn advanced vacation days taken, an appropriate deduction at her current salary rate shall be made from her terminal cheque. If this is not possible, the employee shall be required to repay the advanced vacation days taken.
- b) When an employee's employment is terminated for any reason, full payment for vacation earned but not taken will form a portion of such employee's termination pay.

13.07 Vacation Pay Advance

Vacation pay calculated on current earnings will be paid to each employee on the pay date immediately preceding her vacation, provided that she submits a written application (i.e., on a Leave Application form) at least five (5) weeks in advance.

13.08 Transfer of Full-time Employee to Part-time Status

When a full-time employee transfers to a part-time position, vacation taken in advance but not earned will be recovered from the employee's last pay cheque prior to the transfer and the provisions of Article 13.09 shall be applicable from the date of transfer. If the employee has not taken her full vacation entitlement for the period preceding the date of transfer to part-time status, she shall receive a lump sum payment equivalent to her unused vacation entitlement upon transfer to part-time employment.

13.09 Part-time, Temporary and Casual Employees.

With the exception of this Article and Articles 13.02 and 13.03 the provisions of Article 13 shall not be applicable to part-time, temporary and casual employees.

- "a) i) Part-time employees shall be paid six (6) eight (8) ten (10) or twelve (12) percent of their gross salary earned, in lieu of vacation accrual, whichever percentage is applicable depending on their vacation entitlement as set forth hereunder:

ARTICLE 14 - PAID HOLIDAYS

14.01 a) In order to qualify for payment on a designated paid holiday other than the float, a full-time or temporary full-time employee must work her last scheduled working day immediately prior to the paid holiday and her first scheduled working day immediately following the paid holiday, unless the employee's absence is due to vacation, sick leave, authorized leave of absence with pay or is scheduled off by the Employer. Notwithstanding the provisions of Article 18, when an employee commences an approved leave of absence without pay, she shall be paid for paid holiday(s) falling during the period of leave of absence provided she has earned wages on at least twelve (12) days during the four week period immediately preceding a designated paid holiday. Employees who are not scheduled to work on a designated paid holiday shall be credited with holiday pay of 7.5 hours for the following paid holidays as designated by the Employer:

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

the day before Christmas Day
OR
the day before New Year's Day

When a paid holiday(s) specified in this Article falls on a Saturday and/or a Sunday, then the Employer may designate the paid holiday(s) to be observed on either the day(s) immediately preceding or the day(s) immediately following the paid holiday(s).

- b) Should any other day be officially proclaimed a holiday in Ontario by the Federal or Provincial Government, it shall thereafter be recognized by the Employer and granted to full-time and temporary full-time employees covered by this Agreement.
- c) An employee shall not normally be required to work on the day before Christmas day, the day before New Years day, or on Boxing day two years in a row. Should, due to operational requirements any employee be required to work these holidays two years in succession, they shall be paid in accordance with Article 14.04.
- c) Full-time employees shall be entitled to one (1) floating holiday which shall be requested by the employee four (4) weeks in advance except in the case of an emergency. The employee shall submit her request in writing no later

than December 31st in each year. If the employee fails to submit her written request by December 31st, the Employer shall be entitled to schedule her floating holiday between January 1st and March 31st after consultation with the employee. If the Employer fails to schedule such float holiday the employee shall receive one (1) day's pay at her regular hourly rate. In the event more than one employee in the same category requests the same floating holiday, such holiday shall be granted to the employee submitting the earliest written request and may be granted to the other employees, operational requirements permitting. Subject to operational requirements permitting, such floating holiday may be combined with any other paid holiday listed above. It is further understood that probationary employees are not entitled to this float holiday. This article shall also apply to temporary full-time employees who have completed twelve (12) calendar months of continuous service.

- 14.02 a) When a full-time or temporary full-time employee works on a designated paid holiday she shall be credited with all hours worked on that holiday and further shall receive a premium of one half (1/2) times her basic hourly rate over and above the averaging period. In addition, the employee shall receive a day off credited with 7-1/2 hours at straight time which day shall be scheduled at a mutually convenient date between the employee and her immediate supervisor. However, if such mutually convenient date cannot be arranged to be scheduled within thirty (30) days when the holiday was worked, the employee shall be paid 7-1/2 hours at straight time (in lieu of the day off credited at 7-1/2 hours).
- b) When a full-time employee works on a designated paid holiday she may at her option receive pay at straight time instead of the lieu day off. Such option must be submitted in writing by the employee to her supervisor within five (5) working days following the posting of the schedule which includes the designated paid holiday.
- 14.03 When a designated holiday falls within a full-time or temporary full-time employee's vacation period it shall be added to her vacation or scheduled at a mutually agreeable time.
- 14.04 The Employer agrees that no full-time employee should be required to work two (2) consecutive paid holidays referred to in Article 14.01. However, it is also agreed that if operational requirements dictate an employee having to work two (2) consecutive paid holidays, that employee shall be credited with all hours worked on the second paid holiday and in addition, shall receive a premium of one (1) times (instead of one-half (1/2) times) the hours worked on that second paid holiday. Such premium shall be paid over and above the employee's averaging period. It is further understood that the employee shall also receive a day off credited with 7-1/2 hours at straight time which shall be scheduled at a mutually convenient date between the employee and her immediate supervisor (in accordance with Article 14.02 a) above).

- *14.05 It is understood that employees who are on Workplace Safety and Insurance leave and who are either receiving their regular pay from the Employer, less normal payroll deductions, or payment from Workplace Safety and Insurance Board, such payment includes compensation for designated paid holidays occurring during such leave.
- 14.06 a) On each pay cheque part-time, temporary part-time and casual employees shall be paid, in addition to their basic regular rate of pay, four and one-half (4-1/2%) per cent of their individual straight time earnings (i.e., applicable straight time earnings, exclusive of overtime pay, all premiums and vacation pay) in lieu of designated paid holidays.
- b) Part-time, temporary part-time and casual employees required to work on a designated paid holiday shall be paid one and one-half (1-1/2) times their straight time hourly rate for all hours worked on such designated paid holiday, and the employee shall not receive a day off in lieu of the holiday worked.

ARTICLE 15 - PROBATION AND SENIORITY

- 15.01*a) New full-time and temporary full-time employees shall serve a probationary period of five (5) calendar months provided, however, absences from work for any reason shall extend the probationary period by the length of the absence.
- *b) New part-time and temporary part-time employees shall serve a probationary period of 812.5 regular hours worked.
- *c) A probationary employee will have no seniority rights during the probation period. After successful completion of probation, her seniority shall date back to the starting date of her current employment. Upon successful completion of the employee's probationary period, the Employer shall notify the local union of same. If a new employee's performance is unsatisfactory or she is unsuitable in the opinion of the Employer, such employee may be terminated at any time during the probationary period, provided that such termination is not arbitrary, discriminatory or in bad faith. The discharge of a probationary employee shall not be arbitrable unless it is alleged that the actions of the Employer were arbitrary, discriminatory or in bad faith. The arbitrator shall not reverse the termination on any other ground.
- 15.02*a) Seniority for full-time employees as referred to in this Agreement shall mean length of continuous service in the employ of the Employer within the local bargaining unit from the date of last hire whether earned at the Blood Centre, Region or permanent clinic.

- b) Part-time and temporary employees shall accrue seniority from the date of last hire based on all regular hours worked, excluding overtime hours.
 - *c) Seniority shall only be applicable within a Blood Centre, Region or at a permanent location for the purpose of vacation scheduling, in cases of promotion, the filling of vacancies (subject to Article 16.01 b), transfers, layoffs and recall.
 - d) Casual employees shall not accrue seniority.
- 15.03 An employee shall lose her seniority and her employment shall be deemed to have been terminated if she:
- a) quits for any reason;
 - b) is discharged for just cause and is not reinstated through the grievance procedure or arbitration;
 - c) has been on lay-off for more than twelve (12) months however, if an employee is rehired by a Centre within a further twelve (12) months she shall be credited with the seniority she has earned prior to her termination;
 - d) fails to report to work within fourteen (14) calendar days after being notified by the Employer (either by personal service or by registered mail to last address on record with the Centre), following a lay-off;
 - e) fails to return to work upon termination of an authorized leave of absence and fails to notify the Employer that she is unable to return to work within five (5) working days following the termination of the leave due to circumstances beyond her control;
 - f) fails to return to work after an unauthorized absence of three (3) working days;
 - g) retires;
 - h) meets the conditions outlined under Article 23.05 e).
- 15.04 An employee shall accumulate seniority under any of the following conditions:
- a) while she is at work for the Employer or on authorized leave with pay, after she has completed her probationary period set out in Article 15.01 a), b), and c);
 - *b) during any period when she is prevented from performing her work for the Employer by reason of being in receipt of paid sick leave, pregnancy,

parental and adoption leave or by reason of injury arising out of and in the course of her employment for the Employer and for which she is *receiving* compensation under the provisions of the W.S.I.A.;

*c) full-time employees during the first three (3) months on authorized leave of absence without pay;

*d) full-time employees during the first three (3) months on lay-off.

15.05 * A separate seniority list for full-time (date of hire) and part-time (hours worked from date of hire) employees shall be maintained by the Employer on a current basis and revised on January 1st April 1st July 1st and October 1st of every year. A copy of each seniority list shall be posted on bulletin boards at each Centre no later than January 10th, April 10th, July 10th and October 10th of each year. Upon request of the local Union a copy shall be provided. The seniority list shall also be 'posted at each Region and permanent clinic location where possible.

15.06 When the Employer temporarily assigns an employee to the duties and responsibilities of a position excluded from the scope of this Collective Agreement, the employees obligations to contribute to the regular monthly Union dues under Article 3.01 and her seniority shall continue during the period of such temporary assignment up to a maximum period of nine (9) calendar months unless extended by agreement of the Local Union and the Employer.

15.07 A part-time or a temporary employee changing her status shall be credited with seniority earned on the basis of each 1950 hours worked equals one year of seniority prorated as necessary.

15.08 A full-time employee who changes her status shall be credited with seniority earned on the basis of each year worked equals 1950 hours prorated as necessary.

In the case of a full-time employee who transfers to an other-than full-time position, after the date of signing of this agreement, her progression to the next step level of the salary grid shall take place on the same anniversary date that she had prior to her transfer; thereafter, her next progression shall be effected upon her completion of 1500 regular hours worked in the same position but no sooner than one (1) year from the date of last progression, up to the maximum step level of the salary grid.

15.09 A temporary employee whose term of employment has expired and who is subsequently re-employed by the same Centre shall have her seniority earned to the last day in her previous employment reinstated in her new employment, provided that such re-employment occurs within a period of six (6) calendar months of the expiry of her previous temporary employment.

ARTICLE 16 -VACANCIES, PROMOTIONS AND TRANSFERS

16.01 Vacancies

- 4 When the Employer determines that a vacancy is to be filled, or a new position is created within the bargaining unit, it shall be posted on the Union bulletin board for a period of seven (7) working days.
- b) Notices of vacancies or new positions shall include, for informational purposes:
 - *
 - i) the location of vacancy;
 - ii) classification;
 - iii) qualifications.
- c) A copy of the posted notice will be given to a member of the local union upon request. Such request shall be made during the posting period outlined in Article 16.01 a).
- 4 Application for permanent vacancies and new positions shall be made in writing within the seven (7) working day posting period. The employee shall include in such application her updated resume. Selection shall be made based on the criteria outlined in Article 16.02 a).
- 4 The name of the successful applicant will be given by the Employer to a member of the local Union on request.
- 9 The Employer may, at its discretion, fill vacancies on a temporary basis for a period not to exceed six (6) months duration which may be extended by mutual agreement between the parties. Preference shall be given to employees who have expressed an interest in writing.
- g) The Employer shall fill vacant positions with persons who are not members of the bargaining unit in the event that there are no applicants for the positions who are members of the bargaining unit possessing the skills and abilities required for the positions.

16.02 Promotions

For the purpose of this Agreement, a promotion shall mean a change from one position to another position, within the bargaining unit, with a higher pay scale.

- a) In cases of promotion the following factors shall be considered:
 - i) skill, ability;
 - ii) seniority.

It is understood that where the qualifications referred to in factor i) above are relatively equal, factor ii) will govern.

- b) The promoted employee will be given a trial period in which to demonstrate her ability to perform the new task to the satisfaction of the Employer. For full-time and temporary full-time employees the trial period will be two (2) months. For part-time and temporary part-time employees the trial period will be three hundred and twenty-five (325) regular hours., In case she is not satisfactory, she shall be returned to her previous position and salary. Anyone holding the employee's previous position shall occupy the same subject to the condition that such position is temporarily held in reserve for the promoted employee for the length of the latter's trial period.
 - c) When an employee is promoted from one position to another, the salary of such promoted employee shall be advanced to that step in the scale of her new position which is next higher than her current rate, or, to that step which is next higher again' if such salary increase is less than the employee's next normal increment.
- 4 As a result of a promotion, an employee's anniversary date for the purpose of an annual increment shall be the date of promotion.

