

COLLECTIVE AGREEMENT

Between:

ALEXANDRA HOSPITAL, INGERSOLL
(hereinafter referred to as "the Hospital")

And:

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

Expiry Date: March 31, 2001

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

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

ARTICLE 22 - DURATION

- 22.01 This Agreement shall continue in effect until March 31, 2001 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the Agreement.
- 22.02 Notice that amendments are required or that either party desires to terminate this Agreement may only be given within a period of ninety (90) days prior to the expiration date of ~~this~~ Agreement or to any anniversary of such expiration date.
- 22.03 If notice of amendment or termination is given by either party, the other party agrees to ~~meet~~ for the purpose of negotiation within thirty (30) days after the giving of notice, if requested to do so.
- 22.04 Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, the Participating Hospitals and the Ontario Nurses' Association will meet to determine the procedures to be followed.

ARTICLE 23

- 23.01 Attached hereto and forming part of this Agreement are the following appendices and Letters of Understanding
1. Joint Central Committee
 2. Payment for Bargaining Unit President
 3. Professional Responsibility Complaint
 4. Joint Benefits Review Sub-committee
- Appendix 1 - O.N.A. Grievance ~~Form~~

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

APPENDIX 1 - Grievance Form to be inserted here.

APPENDIX 2LIST OF PROFESSIONAL RESPONSIBILITYASSESSMENT COMMITTEE - CHAIRPERSONS

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

LETTERS OF UNDERSTANDING

Short Shifts, Modified Work, Job Sharing and Payment for Bargaining Unit President

The parties agree that the issues of short shifts (including the issue of premium payments for hours worked after scheduled hours on short shifts), modified work and job sharing are local issues.

Any issues around payment for a Bargaining Unit President or designate including payment to attend joint Employer Union meetings outside of their regularly scheduled hours are local issues.

Joint Central Committee

The parties agree to form a Joint Central Committee to discuss issues of mutual interest and benefit to the Hospitals and the Association. The Committee will discuss issues including but not restricted to a Clinical Advancement System for nurses and support for new graduates entering the nursing profession.

Letter to Hospitals of Ontario Pension Plan (HOOPP) Regarding Surplus for Retirees' Benefits

The parties hereby request that the Hospitals of Ontario Pension Plan (HOOPP) explore ways and means whereby the pension plan's surplus may be utilized to fund benefits (EHC, Dental, Life and Semi-Private) for retired nurses.

Re: Joint Benefits Review Sub-Committee

The parties agree to refer the following matters to the Benefits Review Sub-Committee referenced in Article 17.09:

- i) the maximum age dependents eligible for benefit coverage;
- ii) the terms and application of the Hospitals of Ontario Disability Income Plan brochure(s) currently in effect;
- iii) Consideration of alternative options for sick leave provision.

The Committee will undertake to meet within six (6) months of the date of ratification.

Re: Professional Responsibility clause

The parties hereby agree to meet within six (6) months of ratification/award to update the list of professional Responsibility Assessment Committee Chairpersons, to discuss possible revisions to Appendix 6 and to discuss the guidelines for the Chair of the Professional Responsibility Assessment Committee.

DATED AT TORONTO, ONTARIO, THIS ~~31ST~~ DAY OF ~~MARCH~~ 2000.

FOR THE ASSOCIATION

Dan Anderson
Linda Haslam-Stroud
Lesley Bell
Linda Lachance
Barb Wahl
Donna Bain
Sylvia Blanchard
Jo Anne Shannon
Valerie MacDonald
Debbie McCrank
Carolyn Prepp
Catherine Iles-Peck
Marjorie Calvin
Elizabeth Dewar
Lawrence Walter
Judith McIlwaine

FOR THE HOSPITALS

Robert J. Bass
Maureen Bedek
Garry Cardiff
Ruth Dixon
Marilyn Travaglini
Sue Graham
Bernie D. Schmidt
Joan Edwards
Sylvia Halliday
Bronwen Morgan
Ursula Verstraete
Richard Kelly
Judith Skelton-Green
Randy Belair
Dan McPherson

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Connie Wood
Ray Jupp
Deanne Klingsberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Moran
Pat Dilke
Shirley Beu

