

30 Employees

|                   |       |    |    |
|-------------------|-------|----|----|
| SOURCE            | union |    |    |
| EFF.              | 99    | 01 | 01 |
| TERM.             | 200   | 12 | 31 |
| No. OF EMPLOYEES  | 300   |    |    |
| NOMBRE D'EMPLOYÉS | 7P    |    |    |

# COLLECTIVE AGREEMENT

BETWEEN

EXTENDICARE (CANADA) INC.,

- AND -

SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 and 532

(PART-TIME)

EXPIRES: DECEMBER 31, 2000

12445 (01)

**EX**

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## **ARTICLE 1 - PURPOSE**

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

## **ARTICLE 2 - SCOPE AND RECOGNITION**

- 2.01 The Employer recognizes the Union as the sole collective bargaining agent for all its employees in its owned Nursing Homes licensed under the Nursing Home Act as amended, in the geographical jurisdiction of Local 204 and Local 532 as laid out in the Constitutions of respective locals, excluding Extencicare Oshawa (82 Park Road North, Oshawa), regularly employed for not more than forty-five **(45)** hours bi-weekly, and students employed during the school vacation period, save and except registered nurses, physiotherapists, occupational therapists, supervisors, foremen, persons above the rank of supervisor or foreman, office staff and persons covered by subsisting collective agreements.

### **Notes:**

Any dispute as to geographical jurisdiction between SEIU locals relating to the above provision will be resolved between the locals.

Nursing Homes currently covered by this Collective Agreement are set out in Schedule "B" attached hereto. The list of homes may be modified from time to time by mutual agreement between the Union and the Employer.

- 2.02 The Employer undertakes that he will not enter into any other agreement or contract with those employees for whom the Union has bargaining rights either individually or collectively, which will conflict with any of the provisions of this Agreement. This Collective Agreement describes the terms and conditions of employment, as specified in Article 1 hereof, for all employees working up to and including forty-five **(45)** hours in a bi-weekly period and, within this Agreement, the word "Employee" shall be interpreted as such.
- 2.03 Where the feminine pronoun **is** used in this Agreement, it shall mean and include the masculine pronoun where the context so applies.
- 2.04 The Union and Employer agree to abide by the Human Rights Code.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

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

- (a) to determine and establish standards and procedures for the care, welfare, safety, and comfort of the residents in the Nursing Home;
- (b) to maintain order, discipline, and efficiency, and in connection therewith to establish and enforce reasonable rules and regulations. Such rules will be made available to all employees and to the Local Union. The Employer reserves the right to introduce new rules from time to time, copies of which will also be made available to all employees and to the Local Union. The Employer agrees to consider any representation made by the Union on a province-wide basis concerning any change in rules or introduction of new rules;
- (c) to hire, transfer, lay-off, recall, promote, demote, classify, assign duties, discharge, suspend or otherwise discipline employees who have completed their probationary period for just cause, provided that a claim of discriminatory transfer, promotion, demotion of classification or a claim that an employee who has completed his probationary period has been discharged or disciplined without just cause may be the subject of a grievance and dealt with as hereinafter provided. The discharge of a probationary employee shall be solely in the discretion of the Employer on a rational basis;
- (d) to have the right to plan, direct and control the work of the employees and the operations of the Nursing Home. This includes the right to introduce new and improved methods, facilities, equipment, and to control the amount of supervision necessary, combining or splitting up of departments, work schedules, and the increase or reduction of personnel in any particular area or on the whole.

### **ARTICLE 4 - DEFINITIONS**

4.01 Where the singular is used, it may **also** be deemed to mean the plural, within the appropriate context.

4.02 "Full-Time Agreement" is the collective agreement between Service Employees International Union and Extendicare (Canada) Inc., which applies to a bargaining unit of service employees working more than forty-five **(45)** hours in a bi-weekly period.

4.03 The word "employee" as used in this agreement shall mean an employee who **works** forty-five **(45)** hours or less in a bi-weekly period.

It **is** understood and agreed that an employee who works more than forty-five **(45)** hours in a bi-weekly period, for up to twenty (20) consecutive weeks, shall retain her part-time status under this agreement according to the following conditions:

- (a) The employee is replacing a temporarily absent employee (who may be either a full-time or part-time employee).
- (b) The employee will, under normal circumstances, return to her former position at the end of the replacement period.

4.04 A part-time employee, who it **is** understood **is** covered by this Collective Agreement, is one who is committed to and works a regular schedule of hours such that the total of bi-weekly scheduled hours is forty-five **(45)** hours or less.

4.05 The part-time employee will also commit herself to work additional days upon request by the Employer, for example, during the vacation period, during the Christmas and New Year's periods, to replace an employee who fails to report for her scheduled **shift**, and at least an alternate paid holiday if required at any of these times. It is understood that the Employer will recognize the integrity of the part-time position and will not make unreasonable requests for additional work by part-time employees. However, it is also understood that unreasonable or consistent refusal by a part-time employee to work additional days upon request may result in disciplinary measures, including dismissal, being instituted by the Employer.

4.06 An on-call employee, who it is understood **is** covered by this Collective Agreement, is an employee who is called to work occasionally, usually on an on-call basis, but who does not work a regular schedule, or who does **so** only for a specified period, but not for the purpose of depriving another employee of regular employment.

4.07 The terms "regular pay" and "straight pay" when used in this Agreement, shall mean the amounts indicated in the wage classification contained in Schedule "A".

## **ARTICLE 5 - UNION SECURITY**

- 5.01 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practised upon any employee because of membership or non-membership in the Union.
- 5.02 (a) All employees who are in the employ of the Employer at the signing date of this Agreement and all new employees who enter the employ of the Employer after the Agreement has been signed, shall as a condition of employment, be subject to regular monthly Union dues to be deducted from their wages and remitted to the Union.
- (b) The Employer shall, when remitting such dues, name the employees from whose pay deductions have been made.
- (c) The Employer will supply the Union with the name, current address, classification and other relevant information of the employees with the first dues deduction.
- 5.03 (a) Deductions shall be made upon completion of the probation period from the first pay of each month and forwarded to the Union Office on or before the last day of the same month in which the deductions are made, where practicable.
- (b) Union dues are not deducted from SUB plan payments and the Employer has no responsibility for Union dues while an employee is off on Pregnancy and/or Parental Leave.
- 5.04 The Union and its members shall hold the Employer harmless with respect to any liability which the Employer might incur as a result of deductions and remittances.
- 5.05 It is mutually agreed that arrangements will be made for a Union Representative to interview each new employee who is not a member of the Union once during the first thirty (30) days of employment for the purpose of informing such employee of the existence of the Union in the Nursing Home, and of ascertaining whether the employee wishes to become a member of the Union. The Employer shall advise the Union monthly as to the names of the persons listed for interview and the time and place on the premises of the Employer designated for each such interview, the duration of which shall not exceed fifteen (15) minutes.



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

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

## **ARTICLE 7 - UNION REPRESENTATION AND COMMITTEES**

- 7.01 (a) It is mutually agreed that, where negotiations are conducted on a joint basis between any or all of the nursing homes in the Extencicare chain in the Province of Ontario, the Union may elect or otherwise select a negotiating committee consisting of one (1) representative from each nursing home, who shall be a member of the part-time bargaining unit, but may be a member of the full-time bargaining unit.
- (b) If negotiations are carried on individually for any or all of the nursing homes in the Extencicare chain in the Province of Ontario, it is agreed that the Union may elect or otherwise select a negotiating committee consisting of a maximum of two (2) employees who shall be members of the part-time bargaining unit, if possible, but may be members of the full-time bargaining unit.
- (c) Part-time bargaining unit members of the Committee will be paid by the Employer for time used during normally scheduled working hours for negotiation of this Agreement or its successor, including all conciliation proceedings, but excluding any Arbitration proceedings. It is understood that full-time bargaining unit members will not be paid by the Employer for any time spent in negotiating this Agreement or its successor.
- 7.02 The Employer will recognize a Union Administrative Committee for both the full-time and part-time bargaining units, which shall consist of a Chief Steward and four (4) stewards, at least one (1) of which shall be a member of the part-time bargaining unit. Not more than two (2) committee shall meet with Management at one time. The Employer shall be advised of the names of members of this committee and shall be notified of any changes from time to time.
- 7.03 All members of the committee referred to in Article 7.01 and 7.02 above shall be regular employees of the Employer who have completed their probationary period.

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

7.05 The Union Administrative Committee will first obtain a supervisor's permission, which shall not be unreasonably withheld, before undertaking Union business. When such Union business has been completed, the employee will advise the supervisor.

7.06 Labour-Management Committee

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

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

A representative attending such meeting shall be paid for wages lost from regularly scheduled hours. A Union staff member may attend as representative of the Union. Meetings will be held quarterly unless otherwise agreed.

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

**ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE**

8.01 Complaints and Grievances

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

Step Number 1

An employee having a question or complaint shall refer it to his immediate supervisor within eight (8) working days of the actual occurrence leading to

the question or complaint. The supervisor shall reply to the employee, giving the answer to the complaint or question within four (4) working days from date of submission.

