

COLLECTIVE AGREEMENT

BETWEEN

ROYALCRESTLIFECARE GROUP
(Hereinafter referred to as the "Employer")

AND

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

DATE: JULY 1, 2001 TO JUNE 30, 2004

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ARTICLE 1 – PURPOSE

- 1.01 The general purpose of this Agreement is to establish mutually satisfactory employment relations between the Employer and the employees covered by this Agreement. It provides the means for prompt settlement of grievances and establishes salaries, hours of work and other conditions of employment.
- 1.02 It is recognized that the parties wish to work together to secure the best possible nursing care and health protection for residents.

ARTICLE 2 - SCOPE & DEFINITIONS

- 2.01 Recognition clause

Oakville

The Employer recognizes the Ontario Nurses' Association as the sole and exclusive bargaining unit of all Registered and Graduate Nurses employed by Oakville Lifecare Centre in Oakville, Ontario, save and except the Director of Care and persons above the rank of Director of Care.

Townsville

The Employer recognizes the Ontario Nurses' Association as the sole and exclusive bargaining agent of all Registered and Graduate Nurses employed in a nursing capacity by Royalcrest Lifecare Group carrying on business as Townsville Lifecare Centre in the City of Hamilton, save and except the Director of Care and persons above the rank of Director of Care.

Brantwood

The Employer recognizes the Union as the Bargaining Agent for all Registered and Graduate nurses employed by Brantwood Manor Nursing Homes Limited, Burlington, in a nursing capacity save and except the Director Of Nursing and persons above the rank of Director Of Nursing.

Marnwood

The Employer recognizes the Union as the sole and exclusive bargaining unit of all registered and graduate nurses employed by Marnwood Lifecare Centre in Bowmanville, Ontario, save and except the Director of Care and persons above the rank of Director of Care.

Mississauga

The Employer recognizes the Union as the bargaining agent for registered and graduate nurses employed by Royalcrest Lifecare Inc. (formerly known as Extencicare Health Care Services Inc). at Mississauga, Ontario engaged in a nursing capacity save and except the Director of Care and persons above the rank of Director of Care.

Norcliffe

The Employer recognizes the Union as the sole and exclusive Bargaining Agent for all Registered and Graduate Nurses employed in a nursing capacity by Norcliffe Lifecare Centre in Hagersville, Ontario, save and except the Administrator and those above the rank of Administrator.

St. Olga's

The Employer recognizes the Ontario Nurses' Association as the bargaining agent of all Registered and Graduate Nurses employed by Martino Nursing Centres Inc. c.o.b. St. Olga's Lifecare Centre in the City of Hamilton, save and except Nurse Manager and persons above the rank of Nurse Manager.

Stoney Creek

The Employer recognizes the Union as the sole and exclusive bargaining agent for all registered and graduate nurses employed in a nursing capacity by the Employer save and except the Director of Resident Care and persons above the rank of Director of Resident Care.

Strathaven

The Employer recognizes the Ontario Nurses' Association as the bargaining unit of all Registered and Graduate Nurses employed in a nursing capacity at Strathaven Lifecare Centre in Bowmanville, Ontario, save and except Assistant Director of Care and persons above the rank of Assistant Director of Care.

Yorkview

The Home recognizes the Union as the sole and exclusive bargaining agent for all Registered and Graduate Nurses employed in a nursing capacity by Yorkview Lifecare Centre, (previously known as Oakridge Villa Nursing Home) in Downsview, Ontario, save and except the Assistant Director of Nursing and persons above the rank of Assistant Director of Nursing.

2.02

Definitions - full-time/regular part-time/helief part-time:

(a) Full-time

Mississauga, Norcliffe, Oakville, Townsview

A Full-Time employee is an employee who is regularly scheduled to work thirty-seven and one-half (37 1/2) hours per week.

Brantwood

A Full-Time employee is an employee who is regularly scheduled to work nine (9) days but not more than ten (10) days in a two (2) week period.

Marnwood

A full-time employee is an employee who is regularly scheduled to work at least thirty (30) hours per week.

St. Olga's

A full-time employee is an employee who is scheduled to work 75 (seventy-five) hours bi-weekly.

Strathaven

A full-time employee is an employee who is regularly scheduled to work thirty-seven point five (37.5) hours per week or seventy-five (75) hours bi-weekly.

Stoney Creek/ Yorkview

A full-time employee is an employee who is regularly scheduled to work more than twenty-four (24) hours per week;

Note at Oakville and Townsview: Employees employed on May 21, 1993 to work less than seventy-five (75) hours bi-weekly that are currently considered Full-Time, shall remain so.

(b) Part-time

Mississauga/Norcliffe/Oakville/Townsview

A part-time employee is an employee who is employed on a part-time basis and is regularly scheduled to work fewer than thirty-seven and one-half (37½) hours per week.

Brantwood

A part-time employee is an employee who is employed on a part-time basis and is regularly scheduled to work fewer than nine (9) days in a two (2) week period.

Marnwood

A part-time employee is an employee who is employed on a part-time basis and is regularly scheduled to work fewer than thirty (30) hours per week.

St. Olga's

A part-time employee is an employee who is scheduled to work less than 75 (seventy-five) hours bi-weekly.

Strathaven

A part-time employee is an employee who is regularly scheduled to work less than thirty-seven point five (37.5) hours per week or less than seventy-five (75) hours bi-weekly.

Stoney Creek/Yorkview

A part-time employee is an employee who is employed on a part-time basis and is regularly scheduled to work fewer than twenty-four (24) hours per week.

(c) Relief

A relief employee means an employee who is called in to work on an on call basis, but does not work a regular schedule, or does so only for a specified period.

2.03 Whenever the feminine pronoun is used in this agreement, it includes the masculine pronoun, where the context so requires and vice-versa. Where the singular is used, it may also be deemed to mean the plural and vice-versa.

2.04 Work of the Bargaining Unit¹Oakville/Townsvew/St. Olga's/Strathaven/Stoney Creek

- (a) In order to protect the standard of nursing care, the Employer shall not contract out the work normally performed by members of this bargaining unit except:
- i) for purposes of instruction,
 - ii) in the event of an emergency situation,
 - iii) when performing developmental or experimental work, or
 - iv) when employees are not available due to an employee not reporting for work as scheduled or not being available for work.
- (b) Reassignment to other employees of work normally performed by members of the bargaining unit shall not result in the termination, lay-off or reduction in hours of any member of the bargaining unit.
- (c) When it is decided to not fill a position following an employee's resignation, the Home will provide the rationale in writing for this decision to the Union. The Union may request a meeting to make representations on this matter.

Superior condition to be maintained.

Brantwood

Employer agrees that no one outside of the Bargaining Unit shall perform work normally performed by members of the Bargaining Unit as performed by them as at April 30th, 1983, except for the purpose of instruction, experimentation or in a emergency situation. Use of temporary outside personnel to replace employees who are not available for work on a short term basis, is not prohibited by this section.

Marnwood

The Employer will not contract out registered nursing services. The Employer will not reduce existing registered nurse scheduled work shifts per day.

Mississauna

In order to protect the standards of nursing care, it is provided that:

- (i) there shall be no contracting out of the work of this bargaining unit, and,
- (ii) no-one outside the bargaining unit shall perform the work normally performed by members of this bargaining unit except for the purpose of instruction, experimentation, or in the event of an emergency situation, provided that such performance does not reduce the hours or pay of any employees.

Norcliffe

In order to protect the standards of nursing care, the Employer agrees that no one outside the above mentioned bargaining unit shall perform the work normally performed by members of this Bargaining Unit, except for the purpose of instruction, experimentation, or in the event of an emergency situation.

2.05

Minimum Staffing

The Employer agrees to employ sufficient registered staff and health care aides to meet the staffing needs that may be set from time to time by statute and/or regulation. In the event that there is insufficient staffing to meet this undertaking, the Employer will post vacancies so that any unmet care undertaking will be satisfied.

2.06

For purposes of this agreement and the benefits contained herein, including insurance coverage, dependent coverage is available to the employee to cover her or his same sex partner and their dependents, in accordance with the terms and conditions of the plans.

2.07

A Graduate Nurse is defined as a nurse who is a graduate of a program acceptable to the College of Nurses of Ontario and is in the process of being certified by the College of Nurses of Ontario or is completing certification requirements. This certification shall be completed within twenty-four (24) months following date of hire.

The continued employment of a graduate nurse shall be in compliance with the Nursing Home Act.

A graduate nurse shall notify the Employer of the results of the College of Nurses exam(s) she writes.

2.08 All references to officers, representatives and committee members of the Union in this Agreement shall be deemed to mean officers, representatives and committee members of the bargaining unit who are employed by the Employer.

2.09 This following definition of a registered nurse will not replace the definition of a graduate nurse. A registered nurse is a nurse who holds a General Certificate of Registration with the College of Nurses of Ontario in accordance with the Regulated Health Professions Act, and the Nursing Act. A Registered Nurse is required to present to the Director of Care by February 15th of each year her current certificate of competence.

2.10 Mississauga

The word "Supervisor" or "Director of Care" or "Assistant Director of Care" where applicable shall mean the Nursing Supervisor in the Nursing Home.

2.11 Mississauna

The term "regular pay" and "straight pay" shall mean the amounts indicated in the wage classifications contained in Appendix "A".

2.12 Brantwood

All references to Officers, Representatives and Committee Members of the Union in this Agreement shall be deemed to mean Officers, Representatives and Committee Members of the Union's duly chartered Local, namely: "Ontario Nurses' Association, Local 71". All correspondence sent by the Employer to the Union shall be sent to such Chartered Local.

2.13 The word "Employee" when used throughout this Agreement shall mean a person included in the above described Bargaining Unit.

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 facility.

- (b) To maintain order, discipline and efficiency and in connection therewith to establish and enforce reasonable rules and regulations.
- (c) To hire, transfer, lay-off, schedule, recall, promote, demote, classify, assign duties, discharge, suspend or otherwise discipline employees for just cause, provided that a claim of discriminatory transfer, promotion, demotion of classification or a claim that an employee has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided.
- (d) To have the right to plan, direct, and control the work and direction of employees and the operation of the facility. This includes the right to introduce new and improved methods, facilities, equipment and to control the amount of supervision necessary, work schedules, the combining or splitting up of departments, and the increases or reduction of personnel in a particular area or on the whole.

3.02 The Employer will exercise these rights in a manner consistent with the Collective Agreement and apply the provisions of the Collective Agreement in a reasonable manner.

ARTICLE 4 - NO DISCRIMINATION

- 4.01 The Employer and the Union agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practised by any of their representatives with respect to any employee because of her membership or non-membership in the Union or activity or lack of activity on behalf of the Union or by reason of exercising her rights under the collective agreement.
- 4.02 There shall be no discrimination on the part of the Employer, the Union or any employees covered by this Agreement by reason of race, creed, colour, marital status, sex, nationality, ancestry, place of origin, residence, age, political or religious affiliation or other factors not pertinent to performance with respect to employment, placement, promotion, salary determination or other terms of employment.
- 4.03 The Union and the Employer agree to abide by the Ontario Human Rights Code.
- 4.04 "Harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". ref: *Ontario Human Rights Code, Sec. 10 (1)*
- (a) "Every person who is an employee has a right to freedom from harassment ~~in~~ the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, same-sex partnership status, family status or handicap". ref: *Ontario Human Rights Code, Sec. 5 (2)*.

- (b) "Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee," (ref: Ontario **Human Rights Code, Sec. 7 (2)**).

The employee rights set out above shall be interpreted within the context of the Ontario Human Rights Code.

A nurse who believes that she has been harassed, contrary to this provision shall follow the process set out in the Complaint, Grievance and Arbitration procedure in Article 8 of the Collective Agreement prior to filing a complaint with the Ontario Human Rights Commission.

4.05

Retirement and Physi **ap**

- (a) The normal retirement age is sixty-five (65) years of age. The Employer may continue to employ an employee beyond retirement age, if the Employer determines that the employee can satisfactorily perform the requirements of her classification.
- (b) If an employee becomes disabled, including WSIB, with the result that she is unable to perform the regular functions of her position, the Employer may determine a special classification and salary, with the hope of providing an opportunity for continued employment.
- (c) Prior to any disabled employee returning to work from a disability including WSIB to a modified/light/alternate work program, the Employer will notify and meet with members of the bargaining unit executive to consult on a back to work program for the worker. Any agreement resulting from these discussions which conflicts with the collective agreement shall, subject to agreement by the Union, prevail over any provision of this agreement in the event of a conflict.

Nothing in this language obligates the Employer to establish a modified/light/alternative work program.

- (d) The parties recognize the duty of reasonable accommodation for individuals under the Human Rights Code of Ontario and agree that this Collective Agreement will be interpreted in such a way as to permit the Employer to discharge that duty.
- (e) Positions established under this article will not constitute new classifications and shall lapse upon the termination, resignation, or retirement of the employee in question.

ARTICLE 5 - NO STRIKES OR LOCKOUTS

- 5.01 The Union agrees there will be no strikes and the Employer agrees there will be no lockouts during the term of this Agreement. The term "strike" and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act 1995, as amended.

ARTICLE 6 - UNION COMMITTEES AND REPRESENTATIVES

- 6.01 The Employer will recognize the following:

- (a) Two (2) employee representatives. Upon mutual agreement of the parties, the number may be altered from time to time.
- (b) A Grievance Committee of two (2) employees.
- (c) A Negotiating Committee of two (2) employees.

Note: At Yorkview and Townsview the Negotiating Committee consists of three (3) employees.

- (d) A Union-Management Committee composed of an equal number of representatives of the Employer and the Union. Meetings of this Committee shall be held at the request of either party, but no more than once quarterly. The purpose of this Committee shall be to discuss matters relating to workload, scheduling matters, job content and other matters of mutual concern. Minutes of these meetings shall be maintained and signed by both parties. The role of Chairperson shall rotate between the parties.
- (e) All joint Employer Union meetings noted above shall be scheduled where practical, during the employee's working hours. The Employer will provide replacement staff where operationally required.

- 6.02 The Union will supply the Employer with the names of its representatives and any changes thereto.

- 6.03 The committees shall have the right to have the assistance of representatives or consultants from or acting on behalf of the Ontario Nurses' Association.

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

Notwithstanding the foregoing, it is understood and agreed that in circumstances where local issue bargaining commences after a central conciliation process, the

first day of such local negotiations will be treated for purposes of pay as if the negotiations commenced prior to conciliation.