16.03 Temporary Transfers

- a) Any employee who, for the convenience of the Employer is temporarily transferred to another job, within the bargaining unit, for which the rate of pay is different from that in effect for such employee's regular job, shall be paid while so employed as follows:
 - i) if the rate of pay for the job to which she is transferred is less than her regular pay, she shall continue to receive her own higher rate of pay;
 - ii) if the rate of pay for the job to which she is temporarily transferred is higher, at the same step in the new salary scale, than the employee's regular pay, she shall receive the higher rate of pay of the job to which she is temporarily transferred from the first day of the transfer.
- *b) An employee who is assigned by the Employer to perform the duties of a higher paying position outside the bargaining unit on a temporary basis,

for longer than one (1) day, shall be paid a premium of six per cent (6%) of her regular hourly rate of pay or she shall be paid at the minimum rate of the new scale, whichever is greater, retroactive to the first day of such assignment when such employee has accumulated 7.5 hours or longer per pay period.

- *c) Temporary transfers must be confirmed in writing by the Centre Director or his designated representative prior to the commencement of the temporary transfer. Notice of such transfer in excess of ten (10) working days shall be given to the Local Union Unit steward/president upon request.
- *d) Effective the date of ratification of this Agreement, whenever an employee is assigned by the Employer the additional responsibility to direct or oversee work of other employees within their classification, she shall be paid a premium of \$0.90 cents per hour or portion thereof for such assignment in addition to her regular hourly salary.

16.04 Permanent Transfers

For the purpose of this Agreement, a permanent transfer at the request of an employee is a change from one position to another within the bargaining unit which does not constitute a "promotion" as defined in Article 16.02 above.

- a) The factors outlined in Article 16.02 a) above shall also apply in the case of permanent transfers. The employee will be given a trial period in which to demonstrate her ability to perform the new task to the satisfaction of the Employer. The trial period will be two (2) months for full-time and temporary full-time employees. For part-time and temporary part-time employees the trial period will be three hundred and twenty five (325) regular hours.
- b) In case of a permanent transfer, the salary of the re-classified employee shall be changed to that step in the scale of the new position which is equal to or immediately above her current rate of pay, whichever is the less. If there is no rate of pay in the new position which is equal to or above the employee's current rate of pay, then the salary of the employee shall be changed to the maximum step of the new position.
- c) As a result of a permanent transfer, an employee's anniversary date for the purpose of an annual increment shall be the date of transfer.
- d) When an employee applies for a transfer from one Centre to another, within the bargaining unit, her seniority shall not be considered at the time of application. However, if the employee's application to transfer is accepted by another Centre, the employee's accrued seniority in the former Centre shall be reinstated to her at the new location.

16.05 * A part-time or temporary employee who is permanently transferred or is promoted to a full-time position will be entitled to participate in the insured benefit plan and Pension Plan commencing on the date of transfer subject to the rules and regulations outlined in those plans and the applicable articles under this collective agreement. Accrual of sick leave benefits shall also commence on the date of transfer to the full-time position. For the purpose of vacation entitlement the employee's accrued seniority in the part-time or temporary position will be applied.

16.06 Vacancies resulting from the application of the above articles may be filled on a temporary basis by the Employer until the trial period is completed. Vacant and new positions shall be posted in accordance with Article 16.01 of this agreement.

ARTICLE 17 LAY-OFF AND RECALL

17.01*a) For the purpose of this agreement a layoff shall mean a reduction of staff complement either at a Blood Centre, Region or at other permanent clinic sites where employees are employed by the Blood Centre. Layoffs will occur separately at each location.

b) Seniority lists and layoff and recall rights of full-time and part-time employees at each location shall remain separate and apart for all purposes. The Employer reserves the right to layoff either full-time or part-time employees in accordance with the provisions of this Article. The Employer agrees to endeavour to give preference to the maintenance of the full-time component where feasible, subject to such operational requirements as may be appropriate.

*c) In case of layoff casual and temporary employees shall be terminated first, by classification, and shall be given notice and severance in accordance with the Employment Standards Act. No other provisions of Article 17 shall apply to temporary and casual employees.

17.02 In the event of a layoff of a permanent or long term nature, the Employer will:

a) make every effort to provide the Union with forty-five (45) calendar days notice of such layoff, and

b) meet with the union to review the following:

i) the reason causing the layoff;

ii) the areas of cut-back and the employees to be laid off;

- iii) alternatives that might be resorted to in order to minimize the number of employees to be laid off.
- *c) In the event of a layoff the Employer shall reduce staff in the reverse order of classification seniority in the Blood Centre, Region, or permanent clinic site where the layoff is to occur, provided that those employees who remain on the job have the qualifications and ability to perform the work.
- 17.03 Except as otherwise stated under Article 6, notice of layoff or pay-in-lieu of notice shall be made on the basis of one week per year of service to a maximum of eight (8) weeks. Severance entitlement will be paid to an employee with five (5) or more years of service on the basis of one (1) week for each year of service up to a maximum of twenty-six (26) weeks. Severance pay will only be paid upon termination of employment.
- 17.04 Bumping
- *a) An employee who receives a layoff notice, may within five (5) working days (five (5) weeks for those laid off under Article 6.04 b)) of receipt of such notice exercise her right to displace another employee (full-time to full-time and part-time to part-time) who is working in or out of the same Blood Centre, who has less seniority and who is the least senior employee in an equal or lower paying classification provided that, the employee who is subject to the original layoff has the required qualifications and is able to perform the duties of the displaced employee's job classification to the satisfaction of the Employer within a training period of at least one month in duration. An employee shall accrue seniority during such training period. The employee shall be placed on the same step on the salary scale as in her former classification.
 - b) An employee who fails to exercise her right within the time limits stated above, or is found by the Employer, after the training period, to lack the ability to perform the work, shall be laid off and placed on the recall list.
 - c) An employee who is bumped under this Article will be given a layoff notice and the provisions of this Article shall apply.
 - d) Full-time employees who are laid off, if they so desire, may bump to part-time status in their same job classification. The employee bumped as a result of this transfer will only be eligible for the recall rights as provided for in Article 17.06. On transfer to part-time status, such employees will be credited with their accumulated full-time seniority on the basis of each year worked being equal to 1950 hours worked. They shall also retain their rights to be recalled to full-time employment subject to Article 17.06 (a) (ii) and (iii).

17.05 * Laid off employees will not accrue or be entitled to any benefits under this agreement with the exception of recall rights. Insured benefits the employee was participating in immediately prior to the layoff, excluding LTD, may be continued for a period of six (6) policy months following the layoff. The employee must make arrangements with the Employer for the prepayment of the full cost of premiums (Employers and employees share) to ensure such continuing coverage. Employees shall accrue seniority in accordance with Article 15.04 d).

17.06 Recall Rights

- a)
 - i) A laid off employee shall be recalled to her former classification if available in accordance with her classification seniority, full-time to full-time part-time to part-time.
 - ii) An employee shall be recalled to another available vacancy, (full-time to full-time and part-time to part-time), in an equal or lower paying classification in order of bargaining unit seniority, provided that she has the qualifications and ability to perform the work to the satisfaction of the Employer, after a training period of at least one month in duration. Employees shall accrue seniority during their training period.
 - iii) An employee who, in the opinion of the Employer, after the training period, is found to lack the ability to perform the work, shall be considered to have been returned to laid off status and thereafter only the provisions of Article 17.06 a) i) shall apply to such employee.
 - iv) An employee who accepts a recall to an alternate job classification shall be placed on the same step on the salary scale as in her former job classification.
 - v) An employee who was recalled to an alternate position or who has bumped and successfully completed her training period in a displaced or alternate job classification shall not be considered to be on layoff. However, such an employee shall be entitled to return to the job classification she held prior to the lay-off should there be a vacancy, within twelve (12) months of the date of the original lay-off notice, provided that the employee can be requalified/recertified to perform the duties of her former job classification within a three (3) month period. After twelve months in the displaced or alternate job classification the employee shall be considered to be permanent in that classification.
- b) An employee who is recalled to work shall be credited with the seniority she had at the time of layoff, subject to her rights under Article 15.04 (d).

- c) The Employer shall notify employees of recall by registered mail, addressed to the last address on record with the Employer. Notification shall be deemed to have been received on receipt of the return portion of the registered mail card by the Employer. (however this period shall not exceed ten (10) days from the date on which the registered letter was sent). The notification shall state the job classification to which the employee is being recalled and the date and time at which the employee shall report for work. The employee is solely responsible for her proper address being on record with the Employer.
- d)
 - i) No new employee shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, or have been on layoff in accordance with the loss of seniority provision in Article 15.03 c) contained herein, or have been found unable to perform the work available, or have been found that they lack the qualifications and ability required for the alternate vacant job classification.
 - ii) An employee who remains on the recall list because there have not been any positions available in an equal or lower paying classification will be given first consideration for a position in the bargaining unit in a higher paying classification over a new employee, provided that she has the qualifications and ability to perform the work to the satisfaction of the Employer, after a training period of at least one month in duration.
- e) An employee who refuses a recall will be removed from the recall list and shall be considered to have terminated her employment.

ARTICLE 18 - LEAVE OF ABSENCE WITHOUT PAY

- 18.01 a) Requests for leave of absence without pay for reasons other than maternity or adoption shall be for good and sufficient reason and subject to the prior approval of Management.
- *b) In the case of leave of absence without pay in excess of thirty (30) calendar days, the employee will cease to accrue sick leave and vacation for the duration of such absence. Seniority will accrue in accordance with Article 15.04 (c). Upon resumption of duty the employee's increment date shall also be adjusted by the same amount of time as the leave of absence and the new increment date shall prevail thereafter. The employee will not be paid for designated paid holidays occurring during any period of leave of absence without pay.

- .02 a) All applications for leave of absence without pay, shall be made in writing to the Employer six (6) weeks in advance, except in extenuating circumstances, in order that staff substitutions may be arranged. Applicants shall indicate in their application the date of departure on leave of absence and date of return.
- b) Any employee scheduled for work and who without prior authorization does not report for work, shall be considered on unauthorized leave of absence without pay and shall be deducted the equivalent of scheduled hours of pay for each day of such absence up to three (3) days. Thereafter the provisions of Article 15.03 9 shall apply.

18.03 a) During a period of leave of absence without pay up to six (6) months which has been granted to a full-time employee in case of serious illness, as defined under Article 21.02, of the employee's spouse (common law or same sex), child, mother or father, the Employer shall keep in effect the employee's insured benefits, excluding long term disability benefits, provided that the employee arranges with the Employer prior to the commencement of the leave the prepayment of her share of premiums. Contributions of the Employer and the employee to the Pension Plan will cease during the entire period of the leave. The provisions of this Article may be extended with the agreement of the Employer.

- b) During a period of leave of absence without pay which has been granted for any other reason, the Employer and employee shall continue to pay their share of premiums of insured benefits up to a one (1) full policy month following the date the leave commences. Should the leave be for a longer period, the employee may elect to retain coverage for an additional six (6) full policy months, excluding long term disability benefits, provided the employee arranges with the Employer prior to the commencement of the leave for the prepayment of the full cost of premiums (Employer's and employee's share) to ensure continuing coverage. Contributions of the Employer and the employee to the Pension Plan will cease during the entire period of the leave.

18.04 Pregnancy/ Parental Leave

- a) An employee who is pregnant and who has been employed by the Employer for a period of at least thirteen (13) weeks immediately preceding the estimated day of her delivery, shall be granted, upon her written application therefor, a leave of absence without pay of seventeen (17) weeks commencing no earlier than seventeen (17) weeks immediately preceding the estimated day of her delivery. Such leave shall be in accordance with the provisions of the Employment Standards Act of Ontario, except as amended in this Article.

- b) The leave application, where possible, shall be submitted five (5) weeks in advance but not later than two (2) weeks in advance of the day upon which the employee intends to commence her leave of absence, and shall be supported with a certificate from a medical practitioner attesting to her pregnancy and indicating the estimated day upon which, in his/her opinion, the delivery will occur.
- c) An employee who is applying for pregnancy leave and who is also entitled to parental leave without pay of eighteen (18) weeks, must commence her parental leave immediately following the end of her pregnancy leave. The employee shall notify the Employer in writing of her intention to take parental leave at the same time she is requesting pregnancy leave.
- d) The employee shall re-confirm her intention to return to work or may request changes to the dates originally approved in subsection b) above by written notification received by the Employer at least four (4) weeks in advance thereof. Upon return to employment the employee shall be reinstated to her former position unless the position has been discontinued in which case she shall be placed in a comparable position.
- e)
 - i) For full-time employees seniority shall continue to accrue during pregnancy and parental leave, however, the employee will not be paid for named holidays occurring during such leaves of absence. The employee shall continue to earn paid vacation and sick leave credits for the entire duration of the absence.
 - ii) In the case of part-time employees seniority and service shall continue to accrue during pregnancy leave. Weekly service and seniority entitlement shall be calculated by adding up the hours worked in the twenty (20) week period immediately prior to the leave and dividing this total by twenty (20). Upon return to employment, absence on pregnancy leave shall be considered as service for the purpose of entitlement to increased vacation pay and annual increment. However, the employee will not be entitled to pay-in-lieu of benefits and vacation pay nor will she be paid for named holidays occurring during such leaves of absence.
- f) During the employee's pregnancy leave, the employee shall continue to participate in the Pension Plan and insured benefit plans she is enrolled in immediately prior to commencing her leave unless she gives the Employer four (4) weeks advance written notice before her leave is to commence that she does not intend to do so.
- g) When an employee continues to participate in the insured benefit plans and/or Pension Plan the Employer shall continue to pay its share of premiums for insured benefit plans and/or pension contributions on behalf of

the employee provided that the employee continues to pay her share of premiums applicable to insured benefit plans and/or pension contributions. The employee shall either prepay her share of premiums and/or pension contributions or provide the Employer with post dated cheques prior to the commencement of the leave.