### Step Number 2

If further action is then to be taken, then within five (5) working days after the decision is given in Step Number 1, the employee, who may request the assistance of his or her Steward, shall submit the grievance in writing to the Administrator. A meeting will then be held within ten (10) working days between the Administrator or his designated representative and the employee. It is understood that, at such a meeting, the Administrator or his designated representative may have such counsel and assistance as he may desire, that the employee may have his Steward, and that the representative of the Union may also be present at the request of either the employee or the Employer. The decision of the Administrator or his designated representative shall be given in writing within five (5) working days following the meeting.

### Step Number 3

Should the Administrator fail to render his decision as required in Step Number 2, or failing settlement of any grievance under the foregoing procedure, the grievance may be referred to Arbitration by either the Employer or the Union. If no written request for Arbitration is received within five (5) working days after the decision under Step Number 2 is given, or within ten (10) working days following the meeting under Step Number 2 of the grievance procedure, the grievance shall be deemed to have been abandoned and the same grievance shall not be the subject matter of a further grievance.

- 8.02 Any of the time allowances above may be extended by mutual agreement of the parties.
- 8.03 In determining the time within which any action is to be taken or completed under the terms of this Agreement, such time limits shall be exclusive of Saturdays, Sundays and paid holidays.
- 8.04 A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any employee relating to the interpretation, application, or administration of this Agreement, including any questions as to whether the matter is arbitrable, and an allegation that this Agreement has been violated.

8.05 When, as herein required, a grievance is to be submitted in writing, such grievance shall be on a form supplied by the Union and such written grievance shall contain a concise statement of the matter complained of, the redress sought, and shall be signed by the employee submitting the grievance. The grievance should also contain a statement of the clause or clauses of this Agreement said to have been violated, in the opinion of the employee submitting the grievance, and without prejudice to the submission or furtherance of the grievance.

8.06 Any grievance which has been disposed of under the terms of this Article or under the terms of Article 8.08 - Discharge Grievance or Article 8.13 - Arbitration, shall not be made the subject of another grievance.

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

8.08 Discharge Grievance

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

All such cases shall be taken up within four (4) days and disposed of within seven (7) days (or such longer period as may be mutually agreed upon) of the date of the employee is notified of his discharge, except where a case is taken to Arbitration. Such a claim by an employee who has completed his probationary period shall be treated as a grievance if a written statement of such grievance is lodged with the Administrator within four (4) days after the employee is notified of his discharge or within four (4) days after the employee ceases to work for the Employer, whichever is the earlier. All steps of the grievance procedure prior to Step Number 2 may be omitted in such cases.

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

8.09 Employer and Union Grievances

The Employer may institute a grievance consisting of an allegation of a general misinterpretation or violation of this Agreement (by the Union or any employee covered by this Agreement) in writing at Step Number 2 of the grievance procedure, by forwarding a written statement of said grievance to the representative of the local Union, providing it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred. The SEIU Union Representative of the Local Union shall give his decision in writing within five (5) working days after receiving the written grievance and failing settlement, the grievance may be referred to Arbitration by the Employer in accordance with Step Number 3 of the grievance procedure.

8.10 Union Policy Grievance

The Union may institute a grievance consisting of an allegation of a general misinterpretation or a violation by the Employer of this Agreement in writing at Step Number 2 of the grievance procedure, providing that it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred. However, it is expressly understood that the provision of this clause may not be used to institute a grievance directly affecting an employee or employees which such employee or employees could themselves initiate and the regular grievance procedure shall not be thereby bypassed.

8.11 Group Grievance

Where a number of employees have similar grievances and each employee would be entitled to grieve separately, they may present a group grievance identifying each employee who is grieving to the Department Head or his/her designate within seven (7) days after the circumstances giving rise to the grievance had occurred, or ought reasonably to have come to the attention of the employees. The grievance shall then be treated as being initiated at Step Number 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

8.12 Grievance Process

- (a) Either party, with the agreement of the other party, may submit a grievance to Grievance Mediation at any time within ten (10) days after the Employer's decision has been rendered at the step prior to arbitration. Where the matter is so referred, the mediation process shall take place before the matter is referred to Arbitrator.

- (b) Grievance Mediation will commence within twenty-one **(21)** days of the grievance being submitted to mediation, or longer period as agreed by the parties.
- (c) No matter may be submitted to Grievance Mediation which has not been properly carried through the grievance procedure, provided that the parties may extend the time limits fixed in the grievance procedure.
- (d) The parties shall agree on a mediator.
- (e) Proceedings before the Mediator shall be informal. Accordingly, the rules of evidence will not apply, no record of the proceedings shall be made and legal counsel shall not be used by either party.
- (f) If possible, an agreed statement of facts will be provided to the Mediator, and if possible, in advance of the Grievance Mediation Conference.
- (g) The Mediator will have the authority to meet separately with either party.
- (h) If no settlement is reached within five **(5)** days following Grievance Mediation, the parties are free to submit the matter to Arbitration in accordance with the provisions of the collective agreement. In the event that a grievance which has been mediated subsequently proceeds to arbitration, no person serving as the Mediator may serve as an Arbitrator. Nothing said or done by the mediator may be referred to Arbitration.
- (i) The Union and Employer will share the cost of the Mediator, if any.

## 8.13

### Arbitration Process

- (a) When either party requests that a grievance be submitted to Arbitration, the request shall be in writing addressed to the other party to this Agreement and shall contain the name of the first party's nominee to the Board of Arbitration.

The recipient of the notice shall within ten (10) days thereafter designate its nominee to the Board of Arbitration. The two (2) so nominated shall endeavour within ten (10) days after the appointment of the second of them to agree upon a third person to

act as Chairman of the Board of Arbitration. If the nominees are unable to agree upon a third person as Chairman within ten (10) days after the appointment of the second one of them, then either party may request the Ministry of Labour for the Province of Ontario to appoint the third member as Chairman of the Board of Arbitration.

The said two **(2)** nominees first appointed shall be at liberty prior to the expiration of ten (10) days from the date of the appointment of the second of them, or prior to the appointment of the Chairman in the said period of ten (10) days to discuss the grievance submitted to them with a view to mutual Settlement.

- (b) **No** person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.
- (c) Each of the parties shall pay its own expenses including pay for witnesses and the expenses of its own nominee and one-half ( $\frac{1}{2}$ ) of the expenses and fees of the Chairman.
- (d) The Board of Arbitration shall have authority only to settle disputes under the terms of this Agreement and only to interpret and apply this Agreement to the facts of the grievance(s) involved. Only grievances arising from the interpretation, application, administration or alleged violation of this Agreement including a question as to whether a matter is arbitrable, shall be arbitrable.
- (e) The Board of Arbitration shall have no power to alter, add to, subtract from, modify or amend this Agreement in order to give any decision inconsistent with it. The decision of the majority of the members of the Board of Arbitration shall be the decision of the Board, but if there is no majority, the decision of the Chairman shall govern.
- (9)** All agreements reached under the Grievance and Arbitration procedures between the Employer and its representatives and the Union and **its** representatives will be final and binding upon the Employer, the Union and the employee(s) involved.
- (g) At any stage of the grievance procedure, including Arbitration, the parties may have the assistance of the employee or employees concerned as a witness, all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to any part of the Nursing Home to view any working conditions which may be relevant to the settlement of the grievance,

at a reasonable time and so as not to interfere with the function of the Nursing Home.

8.14 Sole Arbitrator

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

**ARTICLE 9 - SENIORITY**

9.01 Effect of Absence

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

- (a) It is understood that during an approved absence not paid by the Employer not exceeding thirty (30) continuous days or any approved absence paid by the Home, both seniority and service will accrue.
- (b) During an absence not paid by the Employer exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended; the benefits concerned appropriately reduced on a pro-rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he/she is participating for the period of the absence.
- (c) It is further understood that during such leave of absence not paid by the Employer, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision



seniority shall accrue for a period of thirty (30) months if an employee's absence is due to a disability resulting in WSIB benefits.

(d) **Benefits - WSIB or Paid leave**

The Employer shall continue to pay premiums for benefit plans for employees who are on paid leave of absence or receiving WSIB benefits if the employee continues their contribution towards said benefits.

It is understood that the obligation of the Employer, to pay the aforesaid benefits while on WSIB, shall continue for up to twenty-four (24) months following the date of the injury.

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

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

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

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

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

9.05 **Seniority Lists**

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

9.06 **Loss of Seniority**

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

- (a) voluntarily resigns, retires or is discharged for just cause; or
- (b) is absent from work for more than twenty-four **(24)** months by reason of illness or other physical disability; or
- (c) is absent from work without a reasonable excuse for more than three (3) consecutive days for which she is scheduled to work; or
- (d) is absent from work for more than thirty (30) months by reason of lay-off; or
- (e) is absent from work for more than thirty (30) months by reason of absence while on WSIB.