6.05 The Employer agrees that a Union representative shall be given the opportunity of interviewing each newly hired employee, for a period not to exceed fifteen (15) minutes, and as early as practical during the probation period, for the purposes of advising such employees of their rights and obligations under the terms of this Agreement, and the Union may provide membership forms at this meeting.

6.06 Health & Safety

- (a) The Employer and the Union agree that they mutually desire to maintain standards of health and safety in the Home, in order to prevent accidents, injury and illness.
- (b) Recognizing its responsibilities under the applicable legislation, the Employer agrees to accept as a member of its Occupational Health and Safety Committee, at least one (1) ONA representative selected or appointed by the Union from the Employer.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs, and recommend actions to be taken to improve conditions related to Occupational Health and Safety.
- (d) The Employer agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.
- (e) Meetings shall be held quarterly or more frequently at the call of the Chair, if required. The Committee shall maintain Minutes of all meetings and make the same available for review.
- (f) All time spent by a member of the Occupational Health and Safety Committee attending meetings of the Committee and carrying out her duties shall be deemed to be time worked for which she shall be paid by the Employer at her regular or premium rate, as may be applicable, and she shall be entitled to such time from her work as is necessary.
- (g) The parties will abide by the Occupational Health and Safety Act.

6.07 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.

It is understood that all such occurrences will be reviewed at the Resident Care Conference.



6.08 Oakville/Townsville/Marnwood/St. Olga's/Strathaven

The Employer agrees to lend its best efforts to the scheduling of committee meetings involving ONA representation during scheduled working hours.

6.09 Mississauga

If facilities are available, the Employer may grant permission to the Association to hold meetings on the Employer's premises. Such meetings shall be preauthorized by the Employer.

ARTICLE 7 - UNION SECURITY

7.01 The Employer shall deduct monthly from the pay due to each employee who is covered by this Agreement a sum equal to the monthly Union dues of each such employee. Where an employee has no earnings during the first payroll period, the deduction shall be made in the next payroll period where the employee has earnings, within that month. The Union shall notify the employer in writing of the amount of such dues from time to time. The Employer will send to the Union its cheque for the dues so deducted in the month following the month in which the dues are deducted.

7.02 The Employer shall provide the Union with a list showing the names and Social Insurance Numbers of all employees from whom deductions have been made. The report will identify the name of the facility. The Employer will also identify all terminations and newly hired employees. At least once per calendar year, the Employer will provide the Union with a list which includes the addresses, shown on the Employer's personnel records, of all current members of the bargaining unit. The Employer will endeavour to provide information in electronic format if the Employer has the technology.

7.03 The Employer shall provide each employee with a T4 Supplementary slip showing the dues deducted in the previous year for income tax purposes where such information is or becomes readily available through the employer's payroll system.

7.04 The Union shall indemnify and save the Employer harmless with respect to dues so deducted and remitted.

ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE

8.01 The parties to this agreement believe it is important to adjust complaints and grievances as quickly as possible as provided for herein. The employee or Union shall first discuss any individual complaint informally with the Director of Care at the first opportunity.

8.02 In all steps of this grievance procedure an aggrieved employee, if she so desires may be accompanied by or represented by her employee representative. At Step

1 of the grievance procedure a representative of the Ontario Nurses' Association may be present at the request of either party.

- 8.03** Should any dispute arise between the Employer and an employee, or between the Employer and the Union, as to the interpretation, application, administration or alleged violation of any of the provisions of this Agreement, an earnest effort shall be made to settle such differences within ten (10) days of the occurrence.

Step No. 1

If further action is to be taken, then within ten (10) days of the discussion, the employee, who may request the assistance of her employee representative, shall submit the written grievance to the Administrator. A meeting will be held between the parties within ten (10) days. The Administrator shall give a written decision within ten (10) days of the meeting to the Bargaining Unit President or her designate with a copy to the Labour Relations Officer.

Step No. 2

Should the Administrator fail to render his decision or failing settlement of any grievance under the foregoing procedure, including any questions as to whether a matter is arbitrable, the grievance may be referred to arbitration by either party. If no written notice of intent to submit the matter for arbitration is received within ten (10) days after the decision under Step No. 1 is received, the grievance shall be deemed to have been settled or abandoned.

- 8.04** A written grievance will indicate the nature of the grievance and the remedy sought by the grievor.

- 8.05** Time limits fixed in the grievance and arbitration procedures may be extended only by written, mutual consent of the parties. Should the Employer not respond within the time limit(s) fixed, such failure to respond shall be deemed to be a denial of the grievance. Should a grievance not be submitted within the various time limits specified in this Agreement, unless mutually extended, it shall be considered to have been settled or abandoned.

- 8.06** Saturday, Sunday and designated paid holidays shall not be counted in determining the time within which any action is to be taken or completed under the grievance procedure.

- 8.07** Group Grievance

Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing signed by each employee who is grieving to the Administrator or her designate within ten (10) days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 1 and the

applicable provisions of this Article shall then apply with respect to the processing of such grievance.

8.08 Discharge Grievance

- (a) An employee shall only be discharged from the employment for just cause, except that an employee who has not completed the probationary period may be released based on a fair and proper assessment against reasonable standards of performance and suitability. An allegation of action contrary to this clause may be taken up as a grievance.
- (b) Such grievance shall proceed directly to Step No. 1 of the grievance procedure and must be presented in writing, dated and signed within ten (10) days following the discharge.

- 8.09**
- (a) If an employee is to be reprimanded or disciplined, she may have an employee representative present if she so requests.
 - (b) If an employee is to be suspended or discharged, the Employer shall notify her of this right prior to the outset of the meeting.

8.10 Policy Grievance - Union Grievance

The Union may institute a grievance alleging a general misinterpretation or violation of this Agreement by the Employer by submitting a written grievance at Step No. 1 within twenty (20) days after the circumstances have occurred. This section shall not apply to disciplinary grievances or application of competitive clauses under this Agreement.

8.11 Policy Grievance - Employer Grievance

The Employer may institute a grievance alleging a general misinterpretation or violation by the Union or any employee by filing a written grievance with the Bargaining Unit President, with a copy to the Labour Relations Officer within twenty (20) days after the circumstances have occurred. A meeting will be held between the parties within ten (10) days. The Union shall reply within ten (10) days after the meeting, and failing settlement, the matter may be referred to arbitration.

- 8.12**
- (a) Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its decision to submit the difference or allegation to arbitration, and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall, within ten (10) days, inform the other party of the name of its appointee to the Arbitration Board. The two appointees so selected shall within ten (10) days of the appointment of the second of them, appoint a third person who shall be the

Chairperson. If the recipient of the notice fails to appoint a nominee, or if the two nominees fail to agree upon a Chairperson within the time limit, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party.

- (b) Within ten (10) days of the receipt of notice referred to in Article 8.12(a) above, either party may require a process for a sole arbitrator, selected from the panel set out in Appendix "C", where the grievance concerns:
- i) a job posting
 - ii) a short term layoff
 - iii) responsibility pay, premiums, overtime and call-in pay
 - iv) entitlement to leave
 - v) scheduling issues
 - vi) any other grievance as mutually agreed

All references in Article 8 to an Arbitration Board shall be taken to include a sole arbitrator.

Once appointed the sole arbitrator shall have the power to mediate/arbitrate the grievance, including the power to impose a settlement in accordance with Article 8.17.

The parties agree that, where an informal process is initiated, presentations proceeding under this dispute resolution mechanism shall include a comprehensive opening statement and thereafter, shall be as short and concise as possible. The parties agree to make limited reference to authorities during such submissions.

Article 8.20 will apply to this Article, except where specifically modified by this Article.

The parties agree that Chairpersons under this mechanism shall be agreed from the names on Appendix C attached. Failing agreement, an Arbitrator will be appointed from Appendix C whose name follows the last Arbitrator appointed.

- 8.13** The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee affected by it.
- 8.14** The decision of a majority is the decision of the Arbitration Board, but if there is no majority the decision of the Chairperson shall govern.
- 8.15** No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.
- 8.16** 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. The Board of

Arbitration may make such decision as it may, in the circumstances, deem just and equitable and may vary or set aside any penalty or discipline imposed by the Employer relating to the grievance in question.

8.17 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.

8.18 Each of the parties shall pay its own expenses including pay for witnesses and the expense of its own nominee and one-half of the expenses and fees of the Chairperson.

8.19 The parties may agree that there are circumstances where the services of a grievance mediator may allow for an objective, independent review of the **issue(s)** in dispute and assist the parties in resolving grievances.

By mutual agreement the parties may extend the time limits and utilize the services of a Mediator.

The cost of the Mediator will be shared between the parties.

8.20 The parties may, by written agreement, substitute a sole Arbitrator for the Board of Arbitration and the Arbitrator shall possess the same powers and be subject to the same limitations as a Board of Arbitration.

8.21 It is understood and agreed that the Union (and not any individual or group of individuals) has carriage of all grievances throughout the grievance and arbitration procedure (save and except the complaint stage prior to Step 1) **All** agreements reached under the grievance procedure, (save and except those reached at the complaint stage prior to Step 1) between the representatives of the Employer and the representatives of the Union, will be final and binding upon the Employer, Union and **employee(s)**.

ARTICLE 9 - SENIORITY AND JOB SECURITY

9.01 (a) Seniority for full-time employees shall be defined as length of continuous service with the Employer since date of last hire.

(b) Part-time employees shall accumulate seniority and service on the basis of fifteen hundred (1500) hours paid equals one year of seniority and service.

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

(c) The probationary period shall be:

i) four hundred fifty (450) hours worked for full-time employees;

ii) four hundred fifty (450) hours worked or six (6) calendar months, whichever occurs first, for regular part-time employees; and,



- iii) three hundred sixty (360) hours worked or eight (8) calendar months, whichever comes first, for casual and relief part-time employees.

9.02 The Employer agrees to keep a seniority list for all bargaining unit employees and to post the same in a conspicuous place and supply copies of the current list to the Union twice a year.

Note: At St. Olga's and Strathaven include the following:
in the months of January and July, and prior to any lay-off.

9.03 Seniority shall be retained and accumulated when an employee is absent from work under the following conditions.

- (a) when on approved leave of absence with pay;
- (b) when on an approved leave of absence without pay, not exceeding thirty (30) consecutive calendar days;
- (c) when in receipt of illness allowance;
- (d) when in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for a period of twenty-four (24) months;
- (e) when on pregnancy or parenting leave.

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

9.04 Seniority shall be retained but not accumulated when an employee is absent from work under the following conditions:

- (a) when on an approved leave of absence without pay, not provided for in 9.03(b) above;
- (b) when absent due to layoff for a period of thirty (30) calendar months;
- (c) when in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for the period beyond twenty-four (24) months and up to thirty (30) months;
- (d) when on illness absence not paid by the employer for a period up to thirty (30) months.

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

9.05 An employee shall lose all seniority and shall be deemed terminated if she:

- (a) resigns;
- (b) is discharged and not reinstated;

- (c) is absent for three (3) consecutive working days without notifying the Employer unless a satisfactory reason is given;
- (d) is laid off for more than thirty (30) calendar months;
- (e) retires;
- (f) when in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for the period in excess of thirty (30) months;
- (g) when on illness absence not paid by the employer for a period in excess of thirty (30) months;
- (h) fails upon being notified of a recall to a position of the same employment status held prior to the layoff (other than a temporary or casual position) to signify her intention to return within seven (7) calendar days after she has received the notice of recall mailed by registered mail to the last known address according to the records of the Employer and fails to report to work within fourteen (14) calendar days after she has received the notice of recall or such further period of time as may be agreed by the parties.

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

9.06

- (a) Where a vacancy which is not covered by Article 9.07 occurs in the bargaining unit, which the Employer intends to fill, or a new position within the bargaining unit is established by the Employer, such vacancy shall be posted in the workplace for a period of ten (10) consecutive calendar days. Employees may make written application to their immediate supervisor for such vacancy within the period referred to herein. Applicants will be considered in accordance with Article 9.08. The name of the successful applicant shall be posted by the Employer. If requested, a copy of the job posting shall be given to the Bargaining Unit President, it being understood that this administrative exercise in no way inhibits the process or completion of the job posting process.
- (b) Subsequent vacancies caused by the filling of an earlier vacancy need only be posted for seven (7) consecutive calendar days.
- (c) Where an employee will be absent on vacation, she may indicate in writing to her immediate supervisor her interest in any posting that may occur during her absence. This written indication will be treated as an application for the posting.
- (d) The Employer may temporarily fill any such vacancy or position while observing the procedure herein set forth until such time as a successful candidate has been chosen.
- (e) The job posting requirements apply, prior to the exercise of recall rights by laid off employees and notwithstanding the existence of layoff notices.

- 9.07**
- (a) Vacancies which are not expected to exceed sixty (60) calendar days may be filled at the discretion of the Employer. In filling such vacancies, consideration shall be given to part-time employees in the bargaining unit on the basis of seniority who are qualified to perform the work in question prior to hiring new employees from outside the Nursing Home. It is understood, however, that where such vacancies occur on short notice, failure to offer part-time employees such work shall not result in any claim for pay for time not worked while proper arrangements are made to fill the vacancy
 - (b) A part-time employee who is awarded a temporary full-time position shall be deemed to retain her part-time status.
 - (c) If no internal applicant is qualified to perform the required work, the Employer may fill the vacancy from outside the bargaining unit.
 - (d) The employee shall have the right to return to her former position upon return of the employee whose position she is filling.

9.08 In all cases of job postings under Article 9.06 above, the following factors shall be considered:

- (a) skill and ability;
- (b) seniority.

Where the factors in (a) are relatively equal, seniority shall govern.

9.09 Notwithstanding the level of entry to practice (baccalaureate degree in nursing which will become effective in 2005), the employer will not establish qualifications, or identify them in job postings, in an arbitrary or unreasonable manner.

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

9.11 Layoff and Recall

- (a) A layoff of employees shall be made on the basis of seniority, based on an integrated seniority list of all hours paid since date of last hire. It is understood and agreed that through the bumping procedure the first to be laid off are probationary employees followed by those who work casual or relief shifts. No agency or new hires will be used when there is an employee on layoff provided that the employees on layoff will meet the staffing requirements of the Home.

An employee will not be laid off out of seniority order if her lack of qualification for a junior employee's shift can be remedied by a three (3) day orientation to that shift. An employee will not be denied recall to a shift if her

lack of qualification for the recall opportunity can be remedied by a three (3) day orientation to that shift.