- h) An employee returning from pregnancy/parental leave shall be paid at the same step in the salary scale that she had attained prior to going on such leave of absence. Should an anniversary increment fall during the leave, the employee shall receive her anniversary increment upon return to employment.
- i) Employees newly hired to replace employees 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 Employer, the employee shall be credited with seniority from date of hire subject to successfully completing her probationary period.

18.05 Parental/Adoption Leave

- a) An employee who commenced employment with the Employer at least thirteen (13) weeks before the expected date of delivery or date of custody, or date of change of care and control of a child and is a parent, shall be entitled to eighteen (18) weeks of parental/adoption leave of absence without pay in accordance with the provisions of the Employment Standards Act of Ontario, except as amended in this Article.
- b) The leave application shall be submitted, where possible, five (5) weeks in advance but not later than two (2) weeks in advance of the date the parental/adoption leave is to commence and shall indicate when the leave is to end. The leave must commence no later than thirty five (35) weeks after the child was born or came into the custody, care and control of the parent.
- c) The employee shall re-confirm her intention to return to work or may request changes to dates originally approved in subsection b) above by written notification to be received by the Employer at least four (4) weeks in advance thereof. The employee shall be reinstated to her former position unless the position has been discontinued in which case, she shall be placed in a comparable position.
- d) i) For full-time employees seniority shall continue to accrue during parental/adoption leave however, the employee will not be paid for named holidays occurring during such leaves of absence. The employee shall continue to earn paid vacation and sick leave credits for the entire duration of the absence.

- ii) In the case of part-time employees seniority shall continue to accrue during parental/adoption leave. Weekly service and seniority entitlement shall be calculated by adding up the hours worked in the twenty (20) week period immediately prior to the leave and dividing this total by twenty (20). Upon return to employment, absence on parental/adoption leave shall be considered as service for the purpose of entitlement to increased vacation pay and annual increment. However, the employee will not be entitled to pay-in-lieu of benefits and vacation pay nor will she be paid for named holidays occurring during such leaves of absence.
- e) During the employee's parental/adoption leave, the employee shall continue to participate in the Pension Plan and staff benefit plans she is enrolled in immediately prior to commencing her leave unless she gives the Employer four (4) weeks advance written notice before her leave is to commence that she elects not to do so.
- 9 When an employee continues to participate in the insured benefit plans and/or Pension Plan the Employer shall continue to pay its share of premiums for insured benefit plans and/or pension contributions on behalf of the employee provided that the employee continues to pay her share of premiums applicable to insured benefit plans and/or pension contributions. The employee shall either prepay her share of premiums and/or pension contributions or provide the Employer with post dated cheques prior to the commencement of the leave.
- g) An employee returning from parental/adoption leave shall be paid at the same step in the salary scale that she had attained prior to going on such leave of absence. Should an anniversary increment fall during such leave of absence, the employee shall receive her anniversary increment upon return to employment.
- h) Employees newly hired to replace employees who are on approved parental/adoption leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Employer, the employee shall be credited with seniority from date of hire subject to successfully completing her probationary period.

18.06 A male employee with at least twelve (12) months of continuous employment will be granted paternity leave of absence without pay for a five day period commencing no earlier than three (3) days before the expected date of delivery and taken no later than five (5) days after the delivery.

Union Activity Leave

- a) Any member of the bargaining unit who is attending Union activities, shall upon making the request in writing five (5) weeks in advance and subject to operational requirements, be granted a leave of absence without pay. The maximum time off for Union activities shall not exceed twenty (20) working days per calendar year and no more than two (2) employees may be absent from scheduled work at any one time, provided that the two (2) employees are from different classifications. At the Toronto Centre, no more than three (3) employees may be absent from scheduled work at any one time and no more than one (1) may be from the same classification, unless otherwise agreed by the Employer.

b) Union Position Leave

- i) When an employee is elected as the Union's President or First Vice-President (Provincially) the Union will, immediately following such election, advise the Employer of the name of the employee so elected. Leave of Absence without pay shall be granted from the employee's place of employment for the duration of the current term of office.
- ii) On completion of the employee's term of office, the President or First Vice-President may return to their previous employment and seniority and service shall be deemed to be continuous for all purposes. Any leave of absence extending beyond the initial term of office of the President or First Vice-President shall be subject to the same conditions and terms as prevailed in the initial leave of absence.
- iii) Subject to operational requirements and with a minimum of five (5) weeks written notice, where a member of the bargaining unit is elected or appointed as an Executive Board Member, or Executive Officer of the Union, such individual shall be granted leave of absence without pay, of up to twenty (20) working days, for the time off required to exercise the duties of such appointment.
- iv) Subject to operational requirements and with reasonable written notice, where a member of the bargaining unit is elected or appointed to the Negotiating Committee, leave of absence of three (3) working days without pay may be granted to employee representatives to prepare for initial negotiations. Thereafter preparation time without pay shall be limited to the working day immediately preceding scheduled negotiations with the Employer.

- 4 For leaves of absence without pay for Union business under the terms of this article, the employee's salary and applicable benefits will be maintained by the Employer and the Union will reimburse the Employer for the cost of salary and benefits. The Employer will bill the Union and the Union will reimburse the Employer within thirty (30) calendar days.

ARTICLE 19 - SPECIAL LEAVE

- 19.01 * Each full-time employee will be allowed up to a maximum of twenty five (26) hours with. pay per fiscal year to attend medical, dental and legal appointments when such appointments cannot be arranged outside of working hours. The Union agrees that due to scheduling, employees shall have to give four (4) weeks' advance notice in writing except under extenuating circumstances when requesting time off to attend such appointments.
- 19.02 * In addition to any leave granted under Article 19.01 each full-time employee shall be entitled to three (3) days personal leave with pay, per fiscal year. Such days shall be deducted from the employees sick leave bank. If there are no sick days available in employees bank the leave shall be without pay. The parties agree that this Article will not be used to enable a violation of Article 10.01.

ARTICLE 20 - MARRIAGE

- 20.01 The Employer shall grant a full-time employee three (3) consecutive working days off without loss of regular pay during the week immediately prior to her marriage or thereafter, subject to six (6) weeks written notice in advance. The three (3) working days' leave may be added to any period of annual leave available or may be taken separately at the employee's option. If the leave is not taken by March 31st of the subsequent year it shall be lost to the employee and no payment shall be made in lieu.
- 20.02 * The Employer shall grant temporary and part-time employees three (3) consecutive working days off with pay whether scheduled to work or not. Pay shall be based on seven and one half (7.5) hours per day. Leave shall be granted during the week immediately prior to the marriage or thereafter, subject to six (6) weeks written notice in advance.

ARTICLE 21- COMPASSIONATE LEAVE

- 21.01 Compassionate leave without loss of regular pay shall be granted to an employee upon her request:

- *a) in the event of the death of the employee's spouse (common-law and same gender relationships maintained for a period of at least one year included), child, mother, father, brother, sister, legal guardian, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, or daughter-in-law, step parent or step child up to five (5) days, to be taken within thirty (30) calendar days of the occurrence unless extenuating circumstances acceptable to the Employer exist;
- *b) for the purpose of attending to serious illness in the employee's immediate family, namely spouse (common-law and same gender relationships maintained for a period of at least one year included), parent, child, brother and sister, up to three (3) days per fiscal year. Two (2) additional days may be added if travel is required (in excess of a 320 kilometre radius of the city in which the employee resides);
- *c) attending the funeral of the employee's sister-in-law, brother-in-law, uncle or aunt, niece or nephew - one (1) day;
- d) In the case of part-time and temporary employees compassionate leave with pay shall be limited to the employee's posted scheduled hours of work to a maximum of seven and one-half (7.5) hours per day;

21.02 Serious illness shall mean illness involving hospitalization in excess of three (3) consecutive calendar days or any illness which a medical doctor certifies to be critical. Proof shall be provided if requested by the Employer.

ARTICLE 22 - COURT DUTY

- 22.01 If an employee is required to serve as a juror in any court of law or required by subpoena to attend any judicial proceeding, she shall not lose her regular pay because of such attendance provided that she:
- a) notifies the Employer immediately upon her receipt of notification that she will be required to attend court;
 - b) presents proof of service requiring her attendance; and
 - c) promptly pays to the Employer the amount of compensation received, excluding travel and meal expenses or, the employee may choose to retain her entire court fees and have her absence considered on an authorized leave without pay basis.

22.02 In the case of a part-time or temporary employee pay shall be limited to such employee's posted scheduled hours of work up to a maximum of seven and one-half (7.5) hours on scheduled days, provided that the employee complies with 22.01 a), b) and c) above.

ARTICLE 23 - INSURED BENEFITS, PENSION, WORKPLACE SAFETY AND INSURANCE

23.01 Insured Benefits/Full-time Employees

- a) When the enrolment and other requirements of the insurer for group participation have been met, the Employer shall sponsor group insured benefits for the payment of hospital care, by agreement with the Ontario Hospital Plan and medical care and extended health care, with a carrier selected by the Employer, and shall pay one hundred percent (100%) of the premium cost of such benefits for full-time employees (for either a single person or for a family, as the case may be).
- b) Full-time employees shall enrol in Group Life Insurance Plan (basic being 1 times annual salary rounded off to the next higher thousand; and with further options on Group Life for Dependents) and on Accidental Death & Dismemberment coverages, Long Term Disability, Extended Health Care and Dental benefits in accordance with the provisions and requirements of these Plans.
- c) Subject to the enrolment and other requirements of the Employer and the insurer for group participation, the Employer shall implement a Dental Plan for all full-time employees.

Full-time employees who have completed their probationary period must join the Dental Plan. All probationary employees must enrol in the Dental Plan the month following the completion of their probationary period. An employee may opt out of this plan only if his/her spouse has equal or better coverage through his/her Employer.

The Employer shall pay 66-2/3% of the premium cost for each participating employee with the employee paying the remaining 33-1/3%.

- d) The Employer may at any time substitute another carrier or carriers to underwrite the insured benefits provided that none of the benefits in such plans are reduced. The Employer shall advise the Union.
- e) The Employer agrees to provide each employee with an explanatory booklet(s) on all the above insured benefit plans.

23.02 *Pension Plan

Employees shall enrol in the Pension Plan in accordance with the provisions and requirements of the Plan.

23.02.1 Insured Benefits, Pension/Part-time Employees

- *a) On each pay cheque, part-time, temporary and casual employees who have completed three (3) calendar months of employment shall be paid, in addition to their basic regular rate of pay, six and one-half (6-1/2%) percent of their individual straight time earnings, (i.e., applicable straight time earnings, exclusive of overtime pay, all premiums, pay-in-lieu of designated holidays as provided for in Article 14.06 a) or 14.08 b) of this Agreement, and pay-in-lieu of annual vacation as provided for in Article 13.09 a) or 13.09 b) of this Agreement), in lieu of all insured benefits.

- *b) On each pay cheque other-than-full-time employees who have completed three (3) calendar months of employment shall be paid, in addition to their basic regular rate of pay 4% of their individual straight time earnings in lieu of Pension as defined in the preceding paragraph. Should an employee choose to participate in the Pension Plan, assuming that she is eligible, such other-than-full-time employee shall not be entitled to be paid the 4% in lieu.

- *c) Part-time employees who are eligible may opt to participate in the insured benefit plan outlined in Article 23.01 and shall be governed by the same rules and regulations unless otherwise stated as follows:
 - i) Part-time employees who work 18.75 hours weekly, averaged on an annual basis (975 hours over a one year period) may join the plan;

 - ii) In the case of new hires, who have indicated in writing a desire to participate in the plan, eligibility shall be calculated immediately following the employee's first anniversary date of employment. The Employer will advise employees in writing.

 - iii) Following the date of signing of this agreement, existing part-time employees may advise the Employer in writing of their desire to participate in the insured benefit plan. If eligible, the Employer will enroll such employees in the plan. Eligibility will be determined on the basis of hours worked in the preceding 12 month period.

 - iv) Once a part-time employee has joined the plan she must remain in the plan unless her annual hours fall below 975 hours or as stated under Article 23.01.

- v) Continued eligibility will be reviewed in January of each year. Employees who do not meet eligibility will be advised in writing.
- vi) Should a part-time employee, who is enrolled in the plan, fail to meet the annual eligibility requirement outlined in i) above, such employee may continue in the plan, conditional upon written notice to the Employer within two weeks of being notified of her ineligibility, for a maximum period of three (3) complete calendar months provided, she pays the full cost of premiums, both the employers and employee's share. Should the employee become eligible during this period she will remain in the plan otherwise, the employee will cease to participate in the plan and she will be so advised in writing by the Employer.
- vii) Employees may express their desire, in writing, to join the plan in December of each year, for entry into the plan on February 1st. Requests to join the plan at any other time of the year will be considered on an individual basis and shall be at the discretion of the Employer.
- *d) Part-time employees who participate in the insured benefit plan shall not be entitled to receive the pay in lieu percentage set out under Article 23.03 a) above.