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

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

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

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

9.08 Nursing Home Transfers

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

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

- (b) An applicant who is permitted to transfer from one nursing home to another as a result of this transfer procedure, will retain any seniority that he/she had previously accrued and the applicable wage rate shall be paid according to the position to which the employee transferred. However, an employee so transferring will only be able to exercise home seniority for purposes of transfers, promotions, lay-offs and reductions in staff.
- (c) In the event that an employee is hired (not transferred) into this home and has recent/related experience at another Extendicare Nursing Home, in the same chain clause (b) above shall apply as it relates to seniority and wage rate.

9.09 It is understood that Article 9.08 (a) and 9.08 (b), only apply where there is a part-time bargaining unit in effect at both nursing homes affected by the transfer.

9.10 Subject to the provisions with respect to permanent transfers (Article 11.11 (a) and 11.11 (b)), a full-time employee covered by this Agreement changing his/her status to that of a part-time employee shall retain his/her corporate seniority and his/her classification seniority. Upon entering into a part-time status, he/she shall suffer no loss of wage rate and will then progress in seniority and wage rate increase in the same manner as other part-time employees covered by this Agreement.

## **ARTICLE 10 - JOB SECURITY**

### **10.01 Lay-Off and Recall**

In the event of a proposed layoff of a permanent or long-term nature, the Home will provide the Union with at least six **(6)** weeks notice. This notice is not in addition to required notice for individual employees.

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

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

10.02

Lay-Off Procedure

- (a) In the event of lay-off, the Employer shall lay-off employees in the reverse order of their seniority within their classification, provided that there remain on the job employees who have the ability and qualifications as required by law to perform the work.
- (b) An employee who is subject to lay-off shall have the right to either:
  - (i) accept the lay-off; or
  - (ii) displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the employee originally subject to lay-off is qualified, as required by law, for and can perform the duties of the lower or identical paying classification without training other than orientation. Such employee so displaced shall be laid off.

Note: An identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within one percent (1%) of the laid off employee's straight time hourly wage rate.

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this article, a laid-off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within five percent (5%) of the laid off employee's straight time hourly rate provided he is qualified for and can perform the duties without training other than orientation. Such employee so displaced shall be laid off.

The decision of the employee to choose (i) or (ii) above shall be given in writing to the Administrator within one (1) calendar week following the notification of lay-off. Employees failing to do so will be deemed to have accepted the lay-off.

10.03

Recall Rights

- (a) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided she has the ability and qualifications as required by law to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the Collective Agreement shall not apply until the recall process has been completed.

In determining the ability and qualifications as required by law as agreed between the parties of an employee to perform the work for the purposes of the paragraph above, the Employer shall not act in an arbitrary manner.

- (b) An employee recalled to work in a different classification from which she was laid off shall have the privilege of returning to the position she held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (c) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (d) It is the sole responsibility of the employee who has been laid off to notify the Employer of his intention to return to work within three (3) working days (exclusive of Saturdays, Sundays and Paid Holidays) after being notified to do so by registered mail, addressed to the last address on record with the Employer (which notification shall be deemed to have been received on the second day after the date of mailing) and return to work within ten (10) working days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Employer.
- (e) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies which are expected to exceed twenty (20) days of work. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off. This provision supersedes the job posting provision.

- (9) A laid off employee shall retain the rights of recall for a period of thirty (30) months.

10.04 Benefits on Lay-Off

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

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

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

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

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

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

**ARTICLE 11 -JOB POSTING**

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

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

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

11.03 If no applications are received by 10:00 A.M. of the tenth day following the posting date, the Employer may start proceedings to secure permanent applicants for the vacancy from outside labour sources.

11.04 All applications received will be considered within seven (7) days of the end of the posting procedure. In the event one (1) or more employees apply, the Employer shall consider the qualifications and seniority of the applicant. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy.

When a position is filled by means of the job posting procedure, the name of the successful applicant shall be posted for seven (7) calendar days.

11.05 The successful applicant shall be placed on trial in the new position for a period of three hundred and thirty-seven and one-half (337%) working hours. Such trial promotion or transfer shall become permanent after the trial period unless:

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

It is understood and agreed that once the trial period has expired, the Employer no longer has the right to return an employee to her former position and the employee no longer has the right to return to her former position.

In the event of either (i) or (ii) above, the employee will return to her former position and salary without **loss** of seniority. Any other employee promoted or transferred as a result of the rearrangement of positions shall also be returned to her former position and salary without **loss** of seniority.

In the event of a promotion or transfer to the full-time bargaining unit, Article 10.07 shall prevail.

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

11.06 It is understood that the Employer may elect to **fill** the vacancy in a part-time bargaining unit by expanding the hours of work of existing part-time employees.

11.07 (a) Where vacancies are posted for positions within the full-time bargaining unit and no applicants within the full-time unit are successful in obtaining the positions, applications submitted for such posting from part-time employees will be considered prior to consideration of persons not employed by the Home. In the event one ~~(1)~~ or more part-time employees apply, the Employer shall consider the qualifications, experience, ability and seniority of the applicants. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy provided she can perform the work.

(b) Where vacancies are posted for positions within the part-time bargaining unit and no applicants within the part-time unit are successful in obtaining the positions, applications submitted for such posting from the full-time employees will be considered prior to consideration of persons not employed by the Home. In the event one (1) or more full-time employees apply, the Employer shall consider the qualifications, experience, ability and seniority of the applicants. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy provided she can perform the work.

(c) When an employee transfers from the full-time bargaining unit to the part-time bargaining unit, seniority in terms of days and years accumulated in the full-time unit shall be transferred to part-time status and converted to seniority in terms of one ~~(1)~~ year equals 1800 hours.

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



11.08 Temporary Vacancies

A temporary vacancy is a vacancy created by an employee's absence due to pregnancy leave, compensable or non-compensable illness or injury or any other leave of absence expected to exceed six (6) calendar weeks. Employees working less than thirty-seven and one-half (37%) hours a week shall be given the first opportunity to fill temporary vacancies, subject to Article 11.07. The Employer will outline to the employee selected to fill the vacancy the anticipated conditions and duration of such vacancy. Upon the return of the employee from her absence, she shall have the right to return to her former position. In instances where an employee returns to work prior to estimated date of return, the Employer shall not be liable for payments to the resulting displaced employee(s). In the event that a part-time employee is the successful applicant, the part-time employee shall retain his/her part-time status during the temporary full-time period. Nothing herein shall prevent the Employer from temporarily filling any position or vacancy for a period of up to six (6) weeks duration as the Employer may deem appropriate.

An employee filling a temporary vacancy of six (6) weeks or longer duration shall not bid on any other temporary posting until the end of his/her temporary position.

11.09 During the summer vacation period, employees on staff prior to the commencement of the summer vacation period shall be given the first opportunity to fill available hours caused by vacation. An employee exercising her option shall not, as a result of such extra work, change her employment status (i.e. part-time, full-time).

11.10 Permanent Transfers

- (a) If an employee is transferred or reclassified to a higher rated job group, he **shall** receive the rate immediately above the rate of his prior job in the salary range of the job to which he is transferred. Job seniority for pay purposes shall date from the date the transfer becomes effective.
- (b) If an employee is transferred to a lower job group due to a reduction in staff, inability to perform his work as required, at the employee's request, or any other reason as determined by the Employer acting within the scope of Article 3, the employee will receive the corresponding rate for the job group to which he was transferred. Job seniority for pay purposes shall include seniority on the job he is being transferred from.

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

## **ARTICLE 12 - NO CONTRACTING OUT**

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

## **ARTICLE 13 - WORK OF THE BARGAINING UNIT**

- 13.01 Persons excluded from the bargaining unit shall not perform duties normally performed by employees in the bargaining unit which shall directly cause or result in the lay-off or reduction in hours of work of an employee in the bargaining unit.
- 13.02 In the event the Employer plans to change a vacant full-time position to a part-time position, it will advise the Union and discuss its plans with them.

## **ARTICLE 14 - PRINTING**

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

## **ARTICLE 15 - LEAVE OF ABSENCE**

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

15.02 Pregnancy and Parental Leave

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

15.03 Pregnancy Leave

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

The employee shall give the Employer two (2) weeks' notice, in writing, of the day upon which she intends to commence her leave of absence, unless impossible, and furnish the Employer with a certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated day upon which delivery will occur.

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

Additional leave of absence may be taken under Article 15.11, Parental Leave.

- (d) Notwithstanding Article 15.03 (b) above, an employee must complete ten (10) months of continuous service prior to the expected date of birth to be paid a supplemental Employment Insurance Benefit.

An employee on pregnancy leave who is in receipt of Employment Insurance pregnancy leave benefits shall be paid a supplemental Employment Insurance Benefit.

That benefit will be the equivalent to the difference between seventy-five percent (75%) of her regular weekly earnings and the sum of her

weekly Employment Insurance Benefits. In any week, the total amount of SUB payments and the weekly rate of E.I. benefits will not exceed seventy-five percent (75%) of the employee's regular weekly earnings.