APPENDIX 3

SALARY SCHEDULES

		April 1 <u>1998</u>	April 1 <u>1999</u>	Jan 31 <u>2000</u>	April 1 <u>2000</u>
<u>Registered Nurse</u>					
Start	Hourly	18.67	19.04	20.00	20.50
	Monthly	3033.88	3094.00	3250.00	3331.25
1 Year	Hourly	19.60	20.00	20.79	21.31
	Monthly	3185.00	3250.00	3378.38	3462.88
2 Years	Hourly	20.38	20.79	21.88	22.43
	Monthly	3311.75	3378.38	3555.50	3644.88
3 Years	Hourly	21.45	21.88	22.96	23.54
	Monthly	3485.63	3555.50	3731.00	3825.25
4 Years	Hourly	22.51	22.96	24.05	24.66
	Monthly	3657.88	3731.00	3908.13	4007.25
5 Years	Hourly	23.58	24.05	25.42	26.05
	Monthly	3831.75	3908.13	4130.75	4233.13
6 Years	Hourly	24.92	25.42	26.77	27.44
	Monthly	4049.50	4130.75	4350.13	4459.00
7 Years	Hourly	26.24	26.77	28.13	28.84
	Monthly	4264.00	4350.13	4571.13	4686.50
8 Years	Hourly	27.58	28.13	29.51	30.24
	Monthly	4481.75	4571.13	4795.38	4914.00
9 Years	Hourly	28.93	29.51		
	Monthly	4701.13	4795.38		

Graduate Nurse

Start	Hourly	18.29	18.66	19.60	20.09
	Monthly	2972.53	3031.44	3185.00	3264.62

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APPENDIX 4

Non-applicable

APPENDIX 5

LOCAL ISSUES

ARTICLE A - RECOGNITION

ARTICLE B - MANAGEMENT RIGHTS

ARTICLE C - REPRESENTATIVE AND COMMITTEES

ARTICLE D - UNION INTERVIEW

ARTICLE E - SENIORITY LIST

ARTICLE F - LEAVE FOR UNION BUSINESS

ARTICLE G - SCHEDULING

ARTICLE H - HOLIDAYS

ARTICLE I - VACATIONS

ARTICLE J - BULLETIN BOARD

ARTICLE K - JOB SHARING

ARTICLE L - PRE-PAID LEAVE PLAN

ARTICLE M - MISCELLANEOUS

LETTERS OF UNDERSTANDING

ARTICLE A – RECOGNITION

A-1 The Hospital recognizes the Association as the sole and exclusive bargaining agent for all registered and graduate nurses employed in a nursing capacity by Alexandra Hospital in Ingersoll, save and except Clinical Co-ordinators, Corporate Facilitator Education, Accreditation and Quality, and persons employed for not more than twenty-four (24) hours per week.

The Hospital recognizes the Association as the sole and exclusive bargaining agent for all registered and graduate nurses employed in a nursing capacity by Alexandra Hospital in Ingersoll, employed for not more than twenty-four (24) hours per week, save and except Clinical Co-ordinators, Corporate Facilitator Education, Accreditation and Quality.

ARTICLE B - MANAGEMENT RIGHTS

B-1 The management of the Hospital and the direction of the working forces therein are fixed exclusively with the Hospital except as specifically limited by the provisions of this Agreement. Without limiting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Hospital to:

- (a) maintain order, discipline and efficiency;
- (b) hire, assign, retire, direct, classify, transfer, promote, demote, layoff, recall, discharge, suspend or otherwise discipline employees provided that a claim by an employee that she has been discharged, suspended or otherwise disciplined without just cause may be the subject of a grievance and dealt with as provided elsewhere in the Collective Agreement;
- (c) establish, alter, and enforce reasonable rules and regulations;
- (d) determine all work procedures, the kind and locations of equipment to be used, methods to be used, the allocation and number of employees to be required from time to time, the services to be performed, the standards of performance of all employees, work assignments, the hours of work and all other rights and responsibilities of management not specifically modified in this Agreement.

ARTICLE C - UNIONS AND COMMITTEES

C-1 For the purposes of the Bargaining Unit Committees referred to in Article 6 of the Central Agreement, members representing the employees may be from either the full-time or part-time Bargaining Unit and shall represent both Bargaining Units. The Hospital will recognize:

- (a) **four** (4) employees as employee representatives;
- (b) a Grievance Committee of up to three (3) employees;

- (c) a Hospital-Union Committee of up to three (3) employees;
- (d) a Negotiating Committee of up to three (3) employees.