- (b) Recall to a regular part-time or full-time position shall be in order of seniority. An employee will respond to a registered notice of recall within seven calendar days of receipt of same and shall be available for work within an additional fourteen (14) days unless otherwise agreed.
- (c) The Employer and Union will meet and discuss the layoffs at the earliest opportunity. This discussion will include the service which the Home will undertake after the layoff.

9.12 Notice to Union of Long Term Layoff

In the event of a pending lay-off of a permanent or long-term nature, the Home will:

- (a) Provide the Union with ninety (90) days' notice;
- (b) Meet with the Union to review the following:
 - i) the reasons causing the lay-off;
 - ii) the service which the Home will undertake after the lay-off;
 - iii) the method of implementation, including areas of cutback and the employees to be laid off.

It is understood that permanent or long-term nature means a lay-off which will be longer than eight (8) weeks.

9.13 Ninety (90) days' notice of layoff shall be given to each affected individual which is not pyramided on the notice provided for in Article 9.12.

9.14² No reduction in the hours of work shall take place to prevent or reduce the impact of a lay-off without the consent of the Union, such consent not to be unreasonably withheld when shown to be in the best interests of residents.

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

9.16 Where a full-time employee receives a long-term layoff, she or he shall be entitled to receive, within twelve (12) months of the layoff, and upon the presentation of appropriate receipts, reimbursement of retraining costs up to \$2,500.00. For regular part-time employees the maximum is \$1,500.00 and for casual/relief part-time employees the maximum is \$250.00.

An employee, upon long-term layoff, at her or his own expense, and except for short and long-term sickness and income protection, may continue benefit coverage for

² Superior condition to be maintained.

a period of twelve months following the layoff by arranging to pay the full premiums, in advance, on a quarterly basis.

9.17 Positions Outside the Bargaining Unit

- (a) An employee who substitutes temporarily in a position outside the bargaining unit shall be covered by the collective agreement for the duration of the assignment. Bargaining unit employees shall be given the first opportunity to fill the resulting vacancy.
- (b) An employee who accepts a promotion with the Employer to a permanent position outside the bargaining unit and who is returned to the bargaining unit within three months shall be given credit for all seniority and service accrued while outside the bargaining unit plus all seniority and service accrued in the bargaining unit prior to the promotion. Should the employee return to the bargaining unit, all other employee(s) shall revert to their previous positions.

9.18 Change of Status

A part-time employee whose status is altered to full-time will be given credit for seniority and service on the basis of fifteen hundred (1500) paid hours being equivalent to one (1) year of full-time seniority and service and vice-versa. In addition, an employee whose status is so altered will be given credit for hours accumulated since date of last advancement proportionate to a full year.

Note: Provisions relating to retention of sick leave credits on transfer to part-time status will be dealt with under the sick leave issue and will not be deleted by this standard language. Similar treatment will apply to provisions on vacation or other credits on transfer.

ARTICLE 10 - EMPLOYEE FILES

- 10.01 Having provided a written request to the Director of Care, or her designate, 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 the Director of Care, at a mutually agreeable time.
- 10.02 The Employer will accommodate reasonable requests for copies of performance appraisals and records of discipline in an employee's file.
- 10.03 Letters of discipline shall be removed from an employee's file eighteen (18) months following the receipt of such letters provided that the employee's disciplinary record has remained discipline free over the eighteen (18) month period.
- 10.04 When, as a result of a formal review of an employee's performance, the performance of an employee is judged to have been unsatisfactory, the employee

concerned must be given an opportunity to sign and review the form in question, to indicate that its contents have been read.

ARTICLE 11 - LEAVE OF ABSENCE

11.01 Personal Leave of Absence

The Administrator may grant a request for leave of absence for personal reasons without pay provided that he receives at least one (1) month's clear notice, in writing, unless impossible, and provided that **such** leave may be arranged without undue inconvenience to the normal operations of the Nursing Home. Employees when applying for such leave shall indicate the proposed date of departure and return. Such leave shall not be unreasonably withheld.

11.02 Union Leave

(a) Local Union Leave

The Employer agrees to grant leaves of absence without pay to no more at one time than **two** (2) employees selected by the Union to attend Union business, including conferences and conventions. The aggregate total number of days of leave, including Provincial Committee Leave, will not exceed sixty-five (65) working days in a calendar year.

Brantwood

Leave of absence for Union business shall be given provided adequate written notice is given to the Employer. The Employer agrees that permission for such leave will not be unreasonably withheld.

Marnwood

Note: No limit to the number of employees **off** at one time.

Mississauna

The Union will give at least two (2) weeks' notice when possible that such leave is required.

Norcliffe

Providing reasonable notice is given, the Employer will not arbitrarily withhold leave **of** absence to employees to attend Union business. Not more than one (1) employee shall be on **such** leave of absence at any time.

Stoney Creek

Upon delivery of **two (2)** weeks' written notice to the Employer and provided that such leave of absence shall not involve more than one scheduled employee at each occasion.

Yorkview

Provided adequate notice is given to the Home, and provided another employee will **fill in**.

St. Olga's/Strathaven

The Union will give at least (2) weeks' notice when possible that such leave is required.

(b) Leave of Absence for Employees on the Board of Directors of the Ontario Nurses' Association

An employee who is elected to the Board of Directors of the Ontario Nurses' Association other than to the office of President shall be granted leave of absence without pay up to a total of one-hundred (100) days annually. Leave of absence for board members of the Ontario Nurses' Association will be separate from the Union leave provided in (a) above.

(c) Leave of Absence for the President of the Ontario Nurses' Association

An employee who is elected to the office of President of the Ontario Nurses' Association shall be granted upon request **leave(s)** of absence without loss of seniority and **benefits** up to **two (2)** years. During such leaves of absence salary and benefits will be kept whole by the Employer and the Union agrees to reimburse the Employer for such salary and Employer contributions to benefits. The worker agrees to notify the Employer of her intention to return to work within **two (2)** weeks following termination of office.

(d) Leave of Absence for Employees Who Serve as Local Coordinators for the Ontario Nurses' Association

An employee who serves as Local Coordinator for the Ontario Nurses' Association shall be granted leave of absence without pay up to a total of thirty (30) days annually. Leave of absence for Local Coordinators for the Ontario Nurses' Association will be separate from the Union leave provided in (a) above.

(e) The Employer agrees to keep the salary and benefits whole for all employees on Union Leave under clauses (a), (b), (c) and (d) above, and will bill the Union for such salary, as well as E.I., C.P.P., E.H.T. and W.S.I.B. premiums, vacation pay (where such employee is paid a percentage of earnings) and RRSP and/or percentage in lieu contributions as applicable.

It is understood that employees accrue seniority and service for all purposes while on these leaves. This clause is subject to any "effect of absence" clause, it being understood that the Union would make any prepayment of premiums under this provision, rather than the employee. It is further understood that should EHT be switched to a premium based financing method there will be no obligation to reimburse the Employer for that cost.

11.03 Profession and Ju Leaves

- (a) Leave of absence with pay or without pay may be granted to employees to attend professional and educational meetings, courses, or other events which may be judged beneficial to the employee's professional development, especially as it relates to her responsibilities with the Employer.
- (b) Where an employee is required by the Employer to attend a course or workshop, the Employer agrees to pay any applicable fee and the Employer agrees to compensate such employees for the time off from work as the result of attending the course.
- (c) Leave of absence without pay may be granted to employees for up to one (1) academic year to attend further education which may be judged by the employer to be beneficial to the employee's professional development, especially as it relates to her responsibilities with the Employer. This request shall not be unreasonably denied. The employee who is granted such a leave will make a commitment to return to work for a period equal to that of the leave.

(d)³ Marnwood

Professional leave with pay will be granted to employees who are elected to the College of Nurses of Ontario to attend the regularly scheduled meetings.

11.04 Compassionate Leave

- (a) Upon the death of an employee's spouse, spouse to include same sex partner, parent, child or stepchild, an employee shall be granted leave up to a maximum of five (5) continuous calendar days, a maximum of three of which shall be without loss of pay. One of the days of leave shall include the day of the funeral or equivalent service. Additional days off with or without pay may be granted by the Employer.
- (b) When a death occurs in the immediate family of an employee, the employee shall be granted leave up to a maximum of three (3) consecutive days without loss of pay around the date of the funeral or equivalent service provided that the employee must be regularly scheduled to work such days to receive pay.

³ Superior condition to be maintained.

- (c) Immediate family shall be defined as father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, grandmother, grandfather and grandchildren.
- (d) An employee shall be granted one (1) day bereavement leave without **loss** of pay to attend the funeral, or if there is no funeral, an equivalent service for his or her aunt or uncle, niece or nephew. Where there is a funeral but the employee cannot attend by reason of religion or other protected grounds under the Ontario Human Rights Code, the employee shall be granted one **(1)** day bereavement leave without **loss of** pay to attend an equivalent service within a week following the funeral.
- (e) An employee will not be eligible to receive payment for any period in which she is receiving any other payments. For example, holiday pay, vacation pay or sick pay.
- (9)** Where it is necessary, because of distance, the employee may apply for personal leave of absence in addition to bereavement leave. Permission for such leave shall not be unreasonably withheld.

11.05

Pregnancy and Parental Leave⁴**(A)** Pregnancy Leave

- (a) Pregnancy/Parenting leave will be granted in accordance with the Employment Standards Act as amended in this provision.
- (b) If possible the employee shall give written notification at least one (1) month in advance of the date of commencement of such leave and the expected date of return.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Employer at least four **(4)** weeks in advance thereof. The employee shall be reinstated to her former position, unless the position has been discontinued in which case she shall be given a comparable job.
- (d) Effective upon confirmation by the Employment Insurance Commission of the appropriateness of the Home's Supplemental Employment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement, who has completed thirteen (13) weeks of continuous service and has applied for and is in receipt of Employment Insurance pregnancy/parenting benefits pursuant to Sections 22 and 23 of the Employment Insurance Act, 1977, shall be paid a Supplemental Employment Benefit. That benefit will be equivalent to the difference between seventy-five percent **(75%)** of her regular weekly earnings and the **sum** of her weekly Unemployment

⁴ Superior condition to be maintained.



Insurance benefits and any other earnings. Such payment shall commence following receipt by the Home of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance Pregnancy/Parenting Benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of twenty-five (25) 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 employee does not have any vested right except to receive payments for the covered unemployment period. The Plan provides that payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the Plan.

(B) 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 the child or the date the child first came into care or custody of the employee, shall be entitled to parental leave.
- (b) Parental leave must begin no later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of the parent for the first time. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to thirty-five (35) weeks in duration if the employee also took pregnancy leave and thirty-seven (37) weeks in duration if she did not.
- (c) 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.
- (d) For the purposes of parental leave, the provisions under A (a), (c) and (d) shall also apply.

Note: At Mississauga SUB Top is limited to 15 weeks for pregnancy and 10 weeks for parental.

11.06

Jury and Witness Duty

An employee required to serve on jury duty, or as a witness in a case in which the Crown is a party, or as a witness at an inquest, or as a witness in a case arising out of her employment, or as a witness at a hearing of the College of Nurses of Ontario, shall not lose regular pay because of such attendance, provided that the employee:

- (a) shall notify the Director of Care, as soon as possible, when required to serve under any of the above circumstances;
- (b) presents proof of ~~service~~ requiring her attendance;
- (c) deposits with the Employer an amount equal to the jury duty attendance fees received by the employee in any above cases but not any expenses paid by the employee and received from the authorities for necessary travel, accommodations and meals;
- (d) will normally come to work during those scheduled hours of the day shift that she is not required to attend court. In the event that an employee is scheduled to the afternoon shift, she shall not be required to attend court and then report for duty the same day; and
- (e) will not be required to work on the night shift prior to such duty. Where the employee's presence is required in court past 1700 hours, she shall not be required to attend work for her night shift commencing later that day.

11.07

Employees seeking to be appointed by the Province as classifiers shall have their applications co-signed by the Employer. Subject to operational requirements employees offered such assignments by the Province will be granted leave without pay. On the basis that the Employer will be fully reimbursed for any such leave by the Ministry of Health, the Employer will maintain the employee's regular straight time wages and will provide full accumulation of seniority and service and as well as all other benefits under the collective agreement. If such leave is not fully funded by the Ministry of Health, it shall be without pay and subject to the effect of absence language.

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Effect of Absence

Where any leave of absence without pay exceeds thirty (30) continuous calendar days, the following shall apply:

- (a) The Employer shall pay its share of the health and welfare benefits for the calendar month in which the leave commences and in the month immediately following.
- (b) If the leave of absence exceeds thirty (30) consecutive calendar days, benefit coverage may be continued by the employee, provided that she pays the total cost of the premiums to the Employer for each monthly period in excess of the thirty (30) consecutive calendar days leave of absence except as modified by a).
- (c) Benefits will accrue from the date of return to employment following such leave of absence.

- (d) The employee's anniversary date for salary increases shall be adjusted by the period of time in excess of the thirty (30) continuous calendar days, and the new anniversary date shall prevail thereafter.
- (e) Seniority, service, vacation credits or any other benefits under any provision of the collective agreement or elsewhere will not accumulate, but will remain fixed at the amount held at the commencement of the leave.
- (f) Notwithstanding the above, the Employer shall continue to pay its share of the premium for the benefit plans for employees who are on paid leave of absence or WSIB, and will continue to pay its share of the premium for the benefit plans in accordance with the Employment Standards Act for employees who are on pregnancy/parental leave. It is understood that the obligation of the employer to pay its share of the health and welfare benefits while an employee is on WSIB **shall** continue only **so** long as the employment relationship continues or thirty months, whichever occurs first unless prohibited by legislation.
- (g) It is understood that an employee who chooses to continue benefits under a), b) or f) above shall provide the employer with payment for the amount required on or before the first day of the month in which payment is due.
- (h) Notwithstanding 11.08 (e), when an employee is on an educational leave under Article 11.03 above, she will continue to accumulate seniority for up to one (1) academic year. The employee will have the option of remaining in the benefits plans provided she pays the total cost of such benefit premiums subject to clause (a) above. Seniority for part-time will be based on average over the last twenty-six (26) weeks prior to Leave of Absence
- (i) In cases of absences for pregnancy and parental leave under the Employment Standards Act, seniority and service shall accrue for the duration of the leave and the Employer will maintain its share of the insured benefit premiums provided the employee issues a cheque to the Employer covering her portion of the premiums each month in advance.