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

Other Income - Payments in respect to guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under this plan.

Such payment shall commence after the two (2) week employment insurance waiting period and shall continue while the employee is in receipt of such benefits for a maximum period of seventeen (17) weeks.

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

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

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

**15.04** An employee who does not apply for leave of absence under Article 15.03 (a) and who is otherwise entitled to pregnancy leave, shall be entitled to and shall be granted leave of absence in accordance with Article 15.03 (a) upon providing the Employer, before the expiry of two (2) weeks after she ceased to work, with a certificate of a legally qualified medical practitioner stating that she was not able to perform the duties of her employment because of a medical condition arising from her pregnancy, and giving the estimated day upon which, in his opinion, delivery will occur or the actual date of her delivery.

**15.05** During the period of leave, the Employer shall continue to pay the Employer's portion of hospital, medical, dental, group life, pension and other benefits included and prescribed by the Employment Standards Act unless the employee gives the Employer written notice that the employee does not

intend to pay the employee contributions. If deductions for the employee's share of the premiums are required, the Employer shall deduct these amounts from the **SUB** payments.

**15.06** An employee who intends to resume her employment on the expiration of the leave of absence granted to her under this Article shall **so** advise the Employer when she requests the leave of absence. If a full-time employee returns to work at the expiry of the normal pregnancy or parental leave, and the employee's former permanent position still exists, the employee will be returned to her former **job** and former shift, if designated.

All employees who **fill** vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

**15.07** When the Employer has suspended or discontinued operations during the leave of absence and has not resumed operations upon the expiry thereof, the Employer shall upon resumption of operations, reinstate the employee to her employment or to alternate work in accordance with the established seniority system or practice of the Employer in existence at the time the leave of absence began and in the absence of such a system or practice shall reinstate the employee in accordance with the provisions of Article **15.06**.

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

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

**15.10** Upon expiry of seventeen (**17**) weeks pregnancy leave, an employee may immediately commence parental leave, as provided under Article **15.11** of this Agreement. The employee shall give the Employer at least two (2) weeks notice, in writing, that she intends to take parental leave.

**15.11** Parental Leave

- (a) An employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of child or the date the child first came into care or custody of the employee, shall be entitled to parental leave.

- (b) A "parent" includes: the natural mother or father of the child; a person with whom a child is placed for adoption and a person who is in a relationship with the parent of the child and who intends to treat the child as his or her own.
- (c) Parental leave must begin within thirty-five (35) weeks of the birth of the child or within thirty-five (35) weeks of the day the child first came into the custody, care and control of the parent. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to eighteen (18) weeks in duration and shall, in all cases, be completed within fifty-three (53) weeks of the date the child is born, or comes into the custody, care and control of a parent for the first time.
- (d) The employee shall give the Employer two (2) weeks written notice of the date the leave is to begin.  
  
Parental leave ends eighteen (18) weeks after it began or on an earlier day if the employee gives the Employer at least four (4) weeks written notice of that day.
- (e) For the purposes of parental leave under Article 15.11 Parental Leave, the provisions under 15.02, 15.05, 15.06, 15.07 15.08, 15.09 and 15.10 shall also apply.

## 15.12

### Union Leave

- (a) The Employer shall grant leaves of absence to employees to attend Union Conventions, Seminars, Education Classes or other Union business. The Union agrees that such leave will not unduly affect the proper operations of the Nursing Home.
- (b) In requesting such leaves of absence, the Union must give twenty-one (21) days clear notice to the Employer to be confirmed by the Union in writing.
- (c) Employees on such leave of absence will be paid by the Employer who will be reimbursed by the Union for the amount paid to the employees. While on unpaid Union leave of up to thirty (30) days, employees will be maintained on normal pay and benefits (including pension), and the Union shall fully reimburse the Employer for wages, statutory benefits (i.e. EHT, EI, CPP and WSIB) and Pension, but would not include Health and Welfare and Weekly Indemnity premiums (if applicable).

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

15.13 Bereavement Leave

- (a) Upon the death of an employee's spouse, (to include same sex partner), child or stepchild, an employee shall be granted leave up to a maximum of four (4) days without loss of pay, ending with the day following the day of the funeral.
- (b) Upon the death of an employee's mother, father, step-parents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, legal guardian, grandparent, grandchildren, son-in-law or daughter-in-law the employee shall be granted leave up to a maximum of three (3) days without loss of pay, ending the day of the funeral.
- (c) It is agreed that this leave is to apply only where the employee is in attendance at the funeral and pay for such days of absence is limited to the days actually missed from work as per the employee's scheduled working days. If the funeral is not attended, the paid leave shall be limited to two (2) days ending not later than the day of the funeral.
- (d) An employee shall be granted one (1) day bereavement leave without loss of pay to attend the funeral of his or her aunt or uncle, niece or nephew.
- (e) An employee will not be eligible to receive payment under the terms of Bereavement Leave for any period in which she is receiving payments for holiday pay or vacation pay.

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

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

15.14 Jury and Witness Duty

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

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

15.15 Educational Leave

If required by the Employer, an employee shall be entitled to a leave of absence with pay and without **loss** of seniority and benefits to upgrade their employment qualifications.

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

The Administrator may grant a request for unpaid leave of absence to upgrade employment qualifications, provided that they receive at least one (1) month's notice in writing unless impossible and provided that such a leave may be arranged without undue inconvenience to the normal operations of the Nursing Home. Applicants, when applying, must indicate the date of departure and specific date of return.



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

- 16.01 No employee covered by this Agreement is guaranteed hours of work per day, or per week, or days of work per week. Employees shall be offered work in accordance with their stated availability if the operating requirements of the Nursing Home are such that such work is warranted.
- 16.02 There shall be two (2) paid rest periods of fifteen (15) minutes in each full shift which shall be pro-rated for employees working less than a full shift. A full shift shall mean seven and one half (7½) consecutive hours worked, excluding meal periods and including rest periods.
- 16.03 A shift shall be deemed to be entirely within the calendar day in which the majority of hours fall regardless of what calendar day the shift commences.
- 16.04 Work schedules covering a two (2) week period will be posted two (2) weeks in advance, for part-time employees working a regular schedule. Employee requests for specific days off must be submitted to the Administrator or designate one (1) week in advance of posting.
- 16.05 During the changeover from Daylight Savings Time to Eastern Standard Time, or vice-versa, an employee shall be paid for 7½ hours, notwithstanding the fact they have worked either 6½ hours or 8½ hours.
- 16.06 Part-time employees shall not be scheduled for more than seven (7) consecutive days.

## **ARTICLE 17 - PREMIUM PAYMENTS**

- 17.01 Overtime
- (a) Overtime shall be paid for all hours worked over seven and one-half (7½) hours in a day or seventy-five (75) hours in a bi-weekly pay period at the rate of time and one-half (1½) of the employee's regular rate of pay.
  - (b) An employee shall not be required to take time off to make up for overtime work, but may take time off with pay equivalent to overtime by mutual agreement.
  - (c) Request for changes in posted work schedules by way of exchanges with appropriate qualified employees must be submitted in writing

and must be co-signed by the employee willing to exchange days off or shifts, subject to the approval of the department head which shall not be unreasonably withheld. The Employer shall not be responsible or liable for overtime rate claims and non-compliance with any of the provisions of this Agreement, that might arise or accrue as a result of exchange of shifts.

- (d) Overtime shall be based on the employees regular rate of pay and there shall not be any pyramiding of overtime under this Article.
- (e) If an employee is required to work an extra continuous full shift as overtime, two **(2)** free meals will be supplied during such shift, in addition to overtime rates paid.
- (9)** If an employee is required to work an extra three (3) hours overtime at the end of this shift, one (1) free meal will be supplied.

17.02 Shift Premiums

- (a) All employees who are required by the Employer to rotate over two (2) or more shifts shall receive a shift premium of twenty-eight (\$.28) cents for **each** hour worked on the afternoon or evening shifts only. Shift premium will not be paid for any hour in which an employee receives overtime premium and shift premium will not form part of the employee's straight time hourly rate.
- (b) In no event shall there be any pyramiding of benefits or payments.

17.03 Minimum Reporting Allowance

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

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

17.04 Article 17.03 shall be waived and not binding upon the Employer in case of any labour dispute or emergency such as fire and power shortage which

disrupts the operation of the Nursing Home, nor shall it apply to employees returning to work without notice after absence.

17.05

Call-In

- (a) "Call-In" shall mean the calling in to work at the Employer's request of an employee on an assigned day off **as** per the posted schedule.
- (b) Employees who are called in will be paid overtime at the rate of time and one-half (1½) for all hours worked, except in the case of employees who are scheduled to work less than seventy-five (75) hours in a two (2) week pay period who shall qualify for overtime rates on a call in for hours in excess of seventy-five (75) hours of work in the two (2) week pay period.
- (c) Where the call in is requested within one-half (½) hour of the starting time of the shift and the employee commences work within one (1) hour of the call, then the employee will be paid as if the entire shift had been worked, provided she completes the shift for which she was called in.
- (d) **All** call-in of shifts shall be given in order of seniority on a rotational basis of those employees on the availability list, at non overtime rates of pay, before securing an agency replacement.