C-2 No more than three (3) employees will be excused from duty in any one area of the Hospital at any one time to attend to her responsibilities outlined in this Collective Agreement. However, it is understood that only one employee from the Operating Room and one employee from the Emergency Department will be excused from duty at any one time.

A D - UNION INTERVIEW

D-1 The interview period as provided for in Article 5.06 will be scheduled at the Hospital at a mutually agreeable time during employee's orientation period.

ARTICLE E - SENIORITY LIST

E-1 The Hospital will provide the Union with a copy of the seniority list as provided for in Article 10.02 of the Central Agreement on January 1 and July 1 of each year.

ARTICLE F - LEAVE FOR UNION BUSINESS

F-1 Leaves of absence for Union business shall be granted up to a total aggregate (for both bargaining units) of thirty (30) days each calendar year, provided four (4) weeks' notice is given in writing to the Director of Human Resources from the Bargaining Unit President or her delegate, whenever possible, and provided no more than three (3) employees are absent at any one time. Arrangement for staff coverage will be made by the Clinical Co-ordinator or her delegate at the time of the request being granted. However, it is understood that only one employee from the Operating Room and one employee from the Emergency Department will be excused from duty at any one time.

ARTICLE G - SCHEDULING

G-1 Work schedules for normal daily tours will take into account the following:

- (a) Employees will not be scheduled to work more than seven (7) consecutive days unless requested by the employee involved and agreed to by the Hospital. Employees shall be paid premium pay for all shifts worked as a result of the Hospital's failure to comply with this provision.
- (b) Shift schedules shall be posted four (4) weeks in advance and cover a four (4) week period.

- (c) i) A mutual exchange of shifts will be submitted in writing to the attention of the Co-ordinator or their delegate. Exchanges of tours will not be unreasonably denied. These exchanges will not in any event result in premium or overtime payment by the Hospital.
- ii) A request by an employee for a change in the posted schedule must be submitted in writing to the Clinical Coordinator at least **forty-eight** (48) hours in advance of the requested change. Such request is subject to approval by the Clinical Co-ordinator or her delegate, but will not be unreasonably denied. The response shall be provided to the employee who requests the change within twenty-four (24) hours of the original submission of the request, where possible.
- (d) A full-time employee is entitled to two (2) weekends off in any four (4) but the Hospital will endeavour to provide full-time employees with one (1) weekend off in **two (2)**.

An employee will receive premium pay as provided for in Article 14.03 for all hours worked on a third (3rd) consecutive and subsequent weekend save and except where:

- i) Such weekend has been worked by the employee to satisfy specific days off requested by such employee; or
- ii) such employee has requested only weekend work; or
- iii) such weekend is worked as a result of an exchange of tours with another employee.

For the purpose of this section, weekend is defined as a period of fifty-six (56) consecutive hours following the Friday day tour to the Monday day tour inclusive.

If an employee working the day and night tour is scheduled for days 0730 - 1530 hours on Friday and nights on Sunday, starting at 2330 hours Sunday night, this is considered a weekend **off**.

- (e) For part-time only

At least sixteen (16) hours **off** will be scheduled between shift changes. At least thirty-two (32) hours **off** will be scheduled following the night shift when changing the schedule to either the day shift or evening shift. Where this provision is not met, the employee will be paid in accordance with Article 14.03 for time worked.

- (9) The night shift shall be the first shift of the day.

- (g) The scheduling provisions outlined above may be waived between the two pay periods which include the Christmas and New Year's period, in order to schedule employees off a minimum of five (5) consecutive days over

Christmas or New Year's. This provision will not apply to the Operating Room.

Employees, except Operating Room employees, will yearly alternate Christmas or New Year's time off. Unless otherwise requested by the employee, time off at Christmas will include December 24th, 25th and 26th, and time off at New Year's will include December 31st and January 1st. Operating Room employees will alternate being on-call either the Christmas or New Year's period on a yearly basis.

Employees may request either Christmas or New Year's off, subject to the alternating schedule referred to above, by October 8th of each year. The shift and on-call schedules shall be posted by November 15th of each year in each nursing unit.