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

ARTICLE 12 - PAID HOLIDAYS

- 12.01 (a) A full-time employee who otherwise qualifies hereunder shall receive the following paid holidays:

New Year's Day (Jan. 1 st)	Labour Day
3rd Monday in February	Thanksgiving Day
Easter Monday	Remembrance Day (Nov. 11 th)
Good Friday	Christmas Day (Dec. 25 th)
Victoria Day	Boxing Day (Dec. 26 th)
Canada Day (July 1st)	Civic Holiday

- (b) If another Federal, Provincial or Municipal holiday should be proclaimed during the term of this Agreement, such additional proclaimed holiday will replace one of the above named holidays as agreed by the parties. The intent is that there will be no more than twelve (12) paid holidays per calendar year for the duration of this agreement.

12.02 Holiday pay for full-time employees will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday at her regular rate of pay.

- 12.03 (a) In order to be eligible for a paid holiday, a full-time employee must have worked her last scheduled shift immediately preceding, and her first scheduled shift immediately following, the holiday; provided an employee shall not lose holiday pay if she is absent on any such days, and such absence is a scheduled day off, is a vacation day, is excused by the Home, or is the result of an illness or injury confirmed by a physician's certificate, if requested, or is on approved leave of absence. Employees shall not be entitled to holidays with pay which fall during the period of Pregnancy, Parental, WSIB, or unpaid leave of absence over thirty (30) days.

A full-time employee who is absent as a result of legitimate illness or accident which commenced within a calendar month of the date of the holiday will be eligible for the holiday(s), to a maximum of two (2) holidays in any period of illness.

Full-time employees who are not required to work on any of the foregoing holidays shall be given the day off with pay.

- (b) An otherwise eligible full-time employee, who is scheduled to work on one of the designated holidays but does not report to work and work as scheduled, shall forfeit her holiday pay for the particular holiday unless absent for a bona fide reason.

12.04 An employee who is required to work on any of the above named holidays shall be paid at the rate of time and one-half (1½) her regular straight time rate of pay for all hours worked on such holiday. In addition, a full time employee will receive a lieu day off with pay in the amount of her regular straight time hourly rate of pay times the number of hours in a normal daily tour.

12.05 A tour that begins or ends during the twenty-four (24) hour period on the day of the above holiday, where the majority of hours worked falls within the holiday, shall be deemed to be work performed on the holiday for the full period of the tour.

- 12.06 (a) If a paid holiday falls during a full-time employee's vacation, her vacation shall be extended accordingly, unless the employee and the Employer agree to schedule a different day off with pay on a mutually agreeable day within a period of eight (8) weeks after the holiday, providing the employee qualifies for the holiday pay.

- (b) If a paid holiday falls on a full-time employee's regular day off, another day off with pay shall be scheduled on a mutually agreeable day within a period of eight (8) weeks after the holiday, providing the employee qualifies for the holiday pay.
- (c) Failing such mutual agreement in either (a) or (b) above, the full-time employee shall be paid in accordance with Article 12.02. Notwithstanding the foregoing, if the Home is unable to offer any lieu day to the employee, the period of time for scheduling such days will be repeated.

12.07 Paid Holidays - Long Weekends

- (a) Unless an employee requests otherwise, when she is scheduled to work a weekend where a paid holiday falls on the Monday or the Friday, the Employer shall endeavour to also schedule her to work the paid holiday.
- (b) Unless an employee requests otherwise, when she is scheduled off on a weekend where a paid holiday falls on the Monday or the Friday, the Employer shall endeavour to schedule the employee off the paid holiday.

12.08 Marnwood

The Employer will endeavour to arrange the paid holidays to be divided equitably among the employees in the Home.

Strathaven

The Employer will endeavour to arrange the paid holidays to be divided equitably among the employees in the Home. The Employer will endeavour to schedule work on paid holidays to be divided equitably among the employees in the Home.

12.09 Brantwood

The Lieu time off for a statutory holiday will be scheduled within one (1) month of the holiday unless it is mutually agreed between the Full-Time employee and the Employer that such lieu day be taken at another time.

Mississauna

An employee may accumulate lieu days which may be taken 30 days prior to or 30 days following the holiday at her request singly or consecutively or added to her vacation.

ARTICLE 13 – VACATIONS

Full-time vacation entitlement

Oakville

All Full-Time employees shall be granted vacation with pay as follows:

- (a) Less than one **(1)** year of employment - 1.25 days per month of employment.
- (b) After one **(1)** year of employment - three (3) weeks.
- (c) After three (3) years of employment - four **(4)** weeks.
- (d) After fifteen (15) years of employment - five **(5)** weeks
- (e) After twenty-five (25) years of employment - six **(6)** weeks.

Townsvie

All Full-Time employees shall be granted vacation with pay as follows:

- (a) Less than one **(1)** year of employment - 1.25 days per month of employment.
- (b) After one (1) year of employment - three (3) weeks.
- (c) After three (3) years of employment - four **(4)** weeks.
- (d) After fifteen **(15)** years of employment - five (5) weeks
- (e) After twenty-five (25) years of employment - six **(6)** weeks.

Brantwood

All Full-Time employees shall be granted vacation with pay as follows:

- (a) An employee who has completed less than one **(1)** year of continuous service shall be entitled to a vacation with pay at her regular rate of 1.25 days for each completed month of service, not to exceed fifteen (15) working days;
- (b) Employees who have completed one **(1)** more years of continuous service but less than three (3) years of continuous service shall receive an annual vacation of three (3) weeks with pay at her regular rate, not to exceed fifteen (15) working days;



- (c) Employees who have completed three (3) years or more **continuous** service within the current year shall be entitled to four (4) weeks vacation with pay at her regular rate and such shall not exceed twenty (20) days.
- (d) Employees who have completed fifteen (**15**) years or more of continuous service within the current year shall be entitled to five (5) weeks vacation with pay at her regular rate and such shall not exceed twenty-five (**25**) days.
- (e) Employees who have completed twenty-five (25) years or more of continuous service within the current year shall be entitled to six (6) weeks vacation with pay at her regular rate and such shall not exceed thirty (30) days.

Marnwood

All full-time employees shall be granted vacation with pay as follows:

- (a) Less than one (1) year of employment - **1.25** days per month of employment;
- (b) one (**1**) or more years, but less than ~~two~~ (2) years of employment - three (3) weeks;
- (c) in the third year of employment - four (4) weeks;
- (d) fifteen (**15**) or more years - five (5) weeks;
- (e) twenty-five (**25**) or more years - six (6) weeks.

Those employees employed prior to October 9, 1990 shall continue to be entitled to their existing vacation entitlement in effect in the April **22**, 1987-April **22**, 1989 collective agreement.

NOTE: In prime time (July and August of each year) no more than **two (2)** weeks may be taken unless staffing permits.

Mississauna

All full-time employees shall be granted vacation with pay as follows:

- (a) Less than one (1) year of employment - **1.25** days per month of employment.
- (b) One (~~1~~) year but less than 2 years - three (**3**) weeks.
- (c) In the third year of employment, four (4) weeks.

- (d) After fifteen (15) years or more - five (5) weeks.
- (e) After twenty-five (25) years of employment - six (6) weeks.

Norcliffe

- (a) All Full-Time employees shall receive an annual vacation (with pay as set down below) as follows:
 - i) Up to one (1) year - one and one quarter (1-1/4) working days for each month;
 - ii) One (1) year and less than three (3) years -three (3) weeks;
 - iii) Three (3) years and less than fifteen (15) years - four (4) weeks;
 - iv) More than fifteen (15) years - five (5) weeks;
 - v) Twenty-five (25) or more years - six (6) weeks..
- (b) Notwithstanding Articles 13.01 (a) and (b), the Director of Nursing shall receive four (4) weeks annual vacation until such time as she has seventeen (17) years of service, at which time she shall receive five (5) weeks annual vacation.

Employees will not be allowed to take vacations in advance of accrued credits. No vacation credits shall be earned for any month in which the employee is absent without pay for more than ten (10) days in that month.

Stoney Creek

All full-time employees shall be granted vacation with pay as follows:

- (a) Less than one (1) year of employment - 1.25 days per month of employment;
- (b) one (1) or more years of continuous service -three (3) weeks;
- (c) three (3) or more years of continuous service - four (4) weeks;
- (d) fifteen (15) or more years of continuous service - five (5) weeks;
- (e) Twenty-five (25) or more years of continuous service - six (6) weeks;
- (9) If an employee works or receives paid leave for less than fifteen hundred (1500) hours in the vacation year, she will receive vacation pay based on a percentage of her gross salary for work performed on the following basis:

- i) three (3) week entitlement- 6%
- ii) four **(4)** week entitlement - 8%
- iii) five **(5)** week entitlement- 10%
- iv) six **(6)** week entitlement- 12%

St. Olga's/Strathaven

All Full-Time employees shall receive an annual vacation with pay **as** follows:

- (a) Less than one **(1)** year of employment - 1.25 days per month of employment;
- (b) After one **(1)** year of employment -three (3) weeks;
- (c) After three (3) years of employment - four **(4)** weeks;
- (d) After fifteen (15) years of employment - five **(5)** weeks;
- (e) After twenty-five **(25)** years of employment – six (6) weeks.

Yorkview

- (a) Employees who have not completed one year of service **as** of the **June 30** cut-off date will be granted one and one-quarter days vacation for each month of service. Vacation pay for such employees will be six percent (6%) of gross earnings during the vacation year.
- (b) Employees with one year of service on or before June 30th of the current year shall receive fifteen days vacation. Pay for such employees will be six percent (6%) of the gross earnings for the vacation year.
- (c) Employees with three (3) years service on or before June 30 in any year shall receive twenty (20) days vacation. Vacation pay for such employees shall be eight percent **(8%)** of the gross earnings for the vacation year.
- (d) Employees with fifteen (15) years service on or before June 30 in any year shall receive twenty-five (25) days vacation. Vacation pay for such employees shall be ten percent (10%) of the gross earnings in the vacation year.
- (e) Employees with twenty-five (25) years service on or before June 30 in any year shall receive thirty (30) days vacation. Vacation pay for such employees shall be twelve percent (12%) of the gross earnings in the vacation year.

13.02

Part-time (and relief) vacation entitlementCreek/St. Olga's/Strathavei

All Part-Time employees shall be entitled to vacation pay based upon the applicable percentage provided in accordance with the vacation entitlement of Full-Time employees:

- (a) three (3) week entitlement - 6%
- (b) four (4) week entitlement - 8%
- (c) five (5) week entitlement - 10%
- (d) six (6) week entitlement - 12%

Marnwood - Those employees employed prior to October 9, 1990 shall continue to be entitled to their existing vacation entitlement in effect in the April 22, 1987-April 22, 1989 Collective Agreement.

NOTE: In prime time (July and August of each year) no more than two (2) weeks may be taken unless staffing permits.

Brantwood

All Part-Time employees shall be granted vacation on the following basis:

- (a) Less than three (3) years of employment - three (3) weeks at six percent (6%) of gross earnings as vacation pay.
- (b) Three (3) or more years of employment, but less than fifteen (15) years of employment, four (4) weeks vacation at eight percent (8%) of gross earnings as vacation pay.
- (c) Fifteen (15) or more years of employment, five (5) weeks vacation at ten percent (10%) of gross earnings as vacation pay.
- (d) Twenty-five (25) or more years of employment, six (6) weeks vacation at twelve percent (12%) of gross earnings as vacation pay.

Mississauna

All part-time employees shall be entitled to vacation pay based upon the applicable percentage provided in accordance with the vacation entitlement of full-time employees:

- (a) four (4) week entitlement - 8%
- (b) five (5) week entitlement - 10%

- (c) six (6) week entitlement - 12%
- (d) seven (7) week entitlement - 14%

Norcliffe

All Part-Time employees shall receive an annual vacation (with pay as set down below) in accordance with past practice.

Vacation pay shall be based on the applicable percentage of gross earnings in the preceding year (described in Clause (d)) as follows:

- i) Less than three (3) years of employment - six percent (6%);
- ii) Three (3) years or more of employment - eight percent (8%);
- iii) Seventeen (17) years or more of employment - ten percent (10%)
- iv) Twenty-five (25) or more years of employment - twelve percent (12%).

Yorkview

For the purposes of this section, the number of day's vacation shall be considered working days. Part-time employees shall receive a pro-rated vacation time entitlement, based upon the number of days regularly worked in a normal work week.

13.03

Brantwood

For the purposes of calculating vacations and eligibility, the vacation year shall be from May 1st of any year to April 30th of the following year.

rkview

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

Strathaven

For the purposes of calculating vacations and eligibility, the vacation year shall be from July 1 to June 30 of the following year.

Stoney Creek

The vacation year is a period between the employee's anniversary dates.

13.04 Part-time Vacation Pay

Part-time employees shall receive vacation pay at the applicable percentage on each **bi-weekly** pay cheque. Part-time employees shall receive vacation entitlement on the basis of 1500 hours paid which shall equal one year of service.

If the Employer currently has the computer systems' capability to implement **bi-weekly** Vacation pay, they shall do so by the start of the next vacation year or earlier.

Those Employers with no computer capability will endeavour to implement **bi-weekly** vacation pay if there is no significant administrative burden, by the start of the next Vacation year or earlier. If the employer does not so implement, it will provide reasons in writing to the Union.

Where possible without extensive programming changes, the amount of vacation pay will be separately identified on the pay stub.

13.05 When an employee's employment is terminated for any reason, full payment for vacation earned but not taken will form part of such employee's termination.

13.06 Scheduling

- (a) Vacation quotas shall not be unduly restrictive and shall only include members of the bargaining unit.
- (b) In the event of conflict, where more than one employee requests the same period of vacation than staffing permits seniority shall be the deciding factor. The parties agree that the proper operation of the Home will be considered at all times when granting or denying vacation requests.
- (c) A week of vacation shall be defined as seven (7) consecutive calendar days which includes five (5) vacation days and ~~two~~ (2) days off.

d) Oakville/Townsvew/Marnwood/St. _____ t _____

Vacation may commence on any day of the week.

Norcliffe

It is further understood that single vacation days may be granted providing these days are requested in writing at least ~~six~~ (6) weeks in advance of the vacation day.

(e) Oakville/Marnwood

The weekend before and after the vacation shall be scheduled off, if mutually agreed.