23.04 Workplace Safety and Insurance

- *a) Employees included in this Agreement shall be governed by the provisions of the Ontario Workplace Safety and Insurance Act and shall be subject to its rules and regulations.
- b) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in order to prevent accidents, injury and illness.
- *c)
 - i) An employee who is unable to work as a result of an accident, injury or illness sustained while on duty in the service of the Employer within the meaning of the Workplace Safety and Insurance Act, shall continue to receive her regular salary and benefits from the Employer, less regular deductions, provided she assigns over to the Employer her compensation payments due from the Board for time lost as a result of the accident.
 - ii) An employee who elects not to assign her compensation payments to the Employer and wishes to continue coverage of her insured benefits and pension must make prior arrangements for the prepayment of the full premium of any contributory insured benefit plans and her share of pension contributions.

- *d) Should the employee's claim be disallowed by the Workplace Safety and Insurance Board, then any monies paid by the Employer shall be either charged against the employee's accumulated sick leave credits or if the employee has no sick leave credits, the amount so paid shall be recovered from the employee. Thereafter the employee shall be governed by the provisions of Article 25 of this agreement.
- *e) An employee who has been on staff for more than one (1) year, and is declared unfit to perform the essential duties of her regular job shall lose her seniority and employment two (2) years after the date of the accident or one (1) year after the Notice of Fitness of Essential Duties from the Workplace Safety and Insurance Board has been received when all attempts to accommodate the worker or to provide alternate work have failed. Seniority and employment shall also be lost on the date as of which the employee is certified fit to return to work and she fails to do so or in the case of employees who are hired for a definite term of employment, upon expiration of such term. In the case of employees who have been on staff for less than one (1) year, the employee may be terminated on the date she is declared unfit to perform the essential duties of her regular job.
- f) All accidents must be reported as soon as reasonably possible by the employee, in writing, to her Supervisor who will complete an accident report. The employee will be provided with a copy of the report.
- g) Employees are required to provide the Employer, as far in advance as possible, with a written notice of readiness to return to work.
- *h) The Employer will indicate either by written certification or on the employee's T-4 the amount of compensation payment the employee has assigned to the Employer in accordance with Article 23.05 c) i) above.
- i) The Employer is committed to make every effort to create an adaptive work environment for employees who sustain injuries at work. To this end employees shall be placed on a Work Accommodation Program. Every effort will be made by the Employer to provide the employee with suitable employment up to the point of undue hardship.

ARTICLE 24 - UNIFORMS

- 24.01*a) The Employer shall provide full-time Clinic Assistants who have completed their probationary period with an annual uniform allowance of \$165.00 for the purchase of uniforms to be worn according to National Policy issued on this subject from time to time. The Employer shall pay an annual allowance of \$55.00 to Clinic Assistants, Drivers and Utility Persons for cleaning of

uniforms and clothing worn while loading and unloading equipment. The Employer will reimburse Clinic Assistants for any damage to such clothing during the performance of the above-mentioned duties on submission of receipt. The above allowances shall be paid to Employees on April 1st of each year. Employees who have been employed for less than 12 months on April 1st shall be paid a prorated allowance. Employees who are on probation at the date the uniform allowance is issued will receive the allowance, prorated retroactive to their date of employment after the completion of their probationary period.

* Effective April 1, 2000, part-time, temporary and casual employees shall receive 75% of the full-time allowance.

*b) The Employer shall supply Drivers and Utility Persons with new uniforms or clothing, when required to be worn, according to the National Policy issued on this subject from time to time.

24.02 For the duration of this Agreement, the annual allowance for Boots and Gloves (to supplement the cost thereof), for full time Drivers and Utility Persons shall be \$105.00. This allowance shall be paid only to those employees who are on staff on October 1st, 1996 and thereafter on April 1st of each year. Employees on probation at the date of issue will receive the allowance, prorated, retroactive to their date of employment after the completion of their probationary period.

Part-time, temporary and casual employees shall receive 65% of the full-time allowance.

24.03 The Centre agrees to discuss changes in uniform policy with the Union prior to implementation thereof.

24.04 The Employer agrees to compensate Laboratory Helpers for any damage to their personal clothing arising from the performance of their duties while at work upon submission of receipt.

24.05 Laboratory Helpers shall be supplied with a lab coat.

ARTICLE 25 - SICK LEAVE

25.01 All full-time employees shall be indemnified against loss of regular income of 37.5 or 75 hours, less normal payroll deductions, in a weekly or bi-weekly period during absences due to sickness or accident in accordance with the sick leave plan as set forth in this Article and subject to Letter of Understanding dated July 20, 1995.

- 25.02 The employee must observe all of the following regulations to obtain the benefits available:
- a) telephone immediate supervisor or department head directly, prior to her starting time, advising her of sickness or accident on the first day of disability;
 - b) give full and correct information regarding the disability and furnish medical certificates as may be required by the Employer;
 - c) report to the Employer before making any change in usual place of residence or address during disability;
 - d) the Employer shall pay the full cost of medical certificates it requires, subject to the provisions of Bill 50 (1993).

25.03 The amount of sick leave credit an employee has at a particular date is based on the employee's length of continuous service in completed years to that date, less any sick time taken in the previous five year period.

25.04 Based on continuous service, sick leave credits will accrue to each employee as listed below. One (1) day of accrued sick leave shall be credited as seven and one half (7.5) hours in the employee's sick bank.

<u>Length of Service</u>	100% Salary	75% Salary	66-2/3% Salary
Less than 1 year	5 days	5 days	
On the first calendar day after 3 months' continuous service has been completed			65 days
1 year	10 days	20 days	45 days
2 years	15 days	35 days	25 days
3 years	20 days	50 days	5 days
4 years	25 days	65 days	
5 years	30 days	80 days	
6 years	35 days	95 days	
7 years	40 days	110 days	
8 years	45 days	125 days	
9 years	50 days	140 days	
10 years	55 days	155 days	
11 years	60 days	170 days	
12 years	85 days	185 days	
13 years	70 days	190 days	

14 years	75 days	185 days
15 years	80 days	180 days
16 years	85 days	175 days
17 years	90 days	170 days
18 years	95 days	165 days
19 years	100 days	160 days
20 years	105 days	155 days
21 years	110 days	150 days
22 years	115 days	145 days
23 years	120 days	140 days
24 years	125 days	135 days
25 years	130 days	130 days

25.05 * Where an employee at the time sick leave commences has, through earlier use of sick leave credits, less than 75 days of credits available, additional sick leave will be provided in order to bring the total period available to 75 days of sick leave at not less than 66-2/3% pay.

25.06 *a) When an employee returns to active employment following a period of sick leave, that was made available under Article 25.05, credits to a maximum of 75 days at 66-2/3% will be reinstated after the following intervals:

- i) one (1) month after return to active employment in the case of a new disability; and
- ii) three (3) months after return to active employment in the case of a recurrence of the same disability.

*b) Sick days made available under this Article or Article 25.05 will not be accrued in the employees' sick bank for future use.

25.07 If sick leave credits have been exhausted and additional time is recommended by the attending physician for treatment or recuperation, a leave of absence without pay may be granted in accordance with the provisions outlined in Article 18 up to a maximum of three (3) months. Service with the Employer will be taken into consideration in determining the granting of such leave.

25.08 Recommendations for further periods, each not exceeding three months, must be submitted to the Employer for decision. Service with the Employer will be taken into consideration in determining the granting of such leave in accordance with Article 18.

25.09 Recovery of any expenditures by the Employer on behalf of the employee's share of medical, hospital or any other insurance plans will be made on return to duty. Contributions of the Employer and the employee to the Pension Plan will be discontinued until the employee returns to duty.

- 25.10 Upon termination of employment all sick leave shall be cancelled and no payment shall be due therefore.
- 25.11 a) The sick benefits outlined in this article shall not apply to part-time, temporary and casual employees. However, an employee must report sick absences without pay to their supervisor in accordance with Article 25.02 above.
- *b) Part-time, temporary and casual employees shall be paid two percent(2%) pay in lieu of sick leave, based on the applicable straight time earnings as outlined in Article 23.03 a).

ARTICLE 26 - TRANSPORTATION

26.01*a) Centre Employees

The Employer will provide transportation for each Clinic Assistant and Driver from the Blood Centre to each clinic where she is assigned and back to the Blood Centre at the conclusion of her work. Mode of transportation to and from mobile clinics may be by Canadian Blood Services, public or private transportation.

b) Permanent Clinic Employees

- i) Employees who are hired to work at specific permanent clinic sites shall not be provided with transportation from their residence to the permanent clinic site or return.
- ii) Employees who are required to proceed to a location other than their specific permanent clinic site and who do not have their own transportation will be provided transportation as per Article 28.01 a), 26.02 and 26.04.

c) Regional Employees

- i) Employees will be required to provide their own transportation to clinic locations in circumstances when the Employer cannot provide such transportation. The present practice of car pooling may be continued.
- ii) Transportation allowance will be paid at the rate of twenty-six cents (\$0.26) per kilometre to the driver(s) of the vehicles(s), from the permanent clinic site or the local city hall for clinic assignments outside the city or town limits when transportation is not provided by the Employer.

- 26.02 When a Clinic Assistant, or Driver returns to her Centre from an out-of-town clinic after 10:30 p.m. she shall be provided with, or reimbursed for, substantiated taxi fare, to her place of residence.
- 26.03 When a Laboratory Helper or Data Entry Clerk works past 10:30 p.m. she shall be provided with, or reimbursed for, substantiated taxi fare to her place of residence.
- 26.04 It is understood in connection with Articles 26.02 and 26.03 above that pooling arrangements may be made in case taxi cabs are engaged to transport employees to their residence up to a maximum of three (3) occupants per taxi (taxi driver excluded).

ARTICLE 27 - MEAL ALLOWANCE

27.01 All employees who are officially required to be away from their particular Centre on mobile clinic assignments (in the case of employees operating in and out of Toronto Centre, outside the boundaries of the City of Toronto; in the case of employees operating in and out of Hamilton Centre, outside the boundaries of the Regional Municipality of Hamilton-Wentworth; in the case of employees operating in and out of London Centre, outside the boundaries of the City of London; and in the case of employees operating in and out of Ottawa Centre, outside the boundaries of the cities of Ottawa, Hull, Vanier and Nepean, and the township of Gloucester) shall receive a meal allowance based on the following rates:

Breakfast	\$ 6.50
Lunch	\$ 9.75
Dinner	\$13.75

A claim for meal allowance can be made subject to the following:

- a) breakfast, if the scheduled time to commence work or the departure time on the day of the mobile clinic assignment outside the boundaries described in Article 27.01 above is 7:00 a.m. or earlier;
- b) lunch, if the scheduled time to commence work or the departure time on the day of the mobile clinic assignment outside the boundaries described in Article 27.01 above is 12:00 noon or earlier, or the time of arrival from a mobile clinic assignment outside the boundaries described in Article 27.01 above to the Centre is 12:30 p.m. or later;
- c) dinner, if the time of return to the Centre from the mobile clinic assignment outside the boundaries described in Article 27.01 above is 6:00 p.m. or later, or if the time of work completion after returning from a mobile clinic

assignment outside the boundaries as described in Article 27.01 above is 6:00 p.m. or later.

- d) Notwithstanding the provisions of this article, employees scheduled to work less than five (5) hours shall not be entitled to claim a meal allowance.

27.02 Meal allowances shall be issued in accordance with Centre policy as amended from time to time.

27.03 Employees required to remain out of town overnight shall be paid their meal allowances in advance. Payment shall be by cheque, and shall be distributed with the bi-weekly payroll immediately preceding the overnight mobile. This practice will not be applicable to employees who are not originally scheduled to the overnight mobile. Such employees will receive their meal allowance with the following bi-weekly payroll.

27.04 * Regional employees shall be paid meal allowances as set out under Article 27.01 when working at clinics outside the boundaries of the regional municipality of Kitchener/Waterloo and in all other locations outside the city or town limits.

ARTICLE 28 - LODGING

28.01 Employees required by the Employer to be away from their homes overnight shall be lodged a maximum of two to a room in suitable accommodation.

28.02 Suitability of accommodation, if questioned by clinic staff, shall be determined by the Labour-Management Committee.

28.03 Any clinic which is located outside a two hundred and twenty-five (225) kilometer radius of the Toronto Blood Service Centre shall be assigned on an overnight basis and transportation will be arranged accordingly. The provisions of this Article shall not be applicable to Drivers who are on daily shuttle assignment. Any clinic within a 225 km. radius of the Toronto Centre shall be assigned on an overnight basis at the discretion of the Employer. The Employer will endeavour to schedule employees so that there shall be a rest period of at least eleven (11) hours between the completion of work on one day and the commencement of work on the next day.