17.06

Responsibility Allowance for Work Outside the Bargaining Unit

- (a) When the Employer temporarily assigns an employee to carry out the responsibilities of a salaried employee outside of the bargaining unit for a period in excess of one-half (1/2) shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.
- (b) Where an RN **is** absent from her normal shift, and the Employer temporarily assigns an RPN to carry out some additional responsibilities of the absent RN for a period in excess of one-half (1/2) shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift

Effective January 25, 1999, the responsibility allowance will be increased to five dollars (\$5.00) per shift.

## **ARTICLE 18- ALLOWANCES**

### 18.01 Uniform Allowance

- (a) The Employer agrees to pay a uniform allowance of 5.2 cents per hour, such amount not to form part of the regular hourly rate for purposes of overtime and paid holiday premiums.

Effective January 25, 1999, uniform allowance will be increased to six (\$.06) cents per hour.

- (b) The uniform allowance will not be paid on each cheque but will be accumulated and the total annual accumulation will be paid by the last pay period in December of each year.

- (c) When an employee leaves the employ of the Home, she shall receive her accumulated uniform allowance as part of her separation cheque.

## **ARTICLE 19 - HEALTH AND SAFETY**

19.01 The joint management and employee health and safety committee shall be continued with representation of at least half by employees from the various bargaining units and of employees who are not represented by the Union and who do not exercise managerial functions. The Union agrees to limit representation from the full-time and part-time bargaining units to one (1) joint representative which may be increased by mutual agreement of the parties.

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

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

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

## **ARTICLE 20 - PAID HOLIDAYS**

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

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

- (b) Holiday pay for part-time employees will be based on pro-ration formula noted in Article 22.12 of this agreement.

- 20.02 Employees who have completed three (3) months of service with the Employer and who qualify under Article 20.01 (a) shall receive the following paid holidays, with pay, calculated as in Article 20.01 (b).

|                |                                       |
|----------------|---------------------------------------|
| New Year's Day | Labour Day                            |
| Good Friday    | Thanksgiving Day                      |
| Victoria Day   | Christmas Day                         |
| Canada Day     | Boxing Day                            |
| Civic Holiday  | Heritage Day (3rd Monday in February) |
|                | Employee's Birthday                   |

If another Federal, Provincial or Municipal holiday should be proclaimed during the term of the Collective Agreement, such additional holiday would replace one (1) of the designated holidays in the Collective Agreement.

- 20.03 All paid holidays which fall during a part-time employee's probationary period will be paid to the employee in accordance with the Collective Agreement on completion of the probationary period.

- 20.04 The anniversary date of an employee's employment will be recognized as a float holiday which is to be taken on the anniversary date or within thirty (30) days following the anniversary date, with payment qualified and computed on the basis of Article 20.01 and 20.02.
- 20.05 An employee who is required to work on any of the above mentioned holidays or an employee who is required to work on his "float holiday" will, in addition to his holiday pay, if any, be paid at the rate of one and one-half (1½) times his regular rate of pay for all hours worked on the holiday.
- 20.06 An employee scheduled to work on a holiday and who does not report for work shall forfeit his/her holiday pay unless the absence is due to illness verified by a medical doctor's certificate, in which case the employee will receive holiday pay as stipulated in Article 20.02.
- 20.07 For clarification purposes, when a holiday begins and ends, the first shift of the day shall be the shift where the majority of hours are completed before 8:00 A.M.
- 20.08 There shall be no pyramiding of premium pay, overtime pay, sick leave pay, and paid holiday pay.
- 20.09 If an employee has met the qualifiers for statutory holidays, they are deemed to have qualified for lieu pay day.

#### **ARTICLE 21 - VACATIONS**

- 21.01 For the purpose of calculating eligibility, the vacation year shall be the period from July 1st of any year to June 30th of the following year.
- 21.02 The periods at which employees shall take vacation shall be based on the selection by the employee according to seniority in each department, but shall be finally determined by the Administrator having due concern for the proper operation of the Nursing Home.
- 21.03 Vacations are not cumulative from year to year and all vacations must be taken by May 31st following the cut-off date. Employees shall not waive vacation and draw double pay.
- 21.04 Employees who have completed their probationary period as at the vacation cut-off date will be granted one (1) day's vacation leave for each month of service to a maximum of ten (10) days. Vacation pay for such employees will be four percent (4%) of gross earnings during the vacation year.

21.05 Part-time employees shall receive vacation benefits for the vacation year as follows:

N.B. For purposes of implementing the new vacation scheme the following principles shall apply:

- No employee to lose vacation entitlement.
- Employees who did not accrue based on hours before the transfer shall be placed on the new scheme based on one (1) year = eighteen hundred (1800) hours worked.

For accrual purposes only, hours worked to March 14, 1988 and hours paid effective March 15, 1988.

| <u>Hours Paid</u>                     | <u>Vacation Entitlement</u>  |
|---------------------------------------|--|
| 0 to less than 1,800 hours paid       | 4% of gross earnings for the vacation year.  |
| 1,800 to less than 5,400 hours paid   | 2 calendar weeks vacation with pay at 4% of gross earnings for the vacation year.  |
| 5,400 to less than 14,400 hours paid  | 3 calendar weeks vacation with pay at 6% of gross earnings for the vacation year.  |
| 14,400 to less than 27,000 hours paid | 4 calendar weeks vacation with pay at 8% of gross earnings for the vacation year.  |
| 27,000 to less than 45,000 hours paid | 5 calendar weeks vacation with pay at 10% of gross earnings for the vacation year. |
| 45,000 hours or more paid             | 6 calendar weeks vacation with pay at 12% of gross earnings for the vacation year. |

21.06 (a) If an employee transfers from permanent part-time or part-time to full-time or vice versa, the following method shall be used to calculate his vacation service date: 1800 hours worked equals one (1) year of service.

- (b) On and after March 15, 1988, 1800 hours paid equals one (1) year of service.

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

21.08 The Employer may pay vacation pay as part of the regular pay. In such circumstances, the Employer undertakes that the rate of income tax on the vacation pay will not change unless the vacation pay changes the employee's annual tax bracket.

## **ARTICLE 22 - HEALTH AND INSURANCE BENEFITS (PRORATION)**

22.01 All health and insurance benefit premium costs paid by the Employer shall prorate in accordance with the proration formula under Article 22.12 of this Agreement.

Effective February 1, 1999, same sex spouse will be eligible to be a dependent for insured benefits.

22.02 O.H.I.P.

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

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

22.03 Life Insurance

The Employer will continue a \$17,000 life insurance plan for each employee. The Employer will pay one hundred percent (100%) of the cost of this plan.



22.04 Major Medical

The Employer will continue a Major Medical \$10-\$20, no co-insurance plan for employees covered by this Agreement who have completed their probationary period. The Employer agrees to pay one hundred percent (100%) of the billed single/family rate, whichever is applicable, for employees who participate in the plan. If an employee is otherwise covered, the Employer shall not be obligated to contribute.

The drug plan requires generic substitution for drugs covered by the plan unless otherwise prescribed by the employee's doctor.

Effective March 1, 1999, the \$10-\$20 co-insurance and semi-private hospital coverage is deleted and a drug card will be implemented with a \$7.50 dispensing fee cap and a \$1.00 deductible per prescription (positive enrolment to be included).

22.05 Vision Care

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

22.06 Dental

The Employer agrees to continue the Dental Plan (equivalent to Blue Cross #9 Plan) based on the O.D.A. fee scheduled for 1991. The cap on the dental plan will be \$2,000.00 per individual and per family member. The Employer agrees to pay fifty percent (50%) of the billed premium for eligible participating employees, provided that the participating employee pays the remaining fifty percent (**50%**) of the billed premium through payroll deductions.

Effective March 1, 1999, the dental plan fee schedule will be increased to the 1996 O.D.A.

22.07 Hearing Aid

The Employer agrees to continue a \$300.00 Hearing Aid Benefit one hundred percent (100%) Employer paid.

**22.08**      Group Insurance Plan

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

Late enrolment or re-enrolment is subject to carrier approval. Initial benefits which may be claimed are as follows:

- (a) Life - when coverage approved.
- (b) Dental - \*\$200.00 maximum benefit/covered person.
- (c) E.H.C.
  - (i) Drugs - \*\$150.00 maximum benefit/covered person.
  - (ii) Vision - no benefit during first six (6) months.
  - (iii) Hearing - no benefit during first six (6) months.

\* During first twelve (12) months of coverage.