Townsvie

The weekend before and after the vacation shall be scheduled off, if requested by the employee.

Stoney Creek

The Employer will endeavour to provide vacation weeks off inclusive of weekends at the start and at the end of the vacation period.

St. Olga's/Strathaven

The Employer will endeavour to provide vacation weeks off inclusive of weekends at the start and at the end of the vacation period.

(9) Oakville/Townsvie

Vacation may be taken at any time of the year except vacation will not normally be granted between December 15th and January 15th.

Marnwood

Vacation may be taken at any time of the year.

Mississauga

Normally vacation **will not be** scheduled over the Christmas, **New** Years period however, applications with compelling reasons for this Home will be considered.

Strathaven

Vacations during the June 15 to September 15 period will be limited to 2 consecutive weeks in duration. Consideration will be given to additional consecutive weeks of vacation upon written request.

- (g) Employees shall request vacation in writing by March 15th. The employee shall be notified of approved vacation by April 15th. Written requests submitted after the March 15th deadline shall be dealt with on a first come first serve basis.

St. Olga's

All vacation requests must be submitted to the Director of Nursing, in the prescribed form, by March 31 of each year. An approved schedule will be posted by April 30th of each year. Written requests submitted after the March deadline shall be dealt with on a first come first serve basis.



(h) Oakville

Employees shall arrange vacation with the Employer by filling out the vacation request form on an individual basis. The Employer shall reply in writing to the employee within two (2) weeks of such request.

Townsvew

Employees shall arrange vacation with the Employer by filling out the vacation request form on an individual basis. The Employer shall reply in writing to the employee within two (2) weeks of such request. Registered Nurses shall be replaced with a Registered Nurse for vacation periods provided they are available.

Norcliffe

All vacation requests must be submitted to the Director of Nursing, in the prescribed form, at least six (6) weeks in advance of the vacation dates, save and except in extenuating circumstances.

(i) Vacation requests shall not be unreasonably denied.

(j) Mississauga

No changes shall be allowed in the schedule except upon consent of the employees affected and the Employer.

Yorkview

Where more employees request the same period of vacation than schedules permit, then seniority shall be the deciding factor, and when possible, employees' requests to switch vacation entitlement amongst themselves shall not be unreasonably denied.

(k) Prior to leaving on vacation, employees shall be notified of the date and time on which to report for work following the vacation.

(l) Oakville

All vacation must be taken by May 31st of the year following the year in which it was earned.

Townsvew

All vacation must be taken by June 30th of the year following the year in which it was earned.



Brantwood

Vacation shall be taken during the current calendar year

Norcliffe

An employee may only accrue a maximum of twenty (20) days of vacation credits.

St. Olga's/Strathaven

Vacation entitlement will be granted to all full-time and part-time nurses in accordance with the above schedule and employees will not be allowed to take vacation in advance of accrued credits. Vacations are not cumulative from year to year and all vacations must be taken by June 30th of the following year. Employees may not waive a vacation and draw double pay.

Stoney Creek

Unused vacations may not be accumulated without prior approval in writing of the Administrator.

Yorkview

Vacations are not cumulative from year to year and all vacations must be taken by June 30th of the year following. Employees may not waive a vacation and draw double pay.

- (m) Part-time employees must take at least two (2) calendar weeks of vacation per year in blocks of not less than one (1) week, in accordance with the vacation scheduling provisions of the collective agreement. Absent the employee's co-operation in this regard, the Employer will schedule the employee's two (2) weeks of vacation.

13.07

Norcliffe

Employees are entitled to receive vacation pay prior to the start of their vacation leave provided a written request is received by the Employer at least two (2) weeks in advance of the date upon which the leave commences.

St. Olga's/Strathaven

Full-time employees are entitled to receive vacation pay prior to the start of their vacation leave provided a written request is received by the Employer at least two (2) weeks in advance of the date upon which the leave commences.



Stoney Creek

Unused vacations may not be accumulated without prior approval in writing of the Administrator. Vacation pay shall be paid on the last pay day immediately preceding the vacation period to be taken by the employee, unless otherwise requested. Employees going on vacation shall receive their vacation pay prior to the start of their vacation for the period of vacation being taken.

Yorkview

On written request to the Administrator, at least four (4) weeks prior to the starting date of an employee's vacation period, the advance vacation pay may be obtained on a separate cheque, at least one (1) week prior to the start of said vacation.

13.08 Where possible without extensive programming changes, the amount of vacation pay will be separately identified on the pay stub.

13.09 Vacations - Interruption

- i) Where an employee's scheduled vacation is interrupted due to a serious illness which requires hospitalization and commenced before and continues into the scheduled vacation period, the period of such illness shall be considered sick leave provided the employee provides satisfactory documentation of the hospitalization.
- ii) Where a vacationing employee becomes seriously ill requiring her to be an inpatient in a hospital, the period of such illness shall be considered sick leave provided that the employee provides satisfactory documentation of the hospitalization.
- iii) The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.

ARTICLE 14 - DISABILITY INCOME PROTECTION PLAN

14.01 Income protection is payable when a full-time employee is absent from work due to legitimate personal illness or injury which is not compensable under the Workplace Safety and Insurance Act. It is understood that payment of income protection is for the sole and only purpose of protecting employees against the loss of income during time of such illness. Seniority and service will accrue and the Employer shall continue to pay its share of the premium for the benefit plans during the period of the income protection noted in this provision.

- (a) The Employer will pay one hundred percent (100%) of the billed premium for full-time employees for a weekly indemnity plan covering legitimate personal illness or injury up to the end of the second calendar week of such

illness or injury. Payment under weekly indemnity will be seventy percent **(70%)** of straight-time scheduled wages lost.

- (b) The employee shall apply for E.I. sick leave for weeks **3** through **17** of any legitimate illness or injury. The Employer will top-up these benefits to seventy percent (70%) of straight time wages. In the event the employee does not qualify for E.I. Sick Leave benefits by reason of lack of adequate contributions, she shall receive seventy percent **(70%)** of her straight time wages for weeks **3** through **17** of any legitimate illness or injury but **shall** not be eligible for benefits under c) below.
- (c) The Employer will pay one hundred percent **(100%)** of the billed premium for full-time employees for a weekly indemnity plan covering legitimate personal illness or injury for weeks **18** through **30** of such illness or injury. Payment under weekly indemnity will be seventy percent **(70%)** of scheduled straight-time wages lost.

It is understood, that this benefit commences like all other insurances, after the third month of employment.

14.02 If the WSIB does not approve a claim for benefits, the employee may apply for benefits under Article **14.01** notwithstanding the delay inherent in awaiting the ruling from WSIB and notwithstanding any procedural rules of any insurance carrier administering the benefit.

14.03 (a) Convert existing sick banks to a frozen dollar bank, based on the wage rates in the expiring Collective Agreement after the addition of pay equity adjustments of **May/June, 1999**, effective the date of implementation of the plan in Article **14.01** by HRDC. This bank can only be used for purposes set out in this Article (i.e. **14.03**).

(b) Within 1 month of the implementation of this plan and annually thereafter, the Employer will advise each employee in writing of the remaining dollar value for cash out purposes, of her or his sick leave bank.

(c) Divide the sick leave bank by six (6) and multiply that number by seventy-five percent **(75%)**.

(d) This payment will be paid on a date agreed to by the Employer and the employee. In the absence of such agreement the payment will be made on each anniversary date of the date of the approval of the sick leave plan by HRDC. It is understood that this payment will be paid subsequent to the employee's return from Pregnancy/Parental or Sick Leave. Employees will receive as a lump sum payment the amount calculated in item (c) above. This payment shall be made annually for six years as long as the employee remains actively at work.

(e)⁵ Payment for Unused Sick Leave on Resignation or Retirement

⁵ Superior conditions to be maintained e through h.

Norcliffe

- i) Where a Full-Time employee, having more than three (3) consecutive years of Full-Time service, ceases to be employed by the Employer for reasons of resignation or retirement, there shall be paid to her, or in the case of death to her designated beneficiary, or estate, an amount equal to half her accumulated sick leave credits computed on the salary rate in force at the time of resignation or retirement, such payment not to exceed three month's salary.

NOTE: Article 14.03(e) will only apply to employees in the employ of the Employer as of the date of signing of the Collective Agreement.

- ii) At the employee's written request, the payment noted in (a) above shall be:
- (1) a lump sum payment at the time of resignation or retirement, or
 - (2) held over either partially or entirely to the taxation year next following the resignation or retirement.

Brantwood

See Letter of Understanding (Page 91).

- (9) It is agreed that if the employee remains for the six year period and has received all the payments under (d) that there is no remaining payment to be made under (e) above, if it exists.
- (g) Employees leaving prior to the completion of six (6) years following the approval date by HRDC shall have their entitlement under 14.03 (e) as modified by 14.03 (a) reduced by payments under (d) above.
- (h) For those contracts providing one hundred percent (100%) payout on death the residual amount after six (6) years will be maintained on the records of the Employer and will be paid if that condition is triggered.

14.04⁶ Norcliffe/St. Olga's/ Strathaven

An employee may be required after three (3) days at the discretion of the Employer to produce a certificate from a duly qualified medical practitioner certifying that the employee is (or was) unable to carry out her duties due to sickness.

Note: Existing LTD plans which initiate benefits before the 30th week will be amended to eliminate duplication of benefit.

⁶ Superior conditions to be maintained.

ARTICLE 15 - HOURS OF WORK & SCHEDULING

- 15.01 The normal hours of work for an employee are not a guarantee of work per day or per week, or a guarantee of days of work per week. The normal hours of work shall be seven and one-half (7½) hours per day, and seventy-five (75) hours in any bi-weekly period.
- 15.02 The normal daily tour shall consist of seven and one-half (7½) consecutive hours, exclusive of a one-half (½) hour unpaid meal period. Employees shall be entitled to a fifteen (15) minute paid break during each half of the normal daily tour, at a time designated by the Employer.
- 15.03 Employees required for reporting purposes shall remain at work for a period of up to fifteen (15) minutes which shall be unpaid. Should the reporting time extend beyond fifteen (15) minutes however, the entire period shall be considered overtime for the purposes of payment.
- 15.04 Requests for change in posted work schedules must be submitted in writing and co-signed by the employee willing to exchange days off or shifts and are subject to the discretion of the Administrator or her designate. In any event, it is understood that such a change initiated by the employee and approved by the Employer shall not result in overtime compensation or payment or any other claims on the Employer by any employee under the terms of this Agreement.
- 15.05 Where there is a change to Daylight Savings from Standard Time or vice-versa, an employee who is scheduled and works a full shift shall be paid for a seven and one-half (7½) hour tour rather than the actual hours worked.

15.06 EXTENDED TOURS

The Employer and the Union may agree to implement extended tours, subject to the following:

- (a) Each facility/unit must have eighty percent (80%) agreement of the full-time and part-time employees who work in the facility/unit.
- (b) The Extended Tour may be cancelled by either party on giving ten (10) calendar weeks notice to the other in writing of its desire to terminate. A meeting shall be held within two (2) weeks of receipt of such notice to discuss the reasons for the cancellation.

Extended tours may be discontinued by the Union in any facility/unit when sixty percent (60%) of the full-time and part-time employees in the facility/unit so indicate by secret ballot to the Union.

- (c) With the exception of the specific variations set forth in this Article, all other conditions and terms of the Collective Agreement and Appendices shall remain in full force and effect.

(d) Hours of Work

- i) Where employees are now working a longer daily tour, the provisions set out in this Article governing the regular hours of work on a daily tour shall be adjusted accordingly.
 - ii) The **normal** daily extended tour shall be **11.25** consecutive hours in any 24-hour period, exclusive of a total of forty-five (45) minutes of unpaid meal time.
 - iii) Employees shall be entitled, subject to the exigencies of resident care, to paid relief periods during the tour of a total of forty-five (45) minutes.
 - iv) Scheduling issues will be resolved at the local level.
 - v) Where the union and the employer have agreed to or agree to an extended daily tour that differs from the normal daily extended tour, the proportion of unpaid time to hours of work shall maintain the same ratio as set out in paragraph ii) and iii) of this Article.
- (e) Payment for bereavement leave is based on **11.25** hours.
- (9) Payment for vacation and holidays for full-time employees is based on the equivalent to the **7.5** hour entitlement.
- (g) Shift and weekend premiums as per Article **16.07** will be paid for the same hours as applied to seven and one half (7.5) hour tours, the intention being that the total amount of shift or weekend premium will not change because of the move to extended tours.
- (h) Overtime premium as set ~~out~~ in Article **16.01** shall be paid for all hours paid in excess of **11.25** hours on a scheduled extended tour or **75** hours bi-weekly averaged over the duration of a six (**6**) week schedule.
- (i) Shift exchanges will be in accordance with Article **15.04**.

15.07INDIVIDUAL SPECIAL CIRCUMSTANCE ARRANGEMENTS

Notwithstanding Article 2.02, the Home and the Union may agree in certain circumstances, to adjust the schedule of an individual full-time employee who normally works seventy five (75) hours bi-weekly, to enable an average bi-weekly work assignment of sixty (60) to seventy five (75) hours.

- (a) Such an arrangement shall be established by mutual agreement of the Home and the Union and the employee affected. The parties agree that the arrangement applies to an individual, not to a position.

- (c) The parties shall determine the introduction of a special circumstance arrangement. Issues related to vacation, paid holidays and benefit coverage will be determined by the Home and the Union. The employee will retain full-time status, including but not limited to seniority and service.
- (c) Any party may discontinue the special circumstance arrangement with notice as determined within the agreement. In the event that the employee affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.
- (d) It is understood and agreed that these arrangements are based on individual circumstances and each agreement is made on a without prejudice or precedent basis.

15.08 Innovative Scheduling

Schedules which are inconsistent with the Collective Agreement provisions may be developed in order to improve quality of working life, support continuity of resident care, ensure adequate staffing resources, and support cost-efficiency. The parties agree that such innovative schedules may be determined locally by the Home and the Union subject to the following principles:

- (a) Such schedules shall be established by mutual agreement of the Home and the Union;
- (b) These schedules may pertain to full-time and/or part-time employees;
- (c) The introduction of such schedules and trial periods, if any, shall be determined by the local parties. Such schedules may be discontinued by either party with notice as determined through local negotiations.
- (d) Upon written agreement of the Home and the Union, the parties may agree to amend collective agreement provisions to accommodate any innovative unit schedules.
- (e) It is understood and agreed that these arrangements are based on individual circumstances and each agreement is made on a without prejudice or precedent basis.