Full-time only: (h),(i), (j), (k)

- (h) In any two week period two consecutive days off will be scheduled. The remaining days off may be split.
- (i) Where a full time employee rotates through days/evenings or days/nights, the Hospital will endeavour to schedule her so that there is an equitable distribution of day tours to evening or night tours.
- (j) Employees will only be scheduled to work days/evenings or days/nights unless mutually agreed otherwise.
- (k) At least sixteen (16) hours will be scheduled between shift changes. At least forty-eight (48) hours off will be scheduled following the night shift when changing the schedule to either the day shift or evening shift. Where this provision is not met, the employee will be paid in accordance with Article 14.03 for time worked.

G-2

Work schedules for extended tours will take into consideration the following:

- (a) **No** split shifts.
- (b) Shift schedules shall **be** posted four (4) weeks in advance and **cover** a four (4) week period.
- (c) **No** more than three (3) consecutive extended tours shall be scheduled. If more than three (3) consecutive tours are scheduled the nurse shall be paid premium pay for all hours worked in excess of three (3) consecutive tours.
- (d) A mutual exchange of **shifts** will be submitted in writing to the attention of the Co-ordinator or their delegate. Exchanges of tours will not be unreasonably denied. These exchanges will not in any event result in premium or overtime payment by the Hospital.

A request by a nurse for a change in the posted schedule must be submitted in writing to the Clinical Co-ordinator at least forty-eight (48) hours in advance of the requested change. Such request is subject to the approval by the Clinical Co-ordinator or her delegate but will not be unreasonably denied. The response shall be provided to the nurse who requests the change within **twenty-four** (24) hours of the original submission of the request, where possible.

- (e) A nurse shall receive either every other weekend off or two (2) weekends out of any four **(4)**. A nurse will receive premium pay as provided for in Article **14.03** for all hours worked on a third **consecutive** and subsequent weekend save and except where:
- i) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse; or
 - ii) such nurse has requested only weekend work; or
 - iii) such weekend is worked as a result of an exchange of tours with another nurse.

For the purpose of this section, a weekend is defined as a period of fifty-six (56) consecutive hours following the Friday day tour to the Monday day tour inclusive.

- (f) At least forty-eight (48) consecutive hours off are to be scheduled following night tours.
- (g) The night shift shall be the first shift of the day.
- (h) The Hospital will provide a minimum of five (5) consecutive days off over the Christmas or New Year's period. Nurses will yearly alternate Christmas and New Year's time off. Unless otherwise requested by a nurse, time off at Christmas will include December **24th**, 25th and 26th and time off at New Year's will include December **31st** and January **1st**.
- (i) Article H-2 of the Collective Agreement will not apply to extended tour rotations.

Full-time only: (j), (k)

- (j) One thousand, nine hundred and fifty **(1,950)** paid hours in a year, to average twenty (20) tours in a six (6) week scheduling period.
- (k) At least two (2) consecutive days off will be scheduled.
- (a) Extended tours shall be introduced into any unit when,
- i) eighty percent **(80%)** of the employees in the unit so indicate by secret ballot, and

G-3

- ii) the Hospital agrees to implement extended tours. Such agreement shall not be withheld in an unreasonably arbitrary manner.
- (b) Extended tours may be discontinued in any unit when:
- i) fifty percent (50%) of the employees in the unit so indicate by secret ballot; or
 - ii) the Hospital because of
 - A) adverse effects on patient care,
 - B) inability to provide a workable staffing schedule, or
 - C) where the Hospital wishes to do so for other reasons which are neither unreasonable nor arbitrary, states its intention to discontinue extended tours in the schedule.
- (c) When notice of discontinuation is given by either party in accordance with paragraph (b) above, then:
- i) the parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and
 - ii) where it is determined that the extended tours will be discontinued, affected employees shall be given sixty (60) days' notice before the schedules are so amended.

- G-4**
- (a) The weekend premium as per Article **14.15** of the Central Agreement shall be paid for all hours worked between 2330 hours Friday to 2330 hours Sunday.
 - (b) For purposes of application of Central Agreement Article **14.10**, the evening shift shall be defined as **1530** to **2330** hours and the night shift shall be defined as **2330** to **0730** hours.