**22.09**      Change of Carriers

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

**22.10**      Benefit Grievance Resolution

Any grievance arising from the interpretation, application and/or administration of the health and welfare benefits shall be resolved as follows:

- (a) the Union or Employer shall file a written grievance within ten (10) days of its learning that an alleged problem exists. For insured benefits, a copy of the grievance shall be forwarded to the insurers.

- (b) within ten (10) days of filing a grievance, the parties shall meet with a view to resolving the grievance.
- (c) if the grievance is not resolved, as aforesaid, or if the parties fail to meet within the time limited, then the grievance shall be referred to a single arbitrator to be selected alternately from the list of arbitrators hereinafter provided.
- (d) the arbitrator shall, in his/her discretion, determine the most expeditious manner of resolving the dispute consistent with affording each party a reasonable opportunity to present its case. The arbitrator may dispense with an oral hearing; receive only written submissions; hear evidence or submissions by conference call; receive evidence by affidavit and/or take such other steps as may be in his/her opinion appropriate.
- (e) the arbitrator may in his/her discretion attempt to assist the parties in settling the dispute.
- (f) the arbitrators for this process shall be Nancy Backhouse and Deena Baltman.

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

- (g) the arbitrator shall render a decision within ten (10) days of completion of the hearing. Written reasons are not required. Oral decisions confirmed in writing may be given.
- (h) the fees and expenses of the arbitrator shall be shared equally by the Employer and the Union in cases where the benefit is self-insured and by the insurers and the Union where the benefit is insured.
- (i) this process shall commence immediately for all self insured benefits. Upon the expiry of any contracts of insurance for benefits, this process shall then apply to insured benefits. It is the responsibility of the Employer to obtain insurance which includes an agreement by the insurer to be bound by the process. If the Employer fails to obtain the agreement of an insurer, the grievance shall proceed as though it is a self-insured benefit.

- (j) the parties agree that the decision of an arbitrator hereunder shall be final and binding and shall not be appealed or judicially reviewed by either party. The purpose of waiving any appeal rights or rights of judicial review is to avoid the cost and expense associated with the exercise of these rights.
- (k) the decision of the arbitrator shall not have any value as a precedent in a subsequent case.
- (l) if in the opinion of any party a grievance raises an issue which should be decided by the form of grievance arbitration provided by the Collective Agreement for all other grievances, upon the consent of all parties or if such consent is not forthcoming, with the approval of Martin Teplitsky, such approval to be obtained by a conference call, the grievance shall be transferred to the ordinary grievance/arbitration process.

Any such dispute already under way, in respect of which an arbitrator has not been appointed shall proceed under this process. This process shall commence immediately for all self insured benefits. Upon the expiry of any contracts of insurance for benefits, this process shall also apply to insured benefits.

## 22.11

### **The Nursing Homes and Related Industries Pension Plan**

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

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

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

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

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

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

- .02 Each Eligible Employee covered by this Collective Agreement shall contribute from each pay period an amount equal to four percent (4%) of applicable wages to the Plan. The Employer shall match such contributions, the amount being four percent (4%) of applicable wages.
- .03 The employee and Employer contributions shall be paid to the Plan within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.
- .04 The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan, or be responsible for providing any such benefits.

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

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

- .05 The Employer agrees to provide to the Administrator of the Plan, on a timely basis all information required pursuant to the Pension Benefits Act, R.S.O. 1990, CH P-5 as amended, which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits.

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

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

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

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

For further specificity, the items required for each eligible employee are:

(i) To be Provided Once Only at Plan Commencement

Date of Hire  
Date of Birth  
Date of first Remittance  
Seniority List (for purposes of calculations past service credit).

(ii) To be Provided with each Remittance

Name  
Social Insurance Number  
Monthly remittance  
Pensionable Earnings

(iii) To be Provided Once. and if Status Changes

Address as provided to the Home  
Termination date when applicable

(iv) To be Provided Once. if they are Readily Available

Gender  
Marital Status

22.12 Permanent Part-Time Employee Proration Formula Benefits

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

The calculation of proration percentage shall be determined by dividing the hours paid in the previous predetermined six (6) month period by 975 and then multiplying by 100.

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

Hours paid in calculating proration formula will include WSIB and Weekly Indemnity.

When an employee is on:

- (a) pregnancy leave
- (b) parental leave
- (c) approved leave of absence in excess of thirty (30) continuous calendar days

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

Employees who regularly work more than sixty-six (66) hours bi-weekly, shall have one hundred percent (100%) of Employer portion of insured benefits paid.

Holiday and vacation entitlement for employees who regularly work more than sixty-six (66) hours bi-weekly but less than seventy-five (75) hours bi-weekly shall be based on provisions for employees regularly working seventy-five (75) hours.

N.B. Holiday and vacation pay for employees who regularly work less than seventy-five (75) hours is as follows: Holiday Pay - based on proration formula, based on hours regularly worked - 4 hours shift = 4 hours pay. Vacation pay - percentage (%) of gross earnings.

## 22.13

### **New Hires**

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

The prorata percentage for new hires will be based on the schedule of work for which these employees are hired. This percentage will be revised, if necessary, once the employee has worked a full predetermined six (6) month period.

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

### **ARTICLE 23 - INJURY AND DISABILITY**

- 23.01 Where an employee is absent due to illness or injury which is compensable by **WSIB**, the following shall apply:
- (a) The employee will not be eligible for paid holidays or any other benefits of this Agreement, except where specified otherwise, during any absence covered by **WSIB**.
  - (b) Provided that the employee returns to work within fifty-two (52) consecutive weeks of the date of illness or injury, time spent on **WSIB** shall be considered as time worked for the purpose of calculating the current year's vacation entitlement under the terms of the Agreement.
- 23.02 In the case of an absence due to a compensable accident, the employee will be paid at her regular rate of pay for all scheduled hours on the day of the accident.
- 23.03 In the case of an absence due to a compensable accident, where the anticipated length of such absence is four (4) months or more, the Employer will post notice of the vacancy in accordance with the job posting procedure (Article 1 ~~1~~) of this Agreement. Where the anticipated absence is less than four (4) months, the Employer may fill the position at his discretion.
- 23.04 The injured employee shall have a period of two (2) years from the date of the injury within which she shall preserve the seniority which she has accrued up to the time of the accident and within which she shall have the right to return to work upon the recommendation of **WSIB** or the attending physician, which shall indicate to the Employer that the employee ~~has~~ has the physical capability to perform her normal job.



- 23.05 If an employee returns to work within the two (2) year period mentioned in Article 23.04 above, she shall be returned to her former job or to work of a comparable nature of the same salary level and without **loss** of seniority or benefits accrued to the date of injury. (This would be effected by the returning employee displacing the employee with the least seniority in the category to which she is returning.)
- 23.06 If, on the recommendation of the WSIB or the attending physician, the employee is capable only of performing work of a different kind or of a lighter nature, and such work is available within the Nursing Home in a classification that is covered by this Agreement, then the returning employee may exercise her seniority if he/she has the qualifications, experience and ability by bumping into the job, at the applicable salary level, displacing the employee with the least seniority in the classification.

#### **ARTICLE 24 - SICK LEAVE**

- 24.01 Pay for sick leave is for the sole and only purpose of protecting employees against **loss** of income and will be granted to all employees on the following basis:
- (a) Absence for injury compensable under the provisions of the Workplace Safety and Insurance Act shall not be charged against sick leave credits.
  - (b) Implementation of a weekly indemnity plan will provide coverage on the first day of hospitalization or accident or the eighth (8th) calendar day of illness. Coverage will continue for seventeen (17) weeks at sixty-six and two-thirds percent (66-2/3%) of salary.
  - (c) Weekly Indemnity participation is voluntary for all employees.
  - (d) Employees will be advised of their options in writing and will make their initial choice regarding participation at time of hire, within the eligibility period.
  - (e) An employee who does not enrol at time of hire or within the eligibility period who has withdrawn, may enrol at the sign up opportunities in January and July each year subject to evidence of insurability satisfactory to the carrier.

- (9) Notwithstanding (e) above;
- (i) an employee who averages over sixty-six (66) hours paid in any six (6) month pro-rata period shall be automatically enrolled at the commencement of the next sign up period,
  - (ii) an employee who is successful in a job posting where the scheduled hours are over sixty-six (66) every two weeks, will be automatically enrolled within one (1) month of the successful posting,
  - (iii) an employee with an increase in their prorata percentage of twenty percent (20%) or greater, above the prorata period immediately prior, may enrol at the commencement of the next sign up period,

without evidence of insurability.

The weekly indemnity cheques shall be mailed directly to the employee's home.