15.09 Weekend Worker

A weekend schedule may be developed in order to meet the Home's need for weekend staff, and individual employees' preference for a weekend work schedule.

A weekend schedule is defined as a schedule in which a full-time employee works a weekly average of thirty (30) hours and is paid for 37.5 hours at her or his regular straight time hourly rate. The schedule must include two 11.25 hour tours, which fall within a weekend period as determined by the Home and the Union. An

employee working a weekend schedule will work every weekend except as provided for in the provisions below.

The Employer and the Union may agree to implement weekend schedule if eighty percent (80%) of the full-time and part-time employees who work in the **facility/unit** are in agreement. The introduction of that schedule and the manner in which the **position(s)** are filled, shall be determined by the local parties. This schedule may be discontinued by either party with notice as determined by the local parties. The opportunity for an individual employee to discontinue this schedule shall be resolved by the local parties:

- (a) Weekend and shift premiums shall not be paid;
- (b) Vacation Bank

Vacation entitlement is determined by Article 13. For the purposes of Article 13, hours worked or credited as paid leave will be based on an accelerated rate of **1.25** hours credit for each hour worked.

Mechanism for the vacation bank is determined by current local practices.

Drawing from the vacation bank will occur at an accelerated rate of **1.25** paid hours for every hour taken as vacation (i.e. **11.25** hours worked equals **14.05** hours paid; **7.5** hours worked equals **9.375** hours paid).

Vacation must be taken as a full weekend off (i.e. Saturday and Sunday). The maximum number of weekends off cannot exceed the week entitlement level determined by Article 13.

Single vacation days may be taken on weekdays, which need not be in conjunction with the Saturday and Sunday.

Vacation - Interruption does not apply.

- (c) Paid Holiday Bank

Employees qualify in accordance with the collective agreement. The paid holidays are identified in the Collective Agreement.

Credit to the paid holiday bank will occur on the date of the holiday.

Drawing from the paid holiday bank will occur at an accelerated rate of 1.25 hours paid for every hour taken (i.e. **1.25** hours worked equals **14.05** hours paid; **7.5** hours worked equals **9.375** hours paid).

If an employee works on a paid holiday as defined by the local parties, she or he will receive **one** and one-half (1%) times her regular straight time hourly rate of pay for all hours worked on a holiday. The employee will not receive a lieu day. Article 16.02 also applies.

The holiday bank can be used as income replacement for absences due to illness or for lieu time off on a weekday.

(d) Sick Leave

The employee is eligible for long term disability benefits if provided for in the Collective Agreement. An employee will not receive pay for the first two (2) weeks of any period of absence due to a legitimate illness. The employee may utilize the paid holiday bank as income replacement for absences due to illness, as described in Article (c) above. An employee who is eligible may apply for Employment Insurance for weeks three (3) through seventeen (17) for any absence ~~due~~ to a legitimate illness. The Home will provide the employee with Disability Income Protection as per Article **14.01 (c)** for weeks eighteen (**18**) through thirty (**30**) for any absence due to a legitimate illness.

Employees may be required to provide medical proof of illness for any absence of a scheduled shift, which is neither vacation nor an approved leave of absence.

(e) Leaves of Absence

Article 11 applies for both paid and unpaid leaves. For the purposes of an unpaid 11.25 hour shift, the deduction from pay shall equate to **14.05** hours. For the purposes of an unpaid 7.5 hour shift, the deduction from pay shall equate to 9.375 hours.

(9) Tour Exchange

Weekend tour exchanges will be permitted only between weekend tour employees. Weekday tour exchanges will be permitted, provided the Home does not incur additional costs.

In all instances of tour exchange, the tours must be of the same duration.

(g) Overtime

Overtime will begin to accrue after sixty (60) hours in a two (2) week period averaged over the scheduling period determined by the local parties.

Overtime will apply if the employee works in excess of the normal daily hours.

Payment for overtime is as in Article 16.01.



(h) Scheduling Provisions

The scheduling and premium provisions relating to consecutive weekends off in Article 16 do not apply to employees who accept positions under this provision.

(i) Christmas Period

Article 16 relating to scheduling during this period will apply, except as modified to confirm that the weekend tour employee will continue to work weekends during this period.

- (j) When a part-time employee works on a weekend normally worked by a weekend worker, all of the provisions of the Collective Agreement except 15.09 (a) through (i) will apply.

15.10 Time off between periods of workOakville/Townsville/Marnwood/St. Olga's/Strathaven

There shall be a minimum of sixteen (16) hours between tour changes unless mutually agreed otherwise.

Brantwood

When scheduling normal shift rotation changes there shall be 15.5 hours between the finish and start of such changes unless mutually agreed upon by the employee and the Employer.

The Employer will attempt to keep split days off to a minimum.

Mississauga

There shall be a minimum of sixteen (16) hours between scheduled tour changes unless mutually agreed to by the employee and the Employer.

Norcliffe

Two (2) consecutive days off will be scheduled during each work week, and not more than five (5) consecutive days of work without days off shall be scheduled. (Part-time only).

Stoney Creek

At least two (2) consecutive shifts off shall be scheduled between shifts, and at least forty-eight (48) hours time shall be scheduled off following night duty. A shorter period of time between changes of shift may be agreed upon by mutual consent.

15.11

Permanent ShiftsOakville/Townsvie

(a) Employees designated as Full-Time shall work ~~two~~ (2) shifts out of three (3) or in cases of emergency with personal notice to the employee.

(b) Oakville

No employee shall be transferred to another shift without her consent, such consent not being unreasonably withheld.

(c) Townsvie

Permanent shifts shall be maintained for all currently employed employees as of February 27, 1996 except in emergency situations. An employee may be required to transfer to another shift for a specific period of time that is mutually agreed between the employer, the employee and the local with 2 weeks advance notice to anyone displaced for the purposes of orientation, in service or performance appraisals.

Employees may be required to transfer to another floor at the employers request provided the employer meets with the local and the ERO to discuss reasons, which are neither unreasonable nor arbitrary, for the transfer. The affected employees shall be given 2 weeks advance notice of the transfer except in an emergency situation.

Marnwood

(a) Employees designated as full-time shall work ~~two~~ shifts out of three.

(b) No employee shall be transferred to another shift without her consent, such consent not being unreasonably withheld.

Mississauga/St. Olga's

Employees currently working permanent shifts will continue to do so.

Norcliffe

The Employer agrees not to change the tours of duty for presently employed employees working on permanent tours except by mutual agreement. (Part-time)

Strathaven

No employee shall be transferred to another shift without her consent, such consent not being unreasonably withheld.

Stoney Creek

Employees presently on staff shall not be scheduled to work shifts which they would not otherwise normally be scheduled unless by mutual agreement.

Yorkview

- (a) Employees hired after June 1, 1989 or employees who are presently rotating may be required to rotate over three (3) shifts as necessary. An employee requesting specific shifts on a permanent basis may be granted such request when possible.
- (b) Employees who were on staff as of December 31, 1985, on permanent shift, will not be rotated without their consent except for the purposes of instruction, emergencies or when regular employees on other shifts are not available.

15.12

First shift of day

The standard day for all employees covered by this Agreement shall be defined as a twenty-four (24) hour period beginning at:

- 2300 - 0700 Night Tour
- 0700 - 1500 Day Tour
- 1500 - 2300 Evening Tour

Townsvievw

The first shift of the day shall be the day tour.

St. Olga's

The first shift of the day shall be the night tour.

15.13

Advance Request of Days off

Mississauga

Requests for specific days off shall be submitted to the Director of Nursing two (2) weeks prior to the posting.

Norcliffe

The Employer will endeavour to accommodate requests by employees for specific days off and all requests for changes in the posted time schedule once the schedule has been posted.

Strathaven

Requests for specific single days off (i.e., lieu days, vacation day) shall be submitted to the Director of Care ~~two~~ (2) weeks prior to the posting.

Yorkview

Advance requests for specific days off shall be submitted to the Director of Nursing at least ~~two~~ (2) weeks in advance of the posted time.

15.14

Schedule Duration and Advance Posting

0 _____

Time schedules shall be posted four (4) weeks in advance.

Townsville

A four week schedule shall be posted two (2) weeks' prior to the commencement of that schedule.

Brantwood

Six (6) week schedules of working hours will be posted at least two (2) weeks in advance of the first day of the schedule to which they apply.

Mississauna

Time schedules shall be posted six (6) weeks in advance.

Norcliffe

Work schedules shall be posted ~~two~~ (2) weeks in advance and shall cover a four (4) week period.

St. Olga's/Strathaven

Schedules will be posted no less than ~~two~~ (2) weeks in advance for a four (4) week period, with the exception of the Christmas schedule which will be posted no less than two (2) weeks in advance for a six (6) week period.

Yorkview

Schedules will be posted no less than two (2) weeks in advance for a six (6) week period.



15.15 Limitation on assignment of work and time off

Oakville/Townsvew/Marnwood/St. Olga's/Strathaven

An employee shall not be required to work more than seven (7) consecutive days unless mutually agreed to by the employee and the Employer.

Brantwood

No employee shall be normally scheduled to work more than seven (7) consecutive days in a row. The Employer will attempt to keep split days off to a minimum.

Mississauga

An employee shall not be required to work more than seven (7) consecutive days unless mutually agreed.

Norcliffe

Two (2) consecutive days off will be scheduled during each work week, and not more than five (5) consecutive days of work without days off shall be scheduled. (Part-time only).

Stoney Creek

An employee shall not be required to work more than five (5) consecutive days unless mutually agreed to by the employee and the Employer.

Yorkview

Four (4) days off shall be scheduled during each two (2) week period, and schedules will provide for not more than five (5) consecutive days of work.

15.16 Employees will have the option of taking one (1) rest period of thirty (30) minutes per tour subject to the operations of the Home.

15.17 Oakville/Townsvew/St. Olga's/Strathaven

Schedules shall not be changed unilaterally by the Employer once posted, unless mutually agreed otherwise or in cases of emergency with personal notice to the employee.

Marnwood/ t creek

Schedules shall not be changed unilaterally by the Employer once posted, unless mutually agreed otherwise

15.18 The parties agree that the concept of job sharing can be mutually beneficial. Prior to entering into a job sharing arrangement, mutual agreement on the terms and

conditions of that arrangement must be reached between the Employer and the Union.

15.19 St. Olga's

Employees shall not be scheduled or required to work in excess of normally schedule hours or days without her consent.

15.20 Stoney Creek

A system shall be established whereby part time employees may indicate their preference for availability for work. It is understood and agreed the Employer shall not arbitrarily schedule employees to work without consideration of their preference. It is understood that those previously regularly scheduled part time employees who wish to continue to do so shall be scheduled primarily over casual employees.

ARTICLE 16 - PREMIUM & OTHER PAYMENT

16.01 Overtime shall be paid for all paid hours over seven and one-half (7½) hours on a shift or seventy-five (75) hours ~~bi-weekly~~ at the rate of one and one-half (1½) times the employee's regular straight time hourly rate of pay. Overtime is subject to authorization by the Director of Nursing or designate. Authorization shall not be unreasonably withheld. In the event of an emergency, authorization may not be required.

16.02 When an employee is required to work on a paid holiday or on a day for which she is entitled to receive time and one-half (1½) her regular straight time hourly rate and she is required to work additional hours following her normal seven and one-half (7½) hour tour on that day, she shall receive ~~two (2)~~ times her regular straight time hourly rate for such additional hours worked.

16.03 If an employee reports for work at the regularly scheduled time and no work is available, such employee will be paid a minimum of four (4) hours pay at her regular straight time hourly rate, provided the employee has not previously received notification orally or in writing not to report.

16.04⁷ Oakville/Townsvie

Where an employee ~~is~~ called in to work a regular shift within one (1) hour of this commencement of the shift and arrives within one (1) hour of the call then she shall be paid for a full tour provided that she works until the normal completion of the tour.

Brantwood/Yorkview

Where 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

⁷ Superior condition to be maintained.

employee will be paid as if the entire shift had been worked, provided she completes the shift for which she was called in.

Marnwood

Employees who are required to come in to work with less than one **(1)** hours' notice, and who are consequently not able to arrive for work until after the tour has commenced, shall be paid as though they had worked from the beginning of the tour.

Mississauga

Employees who are required to come in to work with less than two **(2)** hours notice, and who arrive for work within 2 hours of the call and after the tour has commenced shall be paid as though they had worked from the beginning of the tour.

St. Olga's/Strathaven

Employees who are required to come in to work with less than two **(2)** hours notice, and who arrive for work within two hours of the call shall be paid as though they had worked from the beginning of the tour.

Norcliffe

- (a) Where, with less than two **(2)** hours notice, an employee is called in to work and reports within an hour of the commencement of the tour, she shall receive **full** payment for the tour.
- (b) Where an employee is called in to work after a tour has begun, she shall be paid eight **(8)** consecutive hours for that tour, provided she works a minimum of four **(4)** hours.

Stoney Creek

Employees who are required to come in to work with less than two **(2)** hours notice, and who are consequently not able to arrive for work until after the tour has commenced, shall be paid as though they had worked from the beginning of the tour.

16.05 It shall be the responsibility of the employee to consult the posted work schedule. Changes to the posted schedule required by the employer shall be brought to the attention of the employee. Where less than twenty-four **(24)** hours' notice **is** given to the employee personally, the employee **will** be paid four **(4)** hours' straight time wages. It is understood that call-ins or call-backs are not covered by this provision.

16.06 If an employee works two consecutive shifts she shall be provided a meal by the Employer, or if a meal cannot be provided she shall receive a meal allowance of five dollars (\$5.00).

16.07 Shift and Location Premium

(a) Shift premium

Oakville/Townsvew/Norcliffe/St. Olga's

An employee shall be paid a shift premium of fifty cents (\$0.50) per hour for each hour worked on tours initiated between 3:00p.m. and 7:00a.m.

Brantwood

An employee shall be paid a shift premium of fifty cents (\$0.50) per hour for each hour worked between the hours of 1500 of one day and 0700 hours of the next. Shift premium will not form part of the employee's straight time hourly rate.

Marnwood

An employee shall be paid a shift premium of fifty cents (50¢) per hour for each hour worked on the evening and night tours in addition to her regular rate of pay.

Mississauna

A shift premium will be increased to 50¢ per hour for each evening and night tour.