G-5 Lieu Time Off For Overtime Worked

Where an employee has chosen equivalent time off under Article **14.09**, such time off must be taken within four (4) pay periods at a mutually agreed upon time or payment will be made in accordance with Article **14.09**. No more than thirty-seven and one-half (37 **1/2**) consecutive hours in lieu time off will be granted by the Hospital for full-time employees. No more than twenty-two and one-half (22 **1/2**) consecutive hours in lieu time off will be granted by the Hospital for part-time employees.

G-6 Part-time only

- (a) Regular part-time employees' commitment to be available for work as required by the Hospital will include the following:

- i) available to work ~~two~~ (2) weekends in four (4).
 - ii) available to work at least three (3) scheduled normal tours or ~~two~~ (2) extended tours per week.
 - iii) available to work as scheduled over either the Christmas or New Year's period subject to Article G-1 (g).
- (b) It is understood that part-time employees hired after January 1, 1989 will be available all three shifts if necessary with the understanding that the Hospital will endeavour to require each employee to work only ~~two~~ shifts.
- (c) All regular part-time employees in a unit will be scheduled up to their committed hours by seniority before any casual part-time employees are utilized.
- (d) Part-time only

When regular part-time employees on the unit have been given the opportunity to work up to their commitment, the Hospital will endeavour to offer additional tours based on the following order:

- Regular part-time employees on the unit on the basis of seniority, then,
- casual employees on the unit on the basis of seniority, then,
- job sharers on the unit on the basis of seniority.

Subject to the following:

- i) Employees who wish to be considered for additional tours must indicate their availability in the manner prescribed by the Hospital;
- ii) a tour will be deemed to be offered whenever a call is placed;
- iii) it is understood that the Hospital ~~will~~ not be required to offer tours which would result in overtime premium pay;
- iv) when a regular part-time employee accepts an additional tour, ~~she/he~~ must report for that tour unless arrangements satisfactory to the Hospital are made;
- v) provided they are qualified, employees may submit their availability to work additional tours to more than one unit, if to do so is in accordance with existing hospital practice.

ARTICLE H – HOLIDAYS

H-1 The days designated under Article 15.01 are:

New Year's Day - January 1	3rd Monday in February
Good Friday	Easter Monday
Victoria Day	Canada Day - July 1
Civic Holiday	Labour Day
Thanksgiving Day	Remembrance Day - November 11
Christmas Day - December 25	Boxing Day - December 26

H-2 Where the employee is scheduled off on a weekend in conjunction with a paid holiday, the Hospital will schedule the employee off on the paid holiday, unless required.

Where the employee is scheduled to work a weekend in conjunction with a paid holiday, the Hospital will schedule the employee to work the paid holiday, if required.

This clause will not apply to extended tour rotations.

H-3 Full-time only

Where an employee is entitled to a lieu day under Article 15.04 or 15.05, such day off must be taken at a mutually agreeable time within thirty (30) days before or after the holiday or payment shall be made in accordance with Article 15.03.

ARTICLE I – VACATIONS

I-1 The date for determining vacation entitlement under Article 16.01 shall be June 1st.

I-2 Vacations shall be scheduled as follows:

- (a) All requests for vacations for the period May 15th to November 14th must be submitted to the Hospital by March 31st of each year. This vacation schedule shall be posted by May 1st.
- (b) All requests for vacation for the period November 15th to May 15th must be submitted by October 1st of each year. The vacation schedule shall be posted by November 1st.
- (c) In scheduling vacation requests, preference will be given to employees in accordance with their seniority, staffing requirements of the unit, provided the employee exercises this right by the dates established in a) or b) above, after which time vacation requests, which must be in writing, will be scheduled on a first come, first served basis.
- (d) Employees may request and be granted up to five (5) days vacation in single days off.
- (e) Prior to leaving on vacation, employees shall be notified of the date and time on which to report for work following the vacation if the schedule has not been posted for said date.

ARTICLE J - BULLETIN BOARDS

- J-1 The Hospital will provide bulletin boards at each clinical area and the cafeteria for posting of notices related to Union business. All notices shall be signed by the Bargaining Unit President or her designee.