- (g) Current employees will retain current sick leave credits until reduced by usage to new maximum or upon termination. Such credits may be used to supplement weekly indemnity payments to full salary.
- (h) Employees who have completed the probationary period shall be credited with three (3) days of sick leave and shall then accumulate sick leave credits at the rate of 7.5 hours (1 credit) for each period of 162.5 hours paid, to a maximum of 105 hours (14 credits). Providing credits are available, employees will be eligible to claim one hundred percent (100%) of scheduled lost time due to illness for the first seven (7) consecutive calendar days during any one (1) illness.
- (i) Weekly indemnity plan for new employees to be effective on completion of the probation period. For weekly indemnity, the premium costs will prorate in accordance with the formula defined elsewhere in the Collective Agreement and benefits will be provided for scheduled lost time in accordance with the plan policy.
- (j) Where an employee's scheduled vacation is interrupted due to a serious **illness** requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave provided the employee provides a satisfactory documentation of the illness and the hospitalization. The portion of the employee's

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

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

- (k) An employee who will be absent on the afternoon or night shift due to personal illness must notify the Employer at least two (2) hours prior to the commencement of the shift unless impossible. An employee who will be absent on the day shift due to personal illness must notify the Employer at least one (1) hour prior to the commencement of the shift unless impossible. Failure to give such notice may result in **loss** of sick leave benefits for that day of absence.
- (l) The Employer will notify the employees of their accumulation of sick leave on request.
- (m) An employee who is absent due to pregnancy related illness may be eligible for sick leave under the sick leave plan up to ten (10) weeks prior to the expected date of delivery subject to Article 15.07.

#### 24.02 Full-time/Part-time Sick Leave Transfers

Sick leave benefits accumulated at time of transfer from full-time to part-time or part-time to full-time status shall remain to the credit of the employee, and shall be used in accordance with Article 24.01 of this Agreement.

#### 24.03 Annual Medical and Sick Leave Certificate

The Employer agrees that no employee will be required to undergo an annual medical examination nor be required to produce a medical certificate related thereto. In the event the Ministry of Health requires verification of the annual medical examination, the matter will be forwarded to M. Teplitsky forthwith for a decision.

If the Employer requires a sick leave certificate in accordance with past practice or the Collective Agreement and the doctor charges the employee for such certificate outside OHIP, the Employer will pay for the certificate. In the alternative, the Employer may require an employee to attend an independent physician other than the employee's own physician to provide

a sick leave certificate. In such circumstances the Employer shall pay for any medical fees charged beyond OHIP in relation thereto.

24.04 Workplace Safety and Insurance Board Challenge

In the event that the Employer challenges a WSIB claim, an employee who is absent from work as a result of illness or injury sustained at work and who has been awaiting approval of a claim for WSIB for a period longer than one (1) complete pay period, may apply to the Employer for payment equivalent to the lesser of the benefit she would receive from WSIB if her claim was approved, or the benefit to which she would be entitled under the sick leave plan, Article 24. Payment under this Article will only be provided if the employee provides evidence of disability satisfactory to the Employer and a written undertaking satisfactory to the Employer that any payments will be refunded to the Employer following final determination of the claim by the WSIB. If the claim for the WSIB is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the sick leave plan, Article 24. Any payment under this provision will continue for a maximum duration equal to that of the weekly indemnity plan.

**ARTICLE 25 - COMPENSATION**

25.01 Attached hereto and forming part of this Agreement is Schedule "A" relating to job classifications and hourly rates of pay.

25.02 Retroactive Pay

Retroactive payment is to be made within thirty (30) days from the date the Employer receives written notice of ratification or release of award and applies to wages only based on hours paid by the Employer. Employees who have left their employment will be notified by pre-paid post addressed to their last known address. Entitlement is lost if not claimed within thirty (30) days. The Employer will pay retroactivity on a separate cheque.

25.03 Temporary Transfers

When an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification in the bargaining unit, she shall be paid the rate in the higher salary range immediately above her current rate for all hours worked in the assignment.

When an employee is assigned temporarily to perform the duties and assume the responsibilities of a lower paying position in the bargaining unit for a period in excess of one-half (½) of a shift, she shall be paid the rate in the lower salary range immediately below her current rate from the commencement of the shift on which she was assigned the job.

#### 25.04

##### New Classification

When a new classification (which is covered by the terms of this agreement) is established by the Home, the Home shall determine the rate of pay for such new classification and notify the Local Union of the same within seven (7) days. If the Local Union challenges the rate, it shall have the right to request a meeting with the Home to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Home of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Home. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

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

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

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

25.05 Wage Progression

Employees within their position classification will progress from the "start rate" to the "one year rate" and so on, on the basis of 1,800 hours worked at the "start rate" to the "one year rate" and so on. Hours worked and paid for, including hours paid during the probationary period (375) hours, and hours not worked and paid for by the WSIB shall be considered hours worked for the purposes of computing eligibility to progress to the next higher rate within their position classification.

**ARTICLE 26 - BULLETIN BOARDS**

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

**ARTICLE 27 - PAY DAYS**

27.01 The Employer agrees that wages will be paid bi-weekly on Thursday, during working hours. The normal pay period shall be Monday to Sunday inclusive. Employees will be paid wages for each pay period, including any overtime or premium pay due to the employee for such pay period, on the second Thursday after each pay period ends.

27.02 Employees will be paid on a Thursday during working hours on the following basis:

- (a) The night shift will be paid prior to completing the Thursday A.M. shift.
- (b) The day shift will be paid during the day shift worked on Thursday.
- (c) The afternoon shift will be paid during their regular shift.
- (d) The Employer shall provide all pay cheques, or in the case of a direct deposit system, pay notices (stubs), in a personalized sealed envelope for each employee if the cheque or stub is not handed to them directly by office or management personnel. For purposes of this article it is understood that management personnel does not include RN's or RPN's.

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

27.04 It is agreed that the Employer will change the payroll procedure to provide for a bi-weekly payroll system.

27.05 Errors on Paycheques

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

**ARTICLE 28 - INTERPRETATION**

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

**ARTICLE 29 - PERSONAL FILES**

29.01 Letters of Reprimand

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

29.02 Suspension

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

X

29.03 Having provided a written request to the Administrator at least one (1) week in advance, an employee shall be entitled to her personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein in the presence of a supervisor at a mutually satisfactory time. It is understood and agreed that an employee is not entitled to see job references.

**ARTICLE 30 - TERM**

30.01 This Agreement shall continue in effect until December 31, 2000 and shall continue automatically thereafter during annual periods of one (1) year each, unless either party notifies the other in writing, within ninety (90) days prior to the expiration date, that it desires to amend or terminate this Agreement.


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

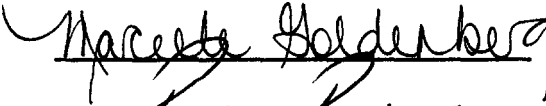
30.03 If, pursuant to such negotiations, an agreement in the renewal or amendment of this Agreement is not reached prior to the current expiration date, this Agreement shall automatically be extended until consummation of a new Agreement, or completion of the proceedings prescribed under the **Ontario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

IN WITNESS WHEREOF the parties hereto have hereunto cause this Agreement to be executed by their duly authorized representatives this 22<sup>nd</sup> day of December, 1999

**ON BEHALF OF THE EMPLOYER**

**ON BEHALF OF THE UNION**

  
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| <b>SCHEDULE "A"</b>                         |             |                                   |                                |                                   |
|---|-------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>Classification</b>                       | <b>Step</b> | <b>Effective<br/>Jan. 1, 1999</b> | <b>Effective<br/>June 1999</b> | <b>Effective<br/>Jan. 1, 2000</b> |
| Dietary, Laundry &<br>Housekeeping Aides    | Start       | 13.080                            | 13.525                         | 13.655                            |
|   | 1 Year      | 13.500                            | 13.945                         | 14.085                            |
|   | 2 Years     | 13.920                            | 14.365                         | 14.505                            |
| Janitor                                     | Start       | 13.080                            | 13.525                         | 13.655                            |
|   | 1 Year      | 13.500                            | 13.945                         | 14.085                            |
|   | 2 Years     | 13.920                            | 14.365                         | 14.505                            |
| Attendant I<br>Activity Aide                | Start       | 13.240                            | 13.685                         | 13.815                            |
|   | 1 Year      | 13.660                            | 14.105                         | 14.245                            |
|   | 2 Years     | 14.080                            | 14.525                         | 14.665                            |
| Health Care Aide<br>Activity Aide Certified | Start       | 13.400                            | 13.845                         | 13.975                            |
|   | 1 Year      | 13.820                            | 14.265                         | 14.405                            |
|   | 2 Years     | 14.230                            | 14.675                         | 14.815                            |
| Cook I                                      | Start       | 14.500                            | 14.945                         | 15.095                            |
|   | 1 Year      | 14.970                            | 15.415                         | 15.565                            |
|   | 2 Years     | 15.360                            | 15.805                         | 15.955                            |
| Cook II                                     | Start       | 14.200                            | 14.645                         | 14.785                            |
|   | 1 Year      | 14.650                            | 15.095                         | 15.245                            |
|   | 2 Years     | 15.080                            | 15.525                         | 15.675                            |
| Maintenance                                 | Start       | 15.050                            | 15.495                         | 15.645                            |
|   | 1 Year      | 15.410                            | 15.855                         | 16.005                            |
|   | 2 Years     | 15.820                            | 16.265                         | 16.425                            |
| R.P.N.                                      | Start       | 15.570                            | 16.015                         | 16.175                            |
|   | 1 Year      | 16.020                            | 16.465                         | 16.625                            |
|   | 2 Years     | 16.400                            | 16.845                         | 17.005                            |

Wage Progression: In accordance with Article 25.05

Probationary Rate: Twenty cents (20¢) per hour less than the Start Rate

**SCHEDULE "A" continued**

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

Health Care Aide: Health Care Aide classification for Health Care Aide Certificate or equivalent presently being recognized by the Employer.