Strathaven

An employee shall be paid a shift premium of fifty cents (\$0.50) per hour for each hour worked between the hours of 1500 of one day and 0700 hours of the next.

Stoney Creek

An employee shall be paid a shift premium of Fifty Cents (\$0.50) per hour for each hour worked between fifteen hundred (1500) hours and seven hundred (0700) hours. Shift premium shall not form part of the employee's straight time hourly rate and shall not be used for the calculation of premium payment.

Yorkview

An employee shall receive shift differential for all evening and night shifts worked at the rate of fifty (50¢) cents per hour, in addition to her regular pay.

- (b)⁸ An employee will be paid a weekend premium at a minimum of forty-five cents (45¢) per hour.

⁸ Superior condition to be maintained.

16.08 Standby and Call In

- (a) An employee who is required to remain available for duty on standby outside her or his regularly scheduled working hours shall receive standby pay in the amount of ~~two~~ two dollars and fifty cents (\$2.50) per hour for the period of standby scheduled by the Employer. Where such standby duty falls on a weekend or paid holiday, the employee shall receive standby pay in the amount of three dollars and fifty cents (\$3.50) per hour. Standby pay shall, however, cease where the employee is called in to work.

- (b) Call In

Brantwood

When an employee has completed her tour and left the Home and is called into work within twenty-four (24) hours and reports for work, she shall be compensated at time and one-half (1-1/2) her straight time hourly rate with a minimum of four (4) hours pay at time and one-half (1-1/2).

Marnwood

An employee on call who comes in to work will be paid a minimum of four (4) hours at time and one half (1-1/2) her regular straight time hourly rate except where the four (4) hours run into normal start time, in which case the employee will only receive straight time hourly rate for hours worked.

Mississauna

When an employee has completed a tour, left the Home, and is called back to work within twenty-four (24) hours and reports for work then she shall be paid at the rate of time and one-half (1%) hours worked with a minimum guarantee of three (3) hours at time and one-half (1½), whichever is greater.

Stoney Creek

An employee who is called into work outside her regularly scheduled working hours shall receive time and one-half (1-1/2) her regular straight time rate for all hours worked with a minimum guarantee of four (4) hours pay at time and one-half (1-1/2) her regular straight time rate.

Yorkview

When an employee is requested to return to work for additional unscheduled shifts for whatever reason, she shall be paid at the rate of time and one-half (1%) hours worked with a minimum guarantee of three (3) hours at time and one-half (1½), whichever is greater. If the employee works the full tour, she shall be paid at her regular rate subject to normal overtime provisions.

Oakville/Townsvew/Norcliffe/St. Olga's/Strathaven

When an employee is required to work (in circumstances where the employee is on standby or where Employer asserts that the employee is not allowed to decline attendance) outside of regular hours, the minimum payment will be equivalent to four (4) hours work or time and one-half (1 ½) her applicable hourly rate for hours worked, whichever is greater. Where the hours worked are continuous with the commencement of her regular shift, the minimum payment will not apply and she will receive payment at the rate of time and one-half (1 ½) for the hours worked prior to the commencement of her regular shift.

16.09 (a) If an employee is required by the Employer to work a weekend in violation of the weekends off scheduling obligations of the collective agreement (if any), she will receive premium payment of time and one-half (1½) for all hours worked on that weekend. Time worked on that weekend will not be considered when determining future such premium obligations.

(b) Premium pay is payable whenever a weekend is worked in excess of the consecutive weekends permitted by the collective agreement unless the assignment of the weekend shift to the employee was initiated by that employee or unless another provision of the agreement makes it clear that premium pay is not due.

16.10 The Employer is not required by the seniority scheduling provisions of the collective agreement (if any) to assign work to senior employees that triggers premium pay. In the event that any such assignment would trigger premium pay and the Employer chooses to assign the shift to an employee, the seniority scheduling provisions (if any) shall apply.

This provision is applicable to all of Articles 15 and 16 except for 16.02.

16.11 If the Employer cannot avoid paying premium pay as described above, employees can agree to waive premium for extra shifts except where the work is in excess of seventy-five (75) hours bi-weekly.

16.12 (a) Oakville/Townsvew/ St. Olga's/ Strathaven

A weekend is defined as being fifty-six (56) hours off during the period following the completion of the Friday afternoon shift until the commencement of the Monday day shift, unless mutually agreed otherwise.

Mississauga

A weekend is defined as being fifty-six (56) hours off during the period following the completion of the Friday shift for each employee.

Stoney Creek

A weekend is defined as being at least fifty-six (56) hours off.

Marnwood

A weekend is defined as being sixty-four (64) hours off during the period following the completion of the Friday day shift until the commencement of the Monday day shift, unless mutually agreed otherwise.

Yorkview

For the purpose of this Agreement, weekends shall be defined as sixty-four (64) consecutive hours off duty.

(b) Oakville/Townsville/Brantwood/Marnwood/Mississauga/Norcliffe/St. Olga's, Strathaven/Stoney Creek/Yorkview

Employees shall be entitled to receive every second weekend off, unless mutually agreed otherwise.

NOTE: Townsville - Such agreement must be in writing.

Norcliffe

An employee shall only be scheduled to work one (1) weekend in three (3). (Part-time only)

(c) If an employee is required to work a second consecutive and subsequent weekend, she will receive premium payment of time and one half (1-1/2) for all hours worked on that weekend and subsequent weekends until a weekend is scheduled off, save and except where:

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

16.13

Time Off at New YearsOakville/Townsville

Employees shall receive four (4) or more consecutive days off at Christmas or New Year's. Christmas shall include Christmas Eve, Christmas Day and Boxing Day and New Year's shall include New Year's Eve, New Year's Day. In order to

accommodate time off scheduling regulations will be relaxed from December 15th to January 15th.

Brantwood

The Employer shall endeavour to schedule employees off duty for at least five (5) or more consecutive days at either Christmas or New Year's unless the employee requests otherwise. Time off at Christmas shall include Christmas Eve, Christmas and Boxing Day and time off at New Year's shall include New Year's Eve and New Year's Day.

Marnwood

Employees shall receive four (4) or more consecutive days off at Christmas or New Year's. Christmas shall include Christmas Eve, Christmas Day and Boxing Day and New Year's shall include New Year's Eve, New Year's Day.

Mississauna

Employees shall receive five (5) or more consecutive days off at Christmas or New Year's. Christmas shall include Christmas Eve, Christmas Day and Boxing Day and New Year's shall include New Year's Eve, New Year's Day. In order to accommodate time off scheduling regulations will be waived from December 15th to January 15th.

Norcliffe

The Employer shall schedule each Full-Time employee three (3) or more consecutive days off at either Christmas or New Year's, and shall schedule each Part-Time employee five (5) or more consecutive days off at either Christmas or New Year's.

St. Olga's

Each employee shall receive a minimum number of consecutive days off at Christmas or New Year's. Time off at Christmas shall include December 24, December 25, and December 26, and time off at New Year's shall include December 31 and January 1.

Employees shall receive Christmas or New Year's off on a rotational basis. Any shift exchange with another employee will not affect or alter the rotational system the following year, i.e. an employee entitled to receive Christmas Day off who exchanges her shift with another employee, and thus works the Christmas Day, will not be entitled to receive Christmas off the following year as a result of having switched shifts.

Strathaven

The Employer shall schedule employees off duty for at least four (4) or more consecutive days at either Christmas or New Year's unless the employee requests

otherwise. Time off at Christmas shall include Christmas Eve, Christmas and Boxing Day and time off at New Year's shall include New Year's Eve and New Year's Day.

Employees shall receive Christmas or New Year's off on a rotational basis. Any shift exchange with another employee will not affect or alter the rotational system the following year, i.e. an employee entitled to receive Christmas Day off who exchanges her shift with another employee, and thus works the Christmas Day, will not be entitled to receive Christmas off the following year as a result of having switched shifts.

Stoney Creek

Each employee shall receive at least four **(4)** days off at Christmas or New Year's. Time off at Christmas shall include December **24**, December **25** and December **26**, and time off at New Year's shall include December **31** and January **1**. Employees shall receive Christmas or New Year's off on a rotational basis and may be allowed to exchange tours of duty if such change is deemed by the Employer not to interfere with continuance of efficient operation. An employee may waive her right to have time off at the Christmas or New Year's period, and to have time off scheduled at another mutually agreed to time.

Yorkview

Over Christmas and New Year's, as much time **off** as possible will be scheduled, and arrangement will be left to the parties to maintain flexibility. If there is a dispute, Christmas and New Year's will be scheduled **off** on a rotating basis.

16.14 Failure to receive sufficient time off

Applicable only to Marnwood, Mississauga, Oakville, Stoney Creek and Townsview

If the Employer fails to schedule a period of sixteen **(16)** consecutive hours **off** between tours of duty, the Employer will pay to the employee time and one half her regular straight time rate for the following tour of duty worked.

Note: Mississauga, Oakville and Townsview – subject to Article **15.15**

If the employee is scheduled to work in excess of seven (7) consecutive days, she shall be paid time and one half (1-1/2) of all days scheduled in excess of seven (7) until a day off is scheduled.

16.15 Oakville/Townsview/Marnwood

An employee shall have the option of selecting compensating time off at the appropriate premium rate in lieu of premium payment.

16.16 Oakville/Townsvew,

Should an employee's lunch be interrupted and she is not able to complete her lunch period prior to the end of the shift she shall be paid for the work performed at the premium rate.

Brantwood

When an employee is unable to take the normal meal break due to the requirement of providing patient care, she shall be given the opportunity to take her meal break on completion of the patient care task. Failing this, such employee shall be paid time and one-half (1½) her regular straight time rate for all time worked in excess of her normal daily hours.

Marnwood

Should an employee be called to work during her unpaid meal period or should she be required to remain on the premises, she will be paid overtime premium rates.

16.17 No pyramidingBrantwood

It is agreed that there will be no pyramiding, e.g.: once a worked hour is used for an overtime calculation it can not be used on any other basis for overtime calculation.

Yorkview

There shall be no pyramiding of premium pay, overtime pay, etc. In no event shall there be any pyramiding of benefits or payments made.

ARTICLE 17 – BENEFITS17.01 OHIPOakville/Townsvew/St. Olga's/Strathaven

The Employer agrees to pay one hundred percent (100%) of the Ontario Health tax for all eligible employees. The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Brantwood

The Employer agrees to pay one hundred percent (100%) of Ontario Health Insurance Plan, including Semi-Private coverage (billing premium). The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Marnwood

The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Mississauna

The Home agrees to pay one hundred percent (100%) of Ontario Health Care Tax for all eligible employees. The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Norcliffe

The Employer agrees to enrol each Full-Time employee in the following and pay one hundred percent (100%) of the billed premium Ontario Health Insurance Plan. The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Stoney Creek

The Employer agrees to pay the indicated percentage of the following plans for full-time employees who qualify under the terms of the plan and who subscribe to the said plan through payroll deductions an amount equal to one hundred percent (100%) of the family premium for O.H.I.P. coverage. The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

Yorkview

The Home will pay one hundred percent (100%) of the billed rate of the OHIP premium for full-time employees. The Employer agrees to provide for payment of any reimposition of OHIP type premiums.

17.02'

Life InsuranceOakville/Townsvew

The Employer shall pay the full cost of a Group Life Insurance Plan for all Full-Time employees. The Plan will include the following benefit provisions:

- (i) Coverage equal to two times (2x) her annual salary rounded to the nearest Five Hundred Dollars (\$500.00)
- (ii) Accidental death and dismemberment in the same amount as the life insurance.
- (iii) An employee may elect to purchase additional voluntary insurance up to a total coverage of at least One Hundred Thousand Dollars (\$100,000.00).

⁹ Superior condition to **be** maintained.

Brantwood

The Employer agrees to pay 100% of Group Life Insurance - two (2) times her annual earnings taken to the nearest Five Hundred Dollars (\$500.00).

Marnwood

The Employer shall pay the full cost of a group life insurance plan for all full-time employees. The plan will include the following benefit provisions:

- (i) Coverage equal to twice (x 2) her annual rate of earnings.
- (ii) Accidental death and dismemberment in the same amount as the life insurance.
- (iii) If an employee becomes totally disabled before age sixty-five (65) years her life insurance will be continued, at no cost to the employee.
- (iv) On retirement, the employee's regular coverage will cease and coverage at not less than five thousand dollars (\$5,000.00) will commence for life, at no cost to the employee.
- (v) An employee may elect to purchase additional voluntary insurance up to a total coverage of at least one hundred thousand dollars (\$100,000.00).

Mississauga

The Employer will pay one hundred percent (100%) of the cost of life insurance in the amount of two (2) times yearly salary for all full-time employees.

Norcliffe

The Employer agrees to pay the billed premium of a group life insurance plan for all Full-time employees in the amount of two (2) times the employee's annual salary, calculated to the nearest One Hundred Dollars (\$100.00).

St. Olga's/Strathaven

The Employer shall pay the full cost of a group life insurance plan for all full-time employees. The plan will include coverage equal to twice (x 2) her annual rate of earnings rounded to the nearest five hundred dollars (\$500.00). An employee may elect to purchase additional voluntary insurance up to a total coverage of at least one hundred thousand dollars (\$100,000.00).

Stoney Creek

The Employer agrees to pay the indicated percentage of the following plans for full-time employees who qualify under the terms of the plan and who subscribe to the said plan through payroll deductions:

- (a) one hundred percent (100%) of the premium for life insurance coverage, for an amount equal to *two* times (2x) the employee's salary to the nearest One Thousand Dollars (\$1,000.00).
- (b) An employee may elect to purchase at her expense additional voluntary insurance up to a total coverage of at least One Hundred Thousand Dollars (\$100,000.00).
- (c) one hundred percent (100%) of the premium for Accident Death and Dismemberment for an amount equal to two times (2x) the employee's salary to the nearest One Thousand Dollars (\$1,000.00).

Yorkview

The Employer will pay one hundred percent (**100%**) of the cost of life insurance in the amount of *two* (**2**) times yearly salary for all full-time employees. Employees over age 65 are not insurable.

17.03¹⁰

EHC

A drug card with a \$7.50 cap on reimbursement for dispensing fee will be implemented. A \$1.00 deductible per prescription will be provided for. The Positive Enrolment provision is to be included.