ARTICLE 29 - BULLETIN BOARD

29.01 The Employer agrees to provide adequate bulletin board space in each permanent location for the sole use of the Union local to post notices of meetings and other material that may be of interest to employees. All notices posted shall bear the signature or initial of the President of the local or designee.

ARTICLE 30 - SAFETY & HEALTH & EMPLOYMENT CONDITIONS

30.01 Safety and Health

- a) The Employer shall continue to make all reasonable provisions for the occupational safety and health of employees. The Employer will welcome suggestions on the subject from the Union and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury or illness.
- b) The Transport staff shall be responsible for the routine maintenance and operation of vehicles while travelling and on mobile clinics.
- c) In the event of adverse road or weather conditions while on the road on a mobile clinic, the Driver having the most seniority on the Mobile will jointly with the Nurse-in-Charge contact the Ontario Ministry of Transportation (MTO) and the Ontario Provincial Police for road conditions. On the basis of the findings, the driver and the nurse-in-charge shall jointly contact the Centre Director for a decision. In case a team is scheduled to travel and is still at the Centre, it shall be the Employers responsibility to get in touch with the MTO and the Ontario Provincial Police, transmitting the same to the Centre Director for a decision.
- *d) In the event that staff, including regional staff, remain out-of-town due to breakdown or weather conditions, staff shall be credited with up to seven and one half (7.5) hours per day and it is understood that the provisions of Articles 12.04, 27 and 28 shall apply.

30.02 Employment Conditions

- a) The Employer undertakes to impress upon the organizers of the donor clinics the importance and necessity of providing suitable changing facilities, rest and work areas where clinics are to be conducted. Moreover, the Employer also undertakes to use reasonable efforts to ensure that donor clinics are kept at a reasonable, normal temperature.
- b) The phrase "suitable changing facilities" used in Article 30.02 a) above shall be defined as "clean, enclosed and private". Where no suitable facilities are available, uniforms will be worn while proceeding to the clinic site.
- c) The phrase "suitable rest areas" used in Article 30.02 a) above shall mean any clean and screened off area containing seating facilities.

ARTICLE 31 - POSITION DESCRIPTION

31.01 All employees are entitled to have in their possession, a copy of their current Position Description. It is understood that position descriptions as appended to this contract are current as of the date of signing of this agreement,

- B-1 - Clerk
- B-2 - Medical Secretary (Bilingual)
- B-3 - Stores Accountant
- B-4 - Utility Person I
- *B-4a - Utility Person II
- B-5 - Clinic Assistant
- *B-5a - Clinic Assistant II
- B-6 - Laboratory Helper
- B-7 - Driver
- B-8 - Data Entry Clerk
- B-9 - Telerecruiter

31.02 The Position Descriptions shall accurately reflect only those duties which are applicable to all members of that position.

31.03 Any employee who is not required by her Centre's administration to perform all of the standard duties of her Position Description shall receive no reduction in her weekly rate of pay.

31.04 An employee cannot be required to perform duties which are not contained in his position description.

31.05 Supervisors will not customarily perform the duties of a bargaining unit employee.

31.08 a) If the Employer creates a new Position Description it shall establish the job description and wage rate and give written notice to the Union of the new wage rate.

b) If the Union objects within thirty (30) days of receipt of the written notice from the Employer of the wage rate, such objection shall become the basis of a meeting between a representative of the Union and a representative of the Employer. Should such meeting result in a revision to the wages, the wage rate shall be retroactive to the date of implementation of the new Position Description, unless otherwise mutually agreed.

4 Failing resolution of the objections, the matter shall be determined by arbitration.

- 07 Revisions to any of the Position Descriptions referred to in Article 31.01 above may be proposed by the Employer (all four (4) Ontario Centres acting in concert) to the Union at any time during the term of this Agreement; provided, that:
- a) no proposed revision may be entertained within a six (6) month period following a revision in the same Position Description which revision has been agreed to between the Employer and the Union or had resulted from an arbitration award;
 - b) the Employer and the Union shall negotiate the proposed revisions within a period of thirty (30) calendar days commencing from the date the Union is advised, in writing, of the proposals. If no agreement is reached by the parties on the proposed revisions within the thirty (30) day period, such revisions may be submitted to expedited arbitration under section 49 of the Ontario Labour Relations Act. Any proposed revisions not agreed upon in negotiations shall be decided by the arbitrator provided the Arbitrator cannot assign a lower rate of pay to the position;
 - c) a revised Position Description that has been either agreed or awarded shall apply to all the four (4) Ontario Centres covered by this Collective Agreement subject to Article 31.03.

31.08 Notwithstanding the provisions of Article 31.07, where the Employer requires revisions to existing position descriptions in order to comply with regulatory/legislative requirements, the Employer may implement such revisions as soon as is necessary to comply with the regulatory/legislative requirements. In such cases the provisions of Article 31.06 shall apply.

ARTICLE 32 - POSITION PREMIUMS

- 32.01 * Any Clinic Assistant I who acts as a Clinic Technician shall receive a premium of \$4.00 per day for each day that she is so assigned.
- 32.02 Any Clerk who performs Secretarial Duties for any Medical Officer or Ph.D shall receive a premium of \$4.00 per day for each day that she is so assigned.
- 32.03 The parties understand and agree that the position premiums in Article 32 shall be paid when any employee is required to perform such function.
- 32.04 The parties hereto agree that the performing of venipuncture by existing Clinic Assistants shall be assigned to individuals who have completed the training program provided by the Employer. Any employee hired prior to April 01, 1992, shall have the right to refuse to participate in venipuncture training.

ARTICLE 33 - EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

- 33.01 a) When a formal assessment of an employee's performance is made by her Supervisor, the employee concerned must be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read. The signature of the employee concerned on the completed assessment form will indicate that its contents have been read but not necessarily her concurrence. Upon written request, the employee shall be furnished a copy of the completed assessment form.
 - b) The Employer's representative(s) who assess an employee's performance must have observed or been aware of the employee's performance for at least three (3) months of the period for which the employee's performance is evaluated.
 - c) An employee's performance appraisal shall be discussed by the employee and her supervisor in circumstances that ensure privacy.
- 33.02 The Employer agrees not to introduce as evidence in a hearing, any document from the file of any employee relating to disciplinary action, the content of which the employee was not aware of at the time of filing, or within a reasonable period thereafter.
- 33.03 Upon written request of an employee, the personnel file of that employee may be made available once per year for his examination in the presence of an authorized representative of the Employer.
- 33.04 The record of any reprimand or warning of an employee and any formal discipline shall be removed from the employee's personnel file eighteen (18) months after the conduct which was the subject of the reprimand, warning or other disciplinary action.

ARTICLE 34 -AGREEMENT RE-OPENER CLAUSE

- 34.01 This Agreement may be amended by mutual consent.

ARTICLE 35 - MISCELLANEOUS

- 35.01 A copy of this Collective Agreement shall be printed and issued to each employee by the Union. The cost of such shall be borne equally by the applicable Centre and the Union.

ARTICLE 36 - TERM OF THE AGREEMENT

- 36.01 This Agreement shall become effective on its date of signing and shall remain in full force and effect up to March 31, 2001 and from year to year thereafter unless written notice of intention to terminate or amend this Agreement is given by either party to the other not more than ninety (90) calendar days and not less than thirty (30) calendar days before the date of its termination.

SCHEDULE "A"

EFFECTIVE APRIL 1, 1998 (1%)

Clinic Assistant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.358	\$ 926.850
Aft 1 yr	12.781	958.575
Aft 2 yrs	13.219	991.425
Aft 3 yrs	13.662	1,024.650
Aft 4 yrs	14.107	1,058.025
Aft 5 yrs	14.530	1,089.750

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.642	\$ 948.150
Aft 1 yr	13.086	981.450
Aft 2 yrs	13.539	1,015.425
Aft 3 yrs	13.994	1,049.550
Aft 4 yrs	14.447	1,083.525
Aft 5 yrs	14.881	1,116.075

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.276	\$ 920.700
Aft 1 yr	12.695	952.125
Aft 2 yrs	13.113	983.475
Aft 3 yrs	13.531	1,014.825
Aft 4 yrs	13.949	1,046.175
Aft 5 yrs	14.368	1,077.600

Utility Person I

(Janitor/Porter/Cleaner)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 11.979	\$ 898.425
Aft 1 yr	12.407	930.525
Aft 2 yrs	12.834	962.550
Aft 3 yrs	13.283	996.225
Aft 4 yrs	13.731	1,029.825
Aft 5 yrs	14.143	1,060.725

Utility Person II

(Janitor/Porter/Cleaner)

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.860	\$ 964.500
Aft 1 yr	13.284	996.300
Aft 2 yrs	13.707	1,028.025
Aft 3 yrs	14.151	1,061.325
Aft 4 yrs	14.595	1,094.625
Aft 5 yrs	15.003	1,125.225

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.071	\$ 980.325
Aft 1 yr	13.570	1,017.750
Aft 2 yrs	14.069	1,055.175
Aft 3 yrs	14.567	1,092.525
Aft 4 yrs	15.066	1,129.950
Aft 5 yrs	15.518	1,163.850

Stores Accountant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.274	\$ 995.550
Aft 1 yr	13.681	1,026.075
Aft 2 yrs	14.087	1,056.525
Aft 3 yrs	14.495	1,087.125
Aft 4 yrs	14.900	1,117.500
Aft 5 yrs	15.307	1,148.025

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.123	\$ 984.22
Aft 1 yr	13.553	1,016.475
Aft 2 yrs	13.982	1,048.650
Aft 3 yrs	14.413	1,080.975
Aft 4 yrs	14.843	1,113.225
Aft 5 yrs	15.283	1,146.225

lerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 7.105	\$ 532.875
Aft 1 yr	7.511	563.325
Aft 2 yrs	7.917	593.775
Aft 3 yrs	8.323	624.225
Aft 4 yrs	8.729	654.675
Aft 5 yrs	9.135	685.125

EFFECTIVE APRIL 1, 1999 (1%)

Clinic Assistant I

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.482	\$ 936.150
Aft 1 yr	12.909	968.175
Aft 2 yrs	13.351	1,001.325
Aft 3 yrs	13.799	1,034.925
Aft 4 yrs	14.248	1,068.600
Aft 5 yrs	14.675	1,100.625

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.768	\$ 957.600
Aft 1 yr	13.217	991.275
Aft 2 yrs	13.674	1,025.550
Aft 3 yrs	14.134	1,060.050
Aft 4 yrs	14.591	1,094.325
Aft 5 yrs	15.030	1,127.250

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.399	\$ 929.925
Aft 1 yr	12.822	961.650
Aft 2 yrs	13.244	993.300
Aft 3 yrs	13.666	1,024.950
Aft 4 yrs	14.088	1,056.600
Aft 5 yrs	14.512	1,088.400

Utility Person I

(Janitor/Porter/Cleaner)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.099	\$ 907.425
Aft 1 yr	12.531	939.825
Aft 2 yrs	12.962	972.150
Aft 3 yrs	13.416	1,006.200
Aft 4 yrs	13.868	1,040.100
Aft 5 yrs	14.284	1,071.300

Utility Person II

(Janitor/Porter/Cleaner)

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.989	\$ 974.175
Aft 1 yr	13.417	1,006.275
Aft 2 yrs	13.844	1,038.300
Aft 3 yrs	14.293	1,071.975
Aft 4 yrs	14.741	1,105.575
Aft 5 yrs	15.153	1,136.475

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.202	\$ 990.150
Aft 1 yr	13.706	1,027.950
Aft 2 yrs	14.210	1,065.750
Aft 3 yrs	14.713	1,103.475
Aft 4 yrs	15.217	1,141.275
Aft 5 yrs	15.673	1,175.475

Stores Accountant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.407	\$1,005.525
Aft 1 yr	13.818	1,036.350
Aft 2 yrs	14.228	1,067.100
Aft 3 yrs	14.640	1,098.000
Aft 4 yrs	15.049	1,128.675
Aft 5 yrs	15.460	1,159.500

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.254	\$ 994.05
Aft 1 yr	13.689	1,026.675
Aft 2 yrs	14.122	1,059.150
Aft 3 yrs	14.557	1,091.775
Aft 4 yrs	14.991	1,124.325
Aft 5 yrs	15.436	1,157.700

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 7.176	\$ 538.200
Aft 1 yr	7.586	568.950
Aft 2 yrs	7.997	599.775
Aft 3 yrs	8.407	630.525
Aft 4 yrs	8.817	661.275
Aft 5 yrs	9.227	692.025

EFFECTIVE DATE OF RATIFICATION**Clinic Assistant II**

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 14.725	\$1,104.375
Aft 1 yr	15.210	1,140.750
Aft 2 yrs	15.661	1,174.575
Aft 3 yrs	16.118	1,208.850
Aft 4 yrs	16.576	1,243.200
Aft 5 yrs	17.011	1,275.825

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 8.480	\$ 636.000
Aft 1 yr	9.050	678.750
Aft 2 yrs	9.610	720.750
Aft 3 yrs	10.180	763.500
Aft 4 yrs	10.750	806.250
Aft 5 yrs	11.310	848.250

EFFECTIVE OCTOBER 1, 1999 (2%)