ARTICLE K - JOB SHARING

- K-1 If the Hospital agrees to a job sharing arrangement pursuant to Article 20.01 of the Central Agreement, the following conditions shall apply unless otherwise agreed to by the parties:
- (a) Job sharing requests with regard to full-time positions shall be considered on an individual basis.
 - (b) Where the job sharing arrangement arises out of the filling of a vacant full-time position both job sharing positions must be posted and selection based on the criteria set out in the Collective Agreement. When the possible number of job sharing positions increases (as in (a),) and when no vacant full-time positions are available, the position(s) will be derived from the current full-time staff Registered Nurse positions based on seniority, An incumbent full-time employee wishing to share her position, may do so without having her half of the position posted. However, the other half of the job shared position must be posted and the selection based on criteria set out in the Collective Agreement.
 - (c) All job sharers shall be treated as regular part-time employees and be subject to the provisions of the part-time Collective Agreement except as referred in item (g).
 - (d) If one of the job sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the shared position must revert to a full-time position. The remaining employee will have the option of continuing in the full-time position or another regular part-time position. If she does not continue full-time, the position must be posted according to the Collective Agreement. The job sharers will have the option of reverting back to a regular part-time position, if and when this Agreement is changed or cancelled.
 - (e) The job sharers will not be scheduled to work more than ten (10) days in a two (2) week period between them. If either of the job sharers are called to work extra shifts as requested by the Employer other than for their portion, they will be paid at their straight time regular rate of pay.
 - (f) Total hours worked by the two job sharers shall be equal to one full-time position. Schedules for job sharers shall conform to the schedule provisions of the full-time Collective Agreement. The division of these hours over the schedule shall be determined by mutual agreement between the two

employees. Three (3) week days (Monday - Friday) before the posting of the new schedule, the Coordinator will be informed by writing of the division of the time by the **two job** sharers. Any changes made during the schedule by the job sharers will be reported to the Director, P.C.S. or her designate.

- (g) Each job sharer may exchange shifts with her partner, as well as other qualified employees in accordance with the Collective Agreement and item (f).
- (h) Coverage:
 - i) It is expected that both **job** sharers will **cover** each other's incidental illnesses. If, because of unavoidable circumstances, one cannot cover the other, the unit clinical co-ordinator must be notified to book coverage. Job sharers are not required to cover for their partner in the case of prolonged or extended absences.
 - ii) Vacation, Maternity Leave, and other leaves pursuant to Article 11 of the Central Agreements

In the event that one member of the job-sharing arrangement goes on any of the above leaves of absence, the coverage will be negotiated with the unit clinical co-ordinator, but it is hoped that the remaining member of the position would be prepared to cover the leave of absence as much as possible.
- (i) Job sharers will determine between themselves which partner will work on scheduled paid holidays subject to the conditions of the Full-time Collective Agreement and item (f). Only one job sharer shall be scheduled to work either the Christmas or New Year's holidays.
- (j) Each party to this Agreement shall have the option of cancelling the Arrangement with sixty (60) days' written notice.
- (k) Any issue arising out of the enforcement of this Agreement will be dealt with at an employee-Management Committee meeting.

ARTICLE L - PRE-PAID LEAVE PLAN

- L-1** **Pre-paid leave plan** - one full-time employee and one part-time employee shall be the maximum number of employees off work in any one year. If no one applies from one bargaining unit to enter the plan, an additional employee may apply from the other bargaining unit. However, the maximum remains at **two** employees.

ARTICLE M – MISCELLANEOUS**M-1** Modified Work

- (a) The Hospital will notify the Bargaining Unit President of the names of all employees off work due to a work related injury (whether or not the employees are in receipt of WSIB Benefits) and those on LTD by the 15th of each month.
- (b) When it has been medically determined that an employee is unable to return to the full duties of her position due to a disability, the Hospital will notify and meet with a staff representative of the Ontario Nurses' Association and a member of the Bargaining Unit Executive to discuss the circumstances surrounding the employee's return to suitable work.
- (c) The Hospital agrees to provide the employee with a copy of the Workplace Safety Insurance Board Form 7 at the same time as it is sent to the Board.

M-2 The Hospital agrees to provide scrub uniforms to those employees working in Labour/Delivery, Emergency Department and Operating Room at no cost to those employees and this practice will not be discontinued without sixty (60) days' notice to the Union and discussion at the Hospital-Union Committee.