The Personal Support Worker education accreditation is recognized as equivalent to the Health Care Aide Course.

Employees who work as Activity Aides and who hold a Health Care Aide Certificate or Recreation Certificate shall receive the Health Care Aide rate.

A Pay Equity adjustment of \$0.795 per hour has been incorporated into the above hourly rates.

LETTER OF INTENT

BETWEEN

EXTENDICARE (CANADA) INC.,

- AND -


SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 AND 532

RE: SICK LEAVE - PRESCHEDULED HOURS

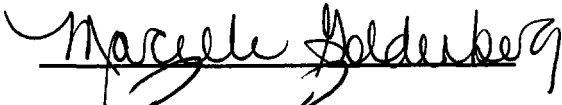
Employees will be entitled to payment from their accumulated sick leave credits for prescheduled hours in accordance with the sick leave article. The Employer will preschedule for absences once it has knowledge therefor to the extent that it is able to do so.

DATED this 22~~nd~~ day of December, 19 99

ON BEHALF OF THE EMPLOYER

  
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ON BEHALF OF THE UNION

  
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**LETTER OF INTENT**

**BETWEEN**

**EXTENDICARE (CANADA) INC.,**

**-AND-**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 AND 532**


**RE: PUBLIC OFFICE ELECTION**

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

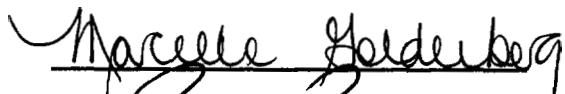
It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence. Such payment shall be in advance of when the monthly premium is due.

DATED this 22<sup>nd</sup> day of December, 19 97

**ON BEHALF OF THE EMPLOYER**

  
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**ON BEHALF OF THE UNION**

  
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**APPENDIX "E"**

**LETTER OF UNDERSTANDING**

**BETWEEN**

**EXTENDICARE (CANADA) INC.,**

**-AND-**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 AND 532**

**R**

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


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

2. The Union undertakes to consult with the Employer prior to effecting any changes in the administration of the Plan which may impact the Employer either financially or administratively. To this end the Employer and the Union will form a committee consisting of three (3) members from each side.
3. In consideration of the Employer forthwith paying those contributions which have not been "matched" by the employee prior to January 22, 1993, the Union acknowledges that the Employer is not responsible for any problems which arise from the failure to collect the employee matching contribution.
4. The Union agrees that the Trustees appointed by them shall ensure that the funds transferred from the Employer for and on behalf of their employees to the Plan will be invested in accordance with the applicable legislation.

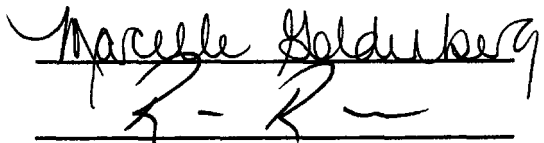
5. The Union further undertakes to provide actuarial valuation and investment performance statements to the Employer as they become available to the Union or required by law, whichever is the most frequent.

DATED this 22<sup>nd</sup> day of December, 19 99

ON BEHALF OF THE EMPLOYER

  
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ON BEHALF OF THE UNION

  
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**LETTER OF UNDERSTANDING**

**BETWEEN**

**EXTENDICARE (CANADA) INC.,**

**- AND -**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 AND 532**

**RE: CMI RESULTS**

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

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


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

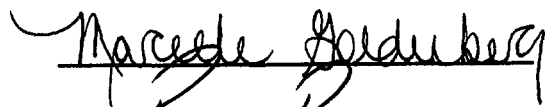
The parties may invite additional participants to attend the meeting to support constructive review and discussion.

DATED this 22nd day of December, 1997

**ON BEHALF OF THE EMPLOYER**

**ON BEHALF OF THE UNION**

  
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**SCHEDULE "B"**

**EXTENDICARE (CANADA) INC.**

**- AND -**

**SERVICE EMPLOYEES INTERNATIONAL UNION,  
LOCAL 204 AND 532**

**NURSING HOMES COVERED BY THIS COLLECTIVE AGREEMENT**

| <b><u>NURSING HOME</u></b>                                     | <b><u>LOCATION</u></b>                                     | <b><u>DATE OPENED</u></b> |
|--|--|---------------------------|
| Guildwood Villa<br>North York<br>Scarborough<br>St. Catharines | Scarborough<br>North York<br>Scarborough<br>St. Catharines |                           |
| *Hamilton Health Sciences<br>Corporation Interim LTC Unit      | Hamilton   | April 25, 1999            |
| *Extendicare/William Osler Health<br>Centre Interim LTC Unit   | Etobicoke  | July, 19, 1999            |
| *West Park Hospital<br>Interim LTC Unit                        | Toronto  | February 4, 1999          |

- \* Phase in Provisions apply - see attached Letter of Understanding and wage grid. Classifications set out on the grid are for continuity only. Not all classifications will be filled.



**LETTER OF UNDERSTANDING**

**BETWEEN**

**EXTENDICARE (CANADA) INC.,**

**-AND-**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204 AND 532**

**RE: PHASE IN PROVISIONS FOR OWNED NURSING HOMES LICENSED  
AFTER JANUARY 1, 1998**

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The following differences from the respective "Master" agreements shall apply for the periods noted (i.e. the period after the home is open).

**Probation:**

For the first two (2) years of operation, full-time probation period shall be six (6) months and part-time probation will be nine (9) months. In the third year of operation the "Master" provision shall apply.

**Insurance Benefits. Pension and Sick Leave:**

- No provision in the first year of operation
- After twelve (12) months - "Master" Drug and Dental plans to apply
- After eighteen (18) months - Sick Leave and WI to apply
- After thirty (30) months - "Master" Pension Plan to apply

**Wages:**

"Master" rates without pay equity shall apply.

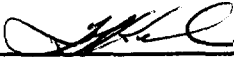
Pay equity is deemed to be resolved unless funding is available. If funding is available, the "Master" Pay Equity Plan and the pay equity adjusted rates will apply to the extent that funding is available.

**Sub Plans:**

The "Master" Sub Plans will not apply until after twelve (12) months of operation.

DATED this 22<sup>nd</sup> day of December, 1999

ON BEHALF OF THE EMPLOYER

  
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ON BEHALF OF THE UNION

Marcelle Halderberg  
R - R -  
\_\_\_\_\_  
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| <b>WAGE GRID FOR NEW FACILITIES</b>         |             |                                      |                                      |
|---|-------------|--------------------------------------|--------------------------------------|
| <b>Classification</b>                       | <b>Step</b> | <b>Effective<br/>January 1, 1999</b> | <b>Effective<br/>January 1, 2000</b> |
| Dietary, Laundry &<br>Housekeeping Aides    | Start       | 12.73                                | 12.86                                |
|   | 1 Year      | 13.15                                | 13.29                                |
|   | 2 Years     | 13.57                                | 13.71                                |
| Janitor                                     | Start       | 12.73                                | 12.86                                |
|   | 1 Year      | 13.15                                | 13.29                                |
|   | 2 Years     | 13.57                                | 13.71                                |
| Attendant I<br>Activity Aide                | Start       | 12.89                                | 13.02                                |
|   | 1 Year      | 13.31                                | 13.45                                |
|   | 2 Years     | 13.73                                | 13.87                                |
| Health Care Aide<br>Activity Aide Certified | Start       | 13.05                                | 13.18                                |
|   | 1 Year      | 13.47                                | 13.61                                |
|   | 2 years     | 13.88                                | 14.02                                |
| Cook I                                      | Start       | 14.15                                | 14.30                                |
|   | 1 Year      | 14.62                                | 14.77                                |
|   | 2 Years     | 15.01                                | 15.16                                |
| Cook II                                     | Start       | 13.85                                | 13.99                                |
|   | 1 Year      | 14.30                                | 14.45                                |
|   | 2 Years     | 14.73                                | 14.88                                |
| Maintenance                                 | Start       | 14.70                                | 14.85                                |
|   | 1 Year      | 15.06                                | 15.21                                |
|   | 2 Years     | 15.47                                | 15.63                                |
| R.P.N.                                      | Start       | 15.22                                | 15.38                                |
|   | 1 Year      | 15.67                                | 15.83                                |
|   | 2 Years     | 16.05                                | 16.21                                |

Wage Progression: In accordance with Article 25.05

Probationary Rate: Twenty cents (20¢) per hour less than the Start Rate