Clinic Assistant I

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.732	\$ 954.900
Aft 1 yr	13.167	987.525
Aft 2 yrs	13.618	1,021.350
Aft 3 yrs	14.075	1,055.625
Aft 4 yrs	14.533	1,089.975
Aft 5 yrs	14.969	1,122.675

Clinic Assistant II

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 15.020	\$1,126.50
Aft 1 yr	15.514	1,163.550
Aft 2 yrs	15.974	1,198.050
Aft 3 yrs	16.440	1,233.000
Aft 4 yrs	16.908	1,268.100
Aft 5 yrs	17.351	1,301.325

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 8.650	\$ 648.750
Aft 1 yr	9.231	692.325
Aft 2 yrs	9.802	735.150
Aft 3 yrs	10.384	778.800
Aft 4 yrs	10.965	822.375
Aft 5 yrs	11.536	865.200

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.023	\$ 976.725
Aft 1 yr	13.481	1,011.075
Aft 2 yrs	13.947	1,046.025
Aft 3 yrs	14.417	1,081.275
Aft 4 yrs	14.883	1,116.225
Aft 5 yrs	15.331	1,149.825

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.647	\$ 948.525
Aft 1 yr	13.078	980.850
Aft 2 yrs	13.509	1,013.175
Aft 3 yrs	13.939	1,045.425
Aft 4 yrs	14.370	1,077.750
Aft 5 yrs	14.802	1,110.150

Utility Person I

(Janitor/Porter/Cleaner)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$12.341	\$ 925.575
Aft 1 yr	12.782	958.650
Aft 2 yrs	13.221	991.575
Aft 3 yrs	13.684	1,026.300
Aft 4 yrs	14.145	1,060.875
Aft 5 yrs	14.570	1,092.750

Utility Person II

(Janitor/Porter/Cleaner)

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.249	\$ 993.675
Aft 1 yr	13.685	1,026.375
Aft 2 yrs	14.121	1,059.075
Aft 3 yrs	14.579	1,093.425
Aft 4 yrs	15.036	1,127.700
Aft 5 yrs	15.456	1,159.200

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.466	\$1,009.950
Aft 1 yr	13.980	1,048.500
Aft 2 yrs	14.494	1,087.050
Aft 3 yrs	15.007	1,125.525
Aft 4 yrs	15.521	1,164.075
Aft 5 yrs	15.986	1,198.950

Stores Accountant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.675	\$1,025.625
Aft 1 yr	14.094	1,057.050
Aft 2 yrs	14.513	1,088.475
Aft 3 yrs	14.933	1,119.975
Aft 4 yrs	15.350	1,151.250
Aft 5 yrs	15.769	1,182.675

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.519	\$1,013.925
Aft 1 yr	13.963	1,047.225
Aft 2 yrs	14.404	1,080.300
Aft 3 yrs	14.848	1,113.600
Aft 4 yrs	15.291	1,146.825
Aft 5 yrs	15.745	1,180.875

EFFECTIVE APRIL 1, 2000 (.75%)**Clinic Assistant I**

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.827	\$ 962.025
Aft 1 yr	13.266	994.950
Aft 2 yrs	13.720	1,029.000
Aft 3 yrs	14.181	1,063.575
Aft 4 yrs	14.642	1,098.150
Aft 5 yrs	15.081	1,131.075

Clinic Assistant II

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 15.133	\$1,134.975
Aft 1 yr	15.630	1,172.250
Aft 2 yrs	16.094	1,207.050
Aft 3 yrs	16.563	1,242.225
Aft 4 yrs	17.035	1,277.625
Aft 5 yrs	17.481	1,311.075

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 8.715	\$ 653.625
Aft 1 yr	9.300	697.500
Aft 2 yrs	9.876	740.700
Aft 3 yrs	10.462	784.650
Aft 4 yrs	11.047	828.525
Aft 5 yrs	11.623	871.725

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.121	\$ 984.075
Aft 1 yr	13.582	1,018.650
Aft 2 yrs	14.052	1,053.900
Aft 3 yrs	14.525	1,089.375
Aft 4 yrs	14.995	1,124.625
Aft 5 yrs	15.446	1,158.450

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.742	\$ 955.650
Aft 1 yr	13.176	988.200
Aft 2 yrs	13.610	1,020.750
Aft 3 yrs	14.044	1,053.300
Aft 4 yrs	14.477	1,085.775
Aft 5 yrs	14.913	1,118.475

Utility Person I**(Janitor/Porter/Cleaner)**

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.434	\$ 932.550
Aft 1 yr	12.878	965.850
Aft 2 yrs	13.320	999.000
Aft 3 yrs	13.787	1,034.025
Aft 4 yrs	14.251	1,068.825
Aft 5 yrs	14.679	1,100.925

Utility Person II
(Janitor/Porter/Cleaner)

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.348	\$1,001.100
Aft 1 yr	13.788	1,034.100
Aft 2 yrs	14.227	1,067.025
Aft 3 yrs	14.688	1,101.600
Aft 4 yrs	15.149	1,136.175
Aft 5 yrs	15.572	1,167.900

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.567	\$1,017.525
Aft 1 yr	14.085	1,056.375
Aft 2 yrs	14.603	1,095.225
Aft 3 yrs	15.120	1,134.000
Aft 4 yrs	15.637	1,172.775
Aft 5 yrs	16.106	1,207.950

Stores Accountant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.778	\$1,033.350
Aft 1 yr	14.200	1,065.000
Aft 2 yrs	14.622	1,096.650
Aft 3 yrs	15.045	1,128.375
Aft 4 yrs	15.465	1,159.875
Aft 5 yrs	15.887	1,191.525

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.620	\$1,021.500
Aft 1 yr	14.068	1,055.100
Aft 2 yrs	14.512	1,088.400
Aft 3 yrs	14.959	1,121.925
Aft 4 yrs	15.406	1,155.450
Aft 5 yrs	15.863	1,189.725

EFFECTIVE OCTOBER 1, 2000 (.75%)

Clinic Assistant I

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.923	\$ 969.225
Aft 1 yr	13.365	1,002.375
Aft 2 yrs	13.823	1,036.725
Aft 3 yrs	14.287	1,071.525
Aft 4 yrs	14.752	1,106.400
Aft 5 yrs	15.194	1,139.550

Clinic Assistant II

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 15.246	\$1,143.450
Aft 1 yr	15.747	1,181.025
Aft 2 yrs	16.215	1,216.125
Aft 3 yrs	16.687	1,251.525
Aft 4 yrs	17.163	1,287.225
Aft 5 yrs	17.612	1,320.900

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 8.780	\$ 658.500
Aft 1 yr	9.370	702.750
Aft 2 yrs	9.950	746.250
Aft 3 yrs	10.540	790.500
Aft 4 yrs	11.130	834.750
Aft 5 yrs	11.710	878.250

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.219	\$ 991.425
Aft 1 yr	13.684	1,026.300
Aft 2 yrs	14.157	1,061.775
Aft 3 yrs	14.634	1,097.550
Aft 4 yrs	15.107	1,133.025
Aft 5 yrs	15.562	1,167.150

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.838	\$ 962.850
Aft 1 yr	13.275	995.625
Aft 2 yrs	13.712	1,028.400
Aft 3 yrs	14.149	1,061.175
Aft 4 yrs	14.586	1,093.950
Aft 5 yrs	15.025	1,126.875

Utility Person I**(Janitor/Porter/Cleaner)**

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.527	\$ 939.525
Aft 1 yr	12.975	973.125
Aft 2 yrs	13.420	1,006.500
Aft 3 yrs	13.890	1,041.750
Aft 4 yrs	14.358	1,076.850
Aft 5 yrs	14.789	1,109.175

Utility Person II**(Janitor/Porter/Cleaner)**

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.448	\$1,008.600
Aft 1 yr	13.891	1,041.825
Aft 2 yrs	14.334	1,075.050
Aft 3 yrs	14.798	1,109.850
Aft 4 yrs	15.263	1,142.700
Aft 5 yrs	15.689	1,176.675

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.669	\$1,025.175
Aft 1 yr	14.191	1,064.325
Aft 2 yrs	14.713	1,103.475
Aft 3 yrs	15.233	1,142.475
Aft 4 yrs	15.754	1,181.550
Aft 5 yrs	16.227	1,217.025

Stores Accountant

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.881	\$1,041.075
Aft 1 yr	14.307	1,073.025
Aft 2 yrs	14.732	1,104.900
Aft 3 yrs	15.158	1,136.850
Aft 4 yrs	15.581	1,168.575
Aft 5 yrs	16.006	1,200.450

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.722	\$1,029.150
Aft 1 yr	14.174	1,063.050
Aft 2 yrs	14.621	1,096.575
Aft 3 yrs	15.071	1,130.325
Aft 4 yrs	15.522	1,164.150
Aft 5 yrs	15.982	1,198.650

EFFECTIVE MARCH 31, 2001

Clinic Assistant I

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.923	\$ 969.225
Aft 1 yr	13.365	1,002.375
Aft 2 yrs	13.823	1,036.725
Aft 3 yrs	14.287	1,071.525
Aft 4 yrs	14.752	1,106.400
Aft 5 yrs	15.194	1,139.550
Aft 6 yrs	15.650	1,173.750

Clinic Assistant II

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 15.246	\$1,143.450
Aft 1 yr	15.747	1,181.025
Aft 2 yrs	16.215	1,216.125
Aft 3 yrs	16.687	1,251.525
Aft 4 yrs	17.163	1,287.225
Aft 5 yrs	17.612	1,320.900
Aft 6 yrs	18.140	1,360.500

Telerecruiter

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 8.780	\$ 658.500
Aft 1 yr	9.370	702.750
Aft 2 yrs	9.950	746.250
Aft 3 yrs	10.540	790.500
Aft 4 yrs	11.130	834.750
Aft 5 yrs	11.710	878.250
Aft 6 yrs	12.061	904.575

Laboratory Helper

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.219	\$ 991.425
Aft 1 yr	13.684	1,026.300
Aft 2 yrs	14.157	1,061.775
Aft 3 yrs	14.634	1,097.550
Aft 4 yrs	15.107	1,133.025
Aft 5 yrs	15.562	1,167.150
Aft 6 yrs	16.029	1,202.175

Clerk/Data Entry

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.838	\$ 962.850
Aft 1 yr	13.275	995.625
Aft 2 yrs	13.712	1,028.400
Aft 3 yrs	14.149	1,061.175
Aft 4 yrs	14.586	1,093.950
Aft 5 yrs	15.025	1,126.875
Aft 6 yrs	15.476	1,160.700

Utility Person I

(Janitor/Porter/Cleaner)

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 12.527	\$ 939.525
Aft 1 yr	12.975	973.125
Aft 2 yrs	13.420	1,006.500
Aft 3 yrs	13.890	1,041.750
Aft 4 yrs	14.358	1,076.850
Aft 5 yrs	14.789	1,109.175
Aft 6 yrs	15.233	1,142.475

Utility Person II

(Janitor/Porter/Cleaner)

	<u>*Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.448	\$1,008.600
Aft 1 yr	13.891	1,041.825
Aft 2 yrs	14.334	1,075.050
Aft 3 yrs	14.798	1,109.850
Aft 4 yrs	15.263	1,142.700
Aft 5 yrs	15.689	1,176.675
Aft 6 yrs	16.160	1,212.000

Driver

	<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.669	\$1,025.175
Aft 1 yr	14.191	1,064.325
Aft 2 yrs	14.713	1,103.475
Aft 3 yrs	15.233	1,142.475
Aft 4 yrs	15.754	1,181.550
Aft 5 yrs	16.227	1,217.025
Aft 6 yrs	16.714	1,253.550

Stores Accountant

Medical Secretary (Bil.)

	<u>* Hourly</u>	<u>Bi-Weekly</u>		<u>* Hourly</u>	<u>Bi-Weekly</u>
Initial	\$ 13.881	\$1,041.075	Initial	\$ 13.722	\$1,029.150
Aft 1 yr	14.307	1,073.025	Aft 1 yr	14.174	1,063.050
Aft 2 yrs	14.732	1,104.900	Aft 2 yrs	14.621	1,096.575
Aft 3 yrs	15.158	1,136.850	Aft 3 yrs	15.071	1,130.325
Aft 4 yrs	15.581	1,168.575	Aft 4 yrs	15.522	1,164.150
Aft 5 yrs	16.006	1,200.450	Aft 5 yrs	15.982	1,198.650
Aft 6 yrs	16.486	1,236.450	Aft 6 yrs	16.461	1,234.575

* Base rate used for calculation.