M-3 The Hospital, with the employee's consent, will inform the Union within three (3) days of any employee who has been assaulted while performing her work. Such information shall be submitted in writing to the Union as soon as possible.

The Hospital will consider requests for reimbursement for damages incurred to the employee's personal property such as eyeglasses, ripped uniforms, or personal clothing, as a result of being assaulted while performing her work.

M-4 Full time employees may be considered for temporary full time vacancies on the same basis as regular part-time employees.

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES' ASSOCIATION

Re: Scheduling Committee

The parties agree to co-operate during the term of this Collective Agreement to discuss scheduling options which will provide for alternative schedules where such alternatives are desired.

The Hospital shall endeavour to implement schedules acceptable to the employees and recommended by the Committee.

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Connie Wood
Chief Nurse
Diane Kluge
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Moran
Pat Milke
Sheila Beacom

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES' ASSOCIATION

Re: Information Concerning Scheduling

The Hospital agrees that it will continue its present practice with respect to the supplying of information concerning scheduling to the Union.

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Connie Wood
Ray Juyls
Deanne Klerginberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Moran
Pat Bilke
Shula Beaman

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES' ASSOCIATION

Re: Violence in the Workplace

The Employer acknowledges their responsibility to provide policies and procedures dealing with violence in the workplace. The Employer will review their existing policies and endeavour to ensure that there is appropriate protection for the workforce at Alexandra Hospital, Ingersoll.

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Connie Dodd
Chris Jones
Diane Klugeberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Dumas
Pat Bilke
Shirley Bacon

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES ASSOCIATION

Re: Individual Special Circumstance Arrangement

The parties agree that, at such time as an individual requests consideration for "Individual Special Circumstance Arrangement", a meeting will be called to address the implementation of such an arrangement.

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Cennie Dodd
Carol Juyls
Deanne Klugeberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Drona
Pat Milke
Shirley Bacon

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES' ASSOCIATION

Re: Perioperative Area

The parties agree that this Letter of Understanding is relevant to the Perioperative Area only.

1. Where regular part-time nurses are scheduled to work less than a normal tour (7 ½ hours), Article G in its entirety applies except as amended by the following:
 - (a) The Hospital will endeavour to keep the number of tours comprised of less than seven and one-half (7 ½) hours to a reasonable level.
 - (b) Nurses shall be granted a rest period.
 - (c) Nurses shall not be scheduled to work more than five (5) consecutive tours.
 - (d) Shift schedules shall be posted at such time as the Perioperative Area Supervisor or her delegate can determine staffing needs of the unit, at least four (4) weeks in advance.
 - (e) Standby assignments will be posted four (4) weeks in advance and cover a four (4) week period and such assignment will be distributed through the self-scheduling process as equitably as possible amongst the nurses in the Perioperative Area.
 - (f) Regular part-time nurses will be available to work at least twenty-two and one-half (22 ½) scheduled hours per week (refer G-6 (a) ii).
2. **Standby**
 - (a) Nurses scheduled for standby shall be provided with a beeper.
 - (b) The Hospital will make available, at the Hospital, suitable accommodation for nurses wishing to stay at the Hospital while on standby.
3. Any hours that become available for the day shift, Monday to Friday, and such hours are known for a period of time greater than sixteen (16) hours, will be considered as scheduled hours rather than as a call back.

Perioperative Area
Page two

Dated at London Ontario, this 7th day of Dec, 2000.

FOR THE EMPLOYER

Connie Dodd
Paul Gaylor
Maire Klugeberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Dwyer
Pat Bilke
Shirley Bacon

LETTER OF UNDERSTANDING

Between:

ALEXANDRA HOSPITAL

And:

ONTARIO NURSES' ASSOCIATION

Re: Meetings

The Employer will pay the Bargaining Unit President or designate at her/his regular straight time hourly rate for **all** time spent attending meetings called by and scheduled by the Employer outside her/his regularly scheduled hours.

Dated at London, Ontario, this 7th day of Dec., 2000.

FOR THE EMPLOYER

Connie Dodd
Cory Juyli
Deanne Klingenberg
[Signature]

FOR THE UNION

Donna Alexander
Labour Relations Officer
J. Brown
Pat Bilke
Shirley Beeson