- Note: 1. Effective date of ratification of this Agreement movement on the wage grid from CA I to CA II shall be from level to level basis (eg. After 3 years to After 3 years etc.).
2. All employees who have reached their 6" anniversary prior to March 31, 2001 will move to the After 6 years step on March 31, 2001.
3. All retroactivity shall be based on regular earnings, excluding premiums (percentages in lieu) and overtime hours.
4. Employees who have been hired as Clinic Assistants to perform phlebotomy and who were at time of hire placed on the wage grid at a step that is greater than the length of service (seniority) that the employee attained at that time will remain at that step until such time as the indicated length of service has been attained. After that time such employees will resume their normal progression on the wage grid. For clarification, it is understood that the GWI will be applied to such employees as per Schedule "A".
-

SCHEDULE B - POSITION DESCRIPTIONS

Schedule B-I

CANADIAN BLOOD SERVICES POSITION DESCRIPTION

1. **TITLE** Clerk
- DEPARTMENT** Centre Department
- TITLE OF IMMEDIATE SUPERVISOR** Assigned By Centre Director
-

ii. **POSITION SUMMARY**

Under the supervision of the assigned supervisor, is responsible for clerical work. Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.

iii. **DUTIES AND RESPONSIBILITIES**

Incumbent may be assigned to do some or all of the following responsibilities:

1. Compiles, types/keyboards, updates, files and maintains correspondence, reports, **templates, manuals** and statistical data.
2. Handles mail system (**including bulk mail**); opens and distributes mail.
3. Receives and directs all incoming telephone calls to appropriate person(s); takes messages.
4. **Maintains** various records systems.
5. **Clerks hired to work in Collection/Donor Services department may be required to perform all or some of the duties as outlined in the Telerecruiter job description with the exception of mobile clinics.**
6. Performs receptionist duties.

7. Operates automated and other office equipment.
8. Maintains and keeps records of and requisitions supplies; reports faulty supplies and equipment.
9. **Prepares, scans and microfiches documents.**
10. Coordinates, completes and updates work assignments, **attendance records and** staffing/volunteer schedules.
11. Coordinates the reporting and replacement of absent staff/volunteers; maintains relevant records.
12. Arranges alternate methods of transportation for staff.
13. Schedules **functions/meetings and records minutes of meetings.**
14. Monitors stock of all blood products and/or fractionation products daily, balance physical counts with records, and notify supervisor if stock is low or does not balance.
15. Receives requests for blood and/or blood products and to assist in the issuing and dispatching of blood or blood products.
16. Orders, receives and checks fractionation shipments. Informs supervisor of discrepancies/problems with shipment.
17. **Follows all policies and procedures to maintain a healthy and safe work environment.**
18. **May assist with training of staff.**
18. Performs other department related tasks and duties **as assigned.**

IV. **SUPERVISION EXERCISED**

- A) Number supervised directly- Nil
- B) Highest level supervised- Nil

V. **SUPERVISION RECEIVED**

Directly supervised by the Manager/Supervisor (or designate) of the department where the Clerk is assigned.

QUALIFICATIONS REQUIRED

- A) Formal education **and experience-** Grade 12 with **business** subjects and a minimum of 2 years relevant office experience. **For clerks hired to perform timekeeping functions, relevant experience must include bookkeeping.**
- B) Skills required- **Accurate keyboarding and computer skills, experience in word processing and spreadsheet software and ability to operate office equipment. Transcription skills an asset.**
- C) Excellent communication and interpersonal skills; ability to work with various staff levels; ability to deal with the public is essential.
- D) **Fluency in English is required. Fluency in another language may be required.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable only to employees hired after that date.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** : **Medical Secretary**
- DEPARTMENT** : **Medical Office**
- TITLE OF IMMEDIATE SUPERVISOR** : **Medical Officer or Designate**
-

II. POSITION SUMMARY

Responsible for all secretarial duties for the Medical Officer, **Assistant/Associate Medical Officers and Specialty staff as assigned.** **Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. DUTIES AND RESPONSIBILITIES

Incumbent may be assigned to do some or all of the following responsibilities:

1. **Maintain confidential records and assist in administrative functions.**
2. **Maintains various records systems.**
3. **Types and files correspondence and reports.**
4. **Compiles data for reports.**
5. **Performs the duties of a receptionist.**
8. **Records minutes and type from dictation equipment.**
7. **Prepares, scans and microfiches documents.**
8. **Performs secretarial duties for Medical/Specialty components of Nursing and Laboratory.**

8. **Follows all policies and procedures to maintain a healthy and safe work environment.**
10. **May assist with training of staff.**
11. Perform other **department** related duties **as assigned.**

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

General supervision of assigned supervisor.

VI. QUALIFICATIONS REQUIRED

- 4 **Formal Education and Experience - Post secondary education in relevant field and 2 years previous medical secretarial experience required. Knowledge of medical terminology required.**
- B) **Skills required- Accurate keyboarding and computer skills, experience in word processing and spreadsheet software and ability to operate office equipment. Transcription skills required.**
- C) **Fluency In English is required. Fluency in French may be required.**

Note: Any change in qualifications shall become effective on the date of gratification of this agreement and shall be applicable only to employees hired after that date.

Schedule B-3

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** Stores Accountant
- DEPARTMENT** Administration
- TITLE OF IMMEDIATE SUPERVISOR** As assigned by Centre Director or Designate
-

II. **POSITION SUMMARY**

The Stores Accountant, under general supervision is responsible for all accounts and banking account transactions, the ordering and issuing of inventory within the Centre as assigned. Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.

III. **DUTIES AND RESPONSIBILITIES**

Incumbent may be assigned to do some or all of the following responsibilities:

General:

1. **Maintains petty cash.**
2. **Enters data and generates reports from accounting systems.**
3. Maintains and posts all ledgers, and records all transactions, involving items of equipment on charge of the Centre.
4. **Takes inventory of all stock, which may include physical counts and reconciliation. Prepares estimates, requisitions and orders as per Centre policy.**
5. Receives, records, and issues, requisitions for **inventory** from all departments.
8. Makes local purchases of equipment and supplies of items.

7. **Assists with the receiving process.**
8. Maintains inventory in an orderly condition.
9. Assists in the preparation of the budget.
10. **Follows all policies and procedures to maintain a healthy and safe work environment.**
11. **May assist with training of staff.**
12. Performs additional department related tasks and duties as directed.

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

General supervision by the Centre Director or designate.

VI. QUALIFICATIONS REQUIRED

- A) **Formal Education and Experience - Grade 12. At least two years of bookkeeping experience may be required.**
- B) **Skills Required -The ability to accurately keep records. Experience with relevant computer software an asset.**
- C) **Fluency in English is required. Fluency in French may be required.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable only to employees hired after that date.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** : **Utility Person (1)**
(Porter/Janitor/Cleaner)

DEPARTMENT : **Administration**

TITLE OF IMMEDIATE SUPERVISOR : **As assigned by Centre Director or Designate**

II. POSITION SUMMARY

The Utility Person is responsible for routine maintenance, cleaning, loading, unloading, **receiving/shipping, and** moving equipment and supplies as assigned. **Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. DUTIES AND RESPONSIBILITIES

Incumbent may be assigned to do some or all of the following responsibilities:

1. **Receives, distributes and returns goods and supplies.**
2. Unpacks all supplies received in bulk shipments and places these items in the correct place in the storerooms.
3. **Issues and delivers supplies to departments selected from store room based on list provided.**
4. **Assists with** heavy lifting in the Centre.
5. Assists with inventory controls, **either through a manual or computerized system.**
8. **Performs functions to keep Centre** clean and tidy.
7. Assists the Transport **staff** in the loading **and unloading of vehicles at the Centre.**
8. Checks and cleans the interior of vehicles.

9. Cleans and performs basic maintenance of building, grounds and equipment.
10. **Handles mail systems (including bulk mail); opens and distributes mail.**
11. **Assists with the disposal of medical waste products,**
12. **Follows all policies and procedures to maintain a healthy and safe work environment.**
13. Performs other department related duties as assigned.

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

Generally close supervision and direction of assigned supervisor.

VI. QUALIFICATIONS REQUIRED

- A) **Formal Education and Experience - Grade 12 and/or two (2) years related work experience.**
- B) Physically capable of carrying equipment and supplies.
- C) **Fluency in English is required.**

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** : **Utility Person (II)**
(Porter/Janitor/Cleaner)
- DEPARTMENT** : **Administration**
- TITLE OF IMMEDIATE SUPERVISOR** : **Coordinator, Administration or Designate**
-

II. POSITION SUMMARY

The Utility Person is responsible for routine maintenance, cleaning, loading, unloading, receiving/shipping, and moving equipment and supplies as assigned. **Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. DUTIES AND RESPONSIBILITIES

Incumbent may be assigned to do some or all of the following responsibilities:

1. **Receives, distributes and returns goods and supplies.**
2. Unpacks all supplies received in bulk shipments and places these items in the correct place in the storerooms.
3. **Issues and delivers** supplies to departments **selected from store room based on list provided.**
4. **Assists with** heavy lifting in the Centre.
5. Assists with inventory controls, **either through a manual or computerized system.**
6. **Performs functions to** keep Centre clean and tidy.
7. Assists the Transport staff in the loading **and unloading of vehicles at the Centre.**
8. Checks and cleans the interior of vehicles.

9. Cleans and performs basic maintenance of building, grounds and equipment.
10. Performs functions related to the safety and security *systems* of the premises.
11. **Handles** mail systems (including bulk mail); opens and distributes mail.
12. **May pack, order, reconcile and restock collection supplies.**
13. **Bulk Photocopies.**
14. **Follows all policies and procedures to maintain a healthy and safe work environment.**
15. **May assist with training of staff.**
18. **Operates tow motors and snow blowers when required.**
17. **Assists with the disposal of medical waste products.**
18. Performs other department related duties as assigned.

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

General supervision and direction of assigned supervisor.

VI. QUALIFICATIONS REQUIRED

- A) **Formal Education and Experience - Grade 12 and/or two (2) years related work experience.**
- B) Physically capable of carrying equipment and supplies.
- C) Fluency in English is required.

Note: Any change In qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

Schedule B-5

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** Clinic Assistant (I)
DEPARTMENT: Collections/Nursing Department
LOCATION Blood Services
TITLE OF IMMEDIATE SUPERVISOR Nursing/Collection Manager or Designate

II. **POSITION SUMMARY**

Under the direction of the Nursing/Collections Manager or designate, performs assigned duties to assist in the collection of blood and apheresis blood components as well as other related functions within the Nursing Department. **Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. **DUTIES AND RESPONSIBILITIES**

Incumbent may be assigned to do some or all of the following responsibilities:

Clinic/Apheresis Area:

1. **Assists with loading, unloading and carrying of collection equipment and supplies.**
2. Sets up and dismantles equipment and supplies. Maintains cleanliness of **all clinic areas.**
3. Under the direction of a clinic supervisor performs duties, according to standards and procedures, which may consist of the following:
 - 4 **Registers and directs donors.** Assists with maintenance of records.
 - b) Refers eligibility and health related concerns of donor to R.N., requests donor read material prepared by the Employer.
 - 4 Sets up hemoglobin table and obtains capillary blood sample; performs donation related screening tests such **as Hgb** and ABO

- d) grouping. Refers interpretation of test results to R.N.
 - e) Issues blood group label to donor and labels **Record of Donation** to establish donor-product link; and files forms.
 - f) Assembles and prepares appropriate collection supplies, equipment and records.
 - g) Prepares or assists in the preparation of donors for blood or apheresis component collection; verifies that the **Record of Donation is complete and that appropriate labels are applied and assists in collection procedures.**
 - h) Monitors the donor, the functioning of equipment and blood flow, refers change in donor or blood **flow** status to **the appropriate clinic staff.**
 - i) Labels collection packs and specimen tubes, and assists in preparing accompanying records.
 - j) **Collects specimens.**
 - k) Seals, segments, prepares and packs units of blood for delivery to Centre Laboratory. **May deliver blood packs to the laboratory, for clinics held within the same Centre/Permanent clinic buildings as the Laboratory.**
4. Maintains donor, product, equipment and supply records and other required forms (i.e., requisitions, etc.)
 5. Assists with post donation care and donor reaction care.
 6. **Duties related to apheresis** will be assigned as necessary and only to individuals demonstrating the required skills.

General:

7. Packs, orders, reconciles and restocks collection supplies.
8. Cleans, maintains and calibrates equipment to ensure correct working order; maintains equipment /supply records.
9. Observes safety code in all work areas, follows safety protocol for cleaning spills and disposing of waste material.
10. **Adheres to dress code as per department regulations.**
11. May be assigned to coordinate repair of collection equipment and maintains records of the same.

12. May be assigned to operate specified automated equipment.
13. Performs clerical functions related to clinic collections.
14. **Follows all policies and procedures to maintain a healthy and safe work environment.**
15. **May assist with training of staff.**
16. Performs other department related duties as assigned.

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

Directly supervised by Nursing/Collections Manager or Designate.

VI. QUALIFICATIONS REQUIRED

- A) **Formal education and experience - Grade 12 and one year relevant work experience or an equivalent combination.**
- B) Skills and Abilities:
 1. Ability to communicate effectively with staff, volunteers, donors **and the public.**
 2. Physical ability to lift and carry equipment **and supplies essential** to clinic operations.
 3. **Fluency in English is required. Fluency In another language may be required.**
 4. Ability to **be certified** in first aid.
 5. **Relevant computer skills may be required.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable only to employees hired after that date.

Note: Any change In qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

- d. grouping. Refers interpretation of test results to R.N.
 - e. Issues blood group label to donor and labels **Record of Donation** to establish donor-product link; and files forms,
 - f. Assembles and prepares appropriate collection supplies, equipment and records.
 - g. Prepares or assists in the preparation of donors for blood or apheresis component collection; verifies that the **Record of Donation is complete and that appropriate labels are applied and assists in collection procedures.**
 - h. Monitors the donor, the functioning of equipment and blood flow, refers change in donor or blood flow status to **the appropriate clinic staff.**
 - i. Labels collection packs and specimen tubes, and assists in preparing accompanying records.
 - j. **Collects specimens.**
 - k. **Seals**, segments, prepares and packs units of blood for delivery to Centre Laboratory. **May deliver blood packs to the laboratory, for clinics held within the same Centre/Permanent clinic buildings as the Laboratory.**
4. Maintains donor, product, equipment and supply records and other required forms (i.e., requisitions, etc.)
 5. Assists with post donation care and donor reaction care.
 6. **Duties related to apheresis** will be assigned as necessary and only to individuals demonstrating the required skills.
 7.
 - a. **Phlebotomy duties will be assigned as necessary to individuals who have successfully completed the Employer's requirements.**
 - b. **Phlebotomy will continue to be a shared responsibility amongst qualified clinic staff.**

General:

8. Packs, orders, **reconciles** and restocks collection supplies.
9. Cleans, maintains and calibrates equipment to ensure correct working order; maintains equipment /supply records.

10. Observes safety code in all work areas, follows safety protocol for *cleaning* spills and disposing of waste material.
11. **Adheres to dress code as per department regulations.**
12. May be assigned to coordinate repair of collection equipment and maintains records of the same.
13. May be assigned to operate specified automated equipment.
14. Performs clerical functions related to clinic collections.
15. **Follows all policies and procedures to maintain a healthy and safe work environment.**
16. **May assist with training of staff.**
17. Performs other department related duties as assigned.

IV. **SUPERVISION EXERCISED**

1. Number supervised directly - Nil
2. Highest level supervised - Nil

V. **SUPERVISION RECEIVED**

Directly supervised by Nursing/Collections Manager or Designate.

VI. **QUALIFICATIONS REQUIRED**

- A) **Formal education and experience - Grade 12 and one year relevant work experience or an equivalent combination.**
- B) **Completed, or as a condition of employment successfully completes, post secondary courses at an officially recognized community college or technical institution, designated by the Employer, related to phlebotomy, and either:**
 - i) **Completed a minimum of one year of experience in performing phlebotomy or;**
 - ii) **successfully completed, in house, one year of supervised training in phlebotomy by qualified personnel in accordance with established guidelines by the Employer.**

C) Higher level of education/experience.

D) Skills and Abilities:

1. Ability to communicate effectively with staff, volunteers, donors and the public.
2. Physical ability to lift and carry equipment and supplies essential to clinic operations.
3. **Fluency in English is required. Fluency in another language may be required.**
4. Ability to **be certified** in first aid.
5. **Relevant computer skills may be required.**

Note: Candidates (internal or external) not having the formal educational qualifications and training experience as per current BBR directive will not be able to access the above outlined internal undertaking by the Employer with respect to providing the required educational qualifications and training until such time a change in directive is received.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

- I. **TITLE** : Laboratory Helper
- DEPARTMENT** : Laboratory Department
- TITLE OF IMMEDIATE SUPERVISOR** : Laboratory Manager or Designate
-

II. **POSITION SUMMARY**

Under the supervision of **Laboratory Manager/Designate**, is responsible for para-technical functions of the Laboratory and may be assigned any of the duties and responsibilities listed below. Depending on the size of the Centre, complete rotation of duties may not be practical. **Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. **DUTIES AND RESPONSIBILITIES**

Incumbent may be assigned to do some or all of the following responsibilities:

1. Prepares, **produces and/or modifies** all blood components and has the responsibility for maintaining proper storage of whole blood and blood components.
2. Prepares available inventory, issues, and outdates counts of blood and components on a daily basis.
3. Receives orders, selects, issues, dispatches, and may be assigned to pack blood, blood components and fractionation products to hospitals according to Standard Operating Procedures.
4. Prepares donor samples for testing according to Standard Operating Procedures.
5. Prepares individual plasma units of various types, completes paperwork and prepares shipment of units to fractionation plant.
6. **Performs** cleaning of equipment **and supplies.**
7. **Performs** preventative maintenance of equipment used in the laboratory.

8. May be assigned to operate a computer terminal and other automated equipment.
9. Observes laboratory hygiene, precautions and laboratory safety regulations.
10. Assists in the laboratory by performing para-technical duties, under the close supervision of a technologist (e.g., sorting banks, opening specimens, writing worksheets, and recording results).
11. Assists the laboratory manager or **designate** in the development and evaluation of procedures, such as integration of a new procedure.
12. Maintains adequate stock of supplies and prepares weekly supply orders.
13. **Follows all policies and procedures to maintain a healthy and safe work environment.**
14. **May assist with training of staff.**
15. Performs additional Laboratory department related tasks and duties.

IV. SUPERVISION EXERCISED

- A) Number supervised directly - Nil
- B) Highest level supervised - Nil

V. SUPERVISION RECEIVED

Generally under close supervision by the Laboratory Manager or designate.

QUALIFICATIONS

- A) Formal education, or equivalent - **Grade 12 and one year laboratory work experience or an equivalent combination.**
- B) Experience - **Relevant computer skills may be required.**
- C) Qualifications and skills required - manual dexterity, ability to prepare and maintain accurate records, initiative and ability to work independently, ability to carry out repetitive tasks in a meticulous manner.
- D) Ability to learn required technical skills.
- E) Must have good oral and written communications skills.
- F) **Fluency in English is required. Fluency in French may be required.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable only to employees hired after that date.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** Driver
- DEPARTMENT** : Collections/Transport
- TITLE OF IMMEDIATE SUPERVISOR** : Supervisor/Coordinator, Transport or Designate
-

ii. **POSITION SUMMARY**

Under the direction of the **assigned supervisor**, the driver operates and maintains motor vehicles of various sizes; transports personnel, equipment, supplies, mail and blood **products**; loads/unloads, **carries, sets up, dismantles equipment and supplies at the clinic. Responsible** for staff safety **while in transit. Assists with the clinic operations, with the exception of running beds, as assigned. Adheres to all current operating procedures. Practices good judgment in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

iii. **DUTIES AND RESPONSIBILITIES**

Incumbent may be assigned to do some or all of the following responsibilities:

Collection

1. Checks packing lists and other forms; loads truck with appropriate clinic equipment and supplies before leaving Centre.
2. Transports **staff; donors, volunteers**, equipment and supplies to and from **clinics.**
3. Loads and unloads equipment and supplies at **clinic sites and upon** return to Centre.
4. **Carries, sets up and dismantles equipment and supplies.**

5. **Assists with packing, responsible for receiving, verifying and documentation related to packed blood/products, specimens and other supplies for transport.**
6. Responsible for the refrigeration and monitoring of temperature of blood at clinics and returning temperature charts to Transport Office.
7. Transports blood/products under appropriate temperature conditions in a timely manner to **the appropriate area as per current operating procedures.**

Distribution

- a. **Ensures** blood products **are** within the appropriate temperature range **as per current operating procedures.**
9. **Responsible for the delivery of blood and blood products:**
 - a. May be assigned to pack blood orders.
 - b. Checks issue voucher and /or delivery slip.
 - c. Prepares documentation required for shipping blood.
 - d. Obtains signatures from hospital on appropriate documents.
 - e. **Transports** outdated blood and other documentation from hospitals to Centre.
 - f. Cleans and maintains shipping boxes and freezer/gel packs.

General

10. Responsible for **the transport** of mail, supplies and promotional materials.
11. Responsible for transportation of staff on mobiles, including to and from eating facilities.
12. Maintains vehicles for **fuel**, oil, water, and reports mechanical defects to the **appropriate assigned supervisor.** Keeps a log on mileage. Cleans vehicles.
13. Responsible for completing a circle check of vehicle being used each day.
14. Observes safety codes in all work activities.

15. **May be assigned to operations at clinic as deemed necessary by the assigned supervisor, with the exception of running beds.**
16. May carry or assist in carrying of frozen plasma for shipping.
17. **Follows all policies and procedures to maintain a healthy and safe work environment.**
18. **May assist with training of staff.**
19. Performs additional Transport department related tasks and duties as directed.

III. **SUPERVISION EXERCISED**

- A) Number supervised directly- Nil
- B) Highest level supervised- Nil

V. **SUPERVISION RECEIVED**

Generally close supervision and direction by assigned supervisor or designate.

VI **QUALIFICATIONS REQUIRED**

- A) Formal education **and experience:** Grade 12 and a minimum four (4) years of driving preferred and at least one (1) **continuous** year's experience **in a driving capacity (truck/bus/ambulance).**
- B) Qualifications or skills required - must possess valid **license to operate Centre fleet. Must provide a clean driver's abstract.**
- C) Physical capability to load and unload and carry **heavy** clinic equipment and supplies.
- D) Fluency in English is required. Fluency in French may be required.
- E) **Must have the ability to be certified in defensive driving, transportation of dangerous goods and first aid.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable Only to employees hired after that date.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

CANADIAN BLOOD SERVICES
POSITION DESCRIPTION

1. **TITLE** Data Entry Clerk
- DEPARTMENT** : Centre Department
- TITLE OF IMMEDIATE SUPERVISOR** : Coordinator, Computer Services or Designate
-

II. **POSITION SUMMARY**

Performs duties for the processing of data and computer operations **as assigned. Adheres to all current operating procedures. Practices good judgement in the performance of job responsibilities and promotes Centre objectives through good interpersonal skills.**

III. **DUTIES AND RESPONSIBILITIES**

incumbent may be assigned to do some or all of the following responsibilities:

1. Enters data daily.
2. Returns any reports or documents with incomplete or identified erroneous information for correction to the appropriate department.
3. Maintains and files all correspondence and reports in department.
4. Processes reports and documents and distributes to appropriate department.
5. Performs computer backup operations and maintains related documentation.
6. Performs system maintenance.
7. May assist with the training of staff.
8. May be assigned to act as resource/service person to other users.

9. Maintains supplies in immediate are.
- IO. Prepares, scans and microfiches documents.
11. **Follows ail policies and procedures to maintain a healthy and safe work environment.**
12. Performs other **data entry** related duties **as assigned.**

IV. SUPERVISION EXERCISED

- A) Number Supervised Directly - Nil
- B) Highest Level Supervised - Nil

V. SUPERVISION RECEIVED

General supervision of Supervisor or designate.

VI. QUALIFICATIONS REQUIRED

- A) Grade 12 or Equivalent Experience
- B) Skills and Abilities - Accurate keyboarding and computer skills, experience in word processing and spreadsheet software and ability to operate office equipment.
- C) **Fluency in English is required. Fluency in French may be required.**

Note: Any change in qualifications shall become effective on the date of signing of the 1990 Agreement and shall be applicable & to employees hired after that date.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

9. Follows all policies and procedures to maintain a healthy and safe work environment.
10. Perform other department related duties as assigned.

IV. SUPERVISION EXERCISED

- A) Number supervised directly- Nil
- B) Highest level supervised- Nil

V. SUPERVISION RECEIVED

General supervision of assigned supervisor/designate,

VI. QUALIFICATIONS REQUIRED

- A) Previous telemarketing or direct marketing experience preferred.
- B) Ability to communicate effectively with staff, volunteers, donors and the public.
- C) Professional, polite, positive telephone manner.
- D) Sensitive to health issues, donor needs and confidentiality issues.
- F) Relevant computer skills may be required.
- G) Fluency in English required. Fluency in another language may be required.

Note: Any change in qualifications shall become effective on the date of ratification of this agreement and shall be applicable only to employees hired after that date.

The undersigned hereby certify that the foregoing Agreement sets forth properly the terms and conditions agreed upon by the Toronto, London, Hamilton and Ottawa Blood Services Centres and the Ontario Public Service Employees Union through the process of collective bargaining.

IN WITNESS WHEREOF the parties have executed this Agreement by affixing hereto the signatures of their proper officers in that behalf at Toronto, Ontario this 26th day of JULY 1999.

On Behalf of the Union

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

On Behalf of the Employer

[Signature]
Vice-President, H.R.
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

LETTER OF UNDERSTANDING

Re: Policy Grievances Related to Job Descriptions of porter and Clinic Assistant (Phlebotomist)

The parties hereby agree that all policy grievances related to Porter Job Description and Clinic Assistant wage rates, and postings for phlebotomist qualifications shall be be considered resolved.

Dated at Toronto this 26th day of JULY 1999.

ON BEHALF OF THE EMPLOYER

[Signature]
[Signature]
[Signature]
Leslie A. Rodger
Norma Sales
[Signature]

ON BEHALF OF OPSEU

[Signature]
[Signature]
[Signature]
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LETTER OF UNDERSTANDING

Re: 1990 Note (grandfathering of qualifications)

The parties hereby agree to establish the interpretation and application of the 1990 grandfathering note applicable to specific Job Descriptions (i.e. Clinic Assistant, Lab Helper, Clerk, Data Entry Clerk, Stores Accountant and Driver).

Dated at Toronto this 26th day of July 1999.

ON BEHALF OF THE EMPLOYER

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ON BEHALF OF OPSEU

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