Oakville/Townsvew/St. Olga's/Strathaven

The Employer will provide on a voluntary basis, a major medical no deductible, no Co-Insurance Plan which includes private hospitalization coverage. The Employer shall pay one hundred percent (100%) of the billed rate for Full-Time employees who participate in the Plan. This includes vision care to a maximum of One Hundred Dollars (\$100.00) to each insured family member every twenty-four (**24**) months and hearing aid coverage to a maximum of Three Hundred Dollars (\$300.00) per employee every five (5) years.

Brantwood

The Employer agrees to contribute one hundred percent (100%) of the billed premiums toward the extended Health Care Plan, single/family premiums of such Plan, including drugs for each employee not covered through some other member of the family. In addition to the standard, benefits will include hearing aids (maximum Three Hundred Dollars (\$300.00) per employee every five (5) years and vision (maximum One Hundred Dollars (\$1 00.00) every twenty-four (**24**) months.

Marnwood

The Employer will provide on a voluntary basis, a major medical no deductible, no co-insurance plan which includes private hospitalization coverage. The Employer shall pay one hundred percent (100%) of the billed rate for full-time employees who

¹⁰ Superior condition to be maintained.

participate in the plan. This includes vision care, with a benefit of one hundred dollars (\$100.00) per twenty-four (24) months. Hearing aid benefit is three hundred dollars (\$300.00) per employee every five (5) years.

The plan shall be at least equivalent to that provided by Blue Cross and no benefit already provided shall be reduced.

Mississauga

The Employer will offer on a voluntary basis, a major medical, no co-insurance plan to full-time employees who are covered by this Agreement. The Employer agrees to pay one hundred percent (100%) of the billed **single/family** rate for full-time employees who elect to participate in the plan. The plan includes semi-private and private hospital accommodation coverage. Hearing aid coverage of \$300.00 per employee, every five years; and vision care coverage of \$100.00 per family member, every twenty-four (24) months.

Norcliffe

- (a) The Employer agrees to contribute one hundred percent (100%) of the billed premiums toward coverage of Full-Time employees under the Blue Cross Extended Health Care Benefits Plan or comparable coverage with another carrier subject to the terms and conditions of such Plan and subject to the carrier's requirements as to minimum enrolment, provided the balance of the monthly premium is paid by the employee through payroll deduction. In addition to the standard benefits, coverage will include vision care (maximum One Hundred Dollars (\$100.00) every twenty-four (24) months) and Three Hundred Dollars (\$300.00) per employee every five (5) years **for** hearing aid coverage.
- (b) The Employer agrees to contribute one hundred percent (100%) of the billed premiums for a Blue Cross **Semi-Private** Plan or comparable coverage with another carrier for all Full-Time employees subject to the terms and conditions of such Plan, provided the balance of the monthly premium is paid by the employee through payroll deduction.

Stoney Creek

The Employer agrees to pay the indicated percentage of the following plans for full time **employees** who qualify under the terms of the plan and who subscribe to the said plan through payroll deductions.

One hundred percent (100%) of the premium for extended health care coverage as per the plan presently constituted through Canada Life, which has no deductible; provides private coverage; and drug coverage as per the plan.

In addition to the standard benefits, coverage will include vision care (maximum One Hundred Dollars (\$100.00) every twenty-four (24) months) per person and

hearing aids (maximum Three Hundred Dollars (\$300.00) per employee) every five (5) years.

Yorkview

The Employer agrees to offer on a voluntary basis, a major medical no co-insurance plan to full-time employees who are covered by this Agreement. The Employer agrees to pay one hundred percent (**100%**) of the billed **single/family** rate for full-time employees who participate in the plan.

The plan will include semi-private and private hospital accommodation coverage as well as hearing aid coverage of three hundred dollars (\$300.00) per employee every five years and vision care coverage of one hundred dollars (\$100.00) per family member every twenty- four months.

17.04''

Dental

Oakville/Townsvie

The Employer shall provide a dental plan equivalent to Blue Cross Plan #9 with a current ODA Schedule, no deductible, no co-insurance, for which the Employer shall pay fifty percent (50%) of the billed premium.

Brantwood/St. Olga's/Strathaven

The Employer shall provide a Dental Plan equivalent to Blue Cross #9 based upon the current **O.D.A.** Fee Schedule with the premium cost shared fifty (**50%**) percent paid by **the** Employer.

Marnwood

The Employer shall provide a dental. plan equivalent to Blue Cross Plan #9 in the current **ODA** schedule, **as** amended, no deductible, no co-insurance for which the Employer shall pay fifty percent (50%) of the billed premium.

Mississauga

The Employer will pay seventy-five percent (**75%**) of the premium cost of a dental plan, equivalent to Blue Cross Plan #9, based on the current **O.D.A.** fee schedule, for eligible full-time employees who elect to participate in the plan.

Norcliffe

The Employer agrees to contribute fifty percent (50%) of the billed premiums toward coverage of Full-Time employees under the Blue Cross Dental Plan No. 9 or comparable coverage with another carrier (based on the current O.D.A. Fee Schedule **as** it may be updated from time to time) subject to **the** terms and

¹¹ Superior condition to be maintained.

conditions of such Plan and subject to the carrier's requirements as to minimum enrolment, provided the balance of the monthly premium is paid by the employee through payroll deduction.

Stoney Creek

The Employer agrees to pay the indicated percentage of the following **plans** for full-time employees who qualify under the terms of the plan and who subscribe to the said plan through payroll deductions.

Eighty percent (**80%**) of the premium for dental plan, equivalent to Blue Cross #9 based upon the current ODA fee schedule.

Yorkview

The Employer agrees to pay **fifty percent (50%)** of a Dental Plan (equivalent to Blue Cross Plan #9) based on the current O.D.A. fee schedule for eligible full-time employees who participate in the plan.

17.05

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.

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.
- (9) 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 with 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.

The above complaint resolution procedure shall not apply to the Long Term Disability provisions. It is understood that this is without prejudice to any existing enforcement rights contained in the Collective Agreement.

17.06

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

17.07 The Employer agrees, during the term of the Collective Agreement, to contribute on behalf of participating eligible full-time employees who have completed three (3) months of employment in the active employ of the Employer towards the premium coverage under the insurance plans set out above subject to their respective terms and conditions including any enrolment requirements. Should any plan have a longer service qualifier it shall be removed as soon as the plan is up for modification or renewal.

17.08 Stoney Creek

The employee may maintain coverage by paying the Employer the filled premium the first of each month.

ARTICLE 18 - IEI INCOME PLAN

18.01 The parties agree to participate in the ONA Group RRSP Plan. The Employer shall deduct four percent (4%) from the employee's gross earnings and remit it to the credit of the employee's individual plan, together with a matching Employer contribution of four percent (4%) of the employee's gross earnings. Participation is not mandatory for the following groups:

Brantwood/Norcliffe/Oakville/St. Olga's/Strathaven/StoneyCreek/Townsvew/
Yorkview

Employees as of the effective date of this collective agreement who are non participants except those full-time employees hired on or after June 23, 1993 (at Brantwood the date is one month later, i.e. July 23, 1993 and at St. Olga's and Strathaven the date is February 4, 2000).

Brantwood/ Norcliffe/Oakville/Stoney Creek/Townsvew/Yorkview

Part-time employees hired after the effective date of this Collective Agreement.

Marnwood

All employees except full-time employees hired on or after July 21, 1993.

Mississauna

All part-time employees.

NOTE: Townsvew Only - Bi-weekly remittance to the pension plan carrier.

NOTE: Stoney Creek, Mississauga, Yorkview - Deductions to be made each pay period and forwarded in the pay period



- 18.02 The definition of applicable wages for purposes of determining contributions to the Retirement Income Plan shall be the basic straight time wages for all hours worked including straight time holiday pay and vacation pay. **All** other payments of any nature are hereby excluded.
- 18.03 The employer will remit contributions to the RRSP carrier no later than thirty (30) days following the last deduction in the calendar month.
- 18.04 Employer deductions and employee contributions will commence the later of the waiting period set **out** above or the **first** full pay period following the date that the Employer receives written confirmation from the RRSP carrier that an account has been opened for the employee.
- The Union or carrier shall provide the Employer with the required forms which the Employer shall distribute to employees. The Union representative may discuss the **forms** during the employee interview as provided for in Article 6.05. **A** representative from the RRSP carrier may be present at this meeting.
- 18.05 Effective as soon as practically possible following ratification, employees may make additional voluntary contributions to their RRSP based on whole number percentages, (Example 1%, 2%, etc.), up to the legal maximum. It is understood that such voluntary contributions **will** not be matched by the Employer.

ARTICLE 19 - PROFESSIONAL RESPONSIBILITY

- 19.01 In the event that the Home assigns a number of residents or a workload to an individual employee or group of employees, such that she or they have cause to believe that she or they are being asked to perform more work than is consistent with proper resident care, she or they shall:
- (a) i) Complain in writing to the Union-Management Committee within twenty (20) calendar days of the alleged improper assignment. The chairperson of the Union-Management Committee shall convene a meeting of the Union-Management Committee within twenty (20) calendar days of the filing of the complaint. The Union-Management Committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.
 - ii) Failing resolution of the complaint within twenty (20) calendar days of the meeting of the Union-Management Committee, the complaint shall be forwarded to an independent Assessment Committee composed of three (3) registered nurses; one chosen by the Ontario Nurses' Association, one chosen by the Home and one chosen from a panel of independent registered nurses who are well respected within the profession. The member of the Committee chosen from the panel of independent registered nurses shall act as Chairperson.

- iii) The Assessment Committee shall set a date to conduct a hearing into the complaint, within twenty (20) calendar days of its appointment, and shall be empowered to investigate as is necessary to properly assess the merits of the complaint. The Assessment Committee shall report its findings, in writing, to the parties within twenty (20) calendar days following completion of its hearing.
- (b) i) The list of Assessment Committee Chairpersons is attached as Appendix "B".
The members of the panel shall sit in rotation as agreed by the parties. If a panel member is unable to sit within the time limit stipulated, the panel member next scheduled to sit will be appointed by the parties.
- ii) Each party will bear the cost of its own nominee, and will share equally the fee of the Chairperson, and whatever other expenses are incurred by the Assessment Committee in the performance of its responsibilities as set out herein.

ARTICLE 20 - ORIENTATION AND IN SERVICE

- 20.01 An orientation and in service program will be provided to all employees. These programs **shall** be reviewed and discussed from time to time by members of the Education Committee.
- 20.02 A newly employed employee shall not be placed in charge, until she has been fully oriented to the home.
- 20.03 The following minimums shall be observed in the **orientation/familiarization** of a newly hired employee:
- (a) She is to be familiarized with the physical aspects of the building, the applicable policies and procedures of the employer, and the daily routine of employees in the Home.
 - (b) The period of **orientation/familiarization** shall be for a minimum of five **(5)** days or such greater period that the Employer deems necessary.
 - (c) She shall be an additional employee to the usual staffing pattern.
 - (d) The employee or employees involved in the **orientation/familiarization** will confirm that it has been completed, and this will be noted on the newly hired employee's personnel file, which will be reviewed with such employee, and the employee shall also be able to comment.
- 20.04 Both the Employer and the Union recognize the joint responsibility and commitment to provide, and participate in, in-service education. The Union supports the principle of its members' responsibility for their own professional development and the

Employer will endeavour to provide programmes related to the requirements of the Home.

Programmes will be publicized and related material will be made readily accessible to staff in a timely manner.

Any problems in accessing this information will be reported to the Education Committee for resolution.

20.05 When an employee is required by the Employer to prepare for in service or to attend meetings, in service and other work related functions outside her regularly scheduled working hours, and the employee does attend same, she shall be paid for all time spent on such attendance at her regular straight time hourly rate **of** pay or at the employee's option, she shall receive equivalent time off.

20.06 The Employer may, at its discretion, provide orientation in other circumstances.

20.07 When required by a certifying body to update an employee's qualifications, except where this matter is covered by another provision **of** the collective agreement, the Employer shall grant leave of absence without pay which shall include the time required to write any examinations.

20.08 The Employer will endeavour where practical to schedule in services at times which will facilitate the attendance of employees working outside the day shift.

20.09 Education Committee

- (a) The Employer will establish an Education Committee for all employees in the facility, which shall include at least one representative from ONA members.
- (b) The Employer agrees to pay for time spent during regular working hours for representatives of the Union attending such meetings.
- (c) The purpose of the committee is to promote an environment that supports continuous learning and enhances opportunities for career development.
- (d) This committee will meet at least twice per year and/or as mutually agreed.
- (e) This Committee will assist in the assessment, analysis, development and evaluation of the education programs at the facility.

20.10 The in service education program shall be based on the following principles:

- (a) It shall be based on the learning needs chosen by the Employer from a list identified by employees.
- (b) It shall be a planned program to update employees as to changes in procedures or practices.

Marnwood/Stoney Creek

- (c) The Employer agrees that if for any reason, changes in the operating and technical methods and practices of providing nursing care, require additional knowledge or skill on the part of the employees, such employees will be given the opportunity to study and practice to acquire any knowledge or skill necessary to carry out these responsibilities.

ARTICLE 21 – MISCELLANEOUS

21.01 A copy of this agreement in a mutually agreed form will be issued to each employee now employed and as employed. The cost of printing this agreement shall be equally shared between the Union and the Employer.

21.02 Each employee shall keep the Employer informed of changes to relevant employment information.

21.03 The Employer shall upon entry into any service agreement with the Ministry of Health in respect of residents cared for by members of this bargaining unit provide to the Union copies of any documents and materials which it is required to post in the Home pursuant to the Nursing Homes Act.

21.04 Communicable Diseases

Upon recommendation of the Medical Officer of Health, all employees shall be required, on an annual basis to be vaccinated and or to take antiviral medication for influenza. If the costs of such medication are not covered by some other sources, the Employer will pay the cost for such medication.

If the employee fails to take the required medication, she may be placed on an unpaid leave of absence during any influenza outbreak in the home until such time as the employee has been cleared by the public health or the employer to return to the work environment. The only exception to this would be employees for whom taking the medication will result in the employee being physically ill to the extent that she cannot attend work. Upon written direction from the employee's physician of such medical condition in consultation with the Employer's physician, (if requested), the employee will be permitted to access their sick bank, if any, during any outbreak period. If there is a dispute between the physicians, the employee will be placed on unpaid leave.

If the employee gets sick as a reaction to the drug and applies for WSIB the Employer will not oppose the application.

If an employee is pregnant and her physician believes the pregnancy could be in jeopardy as a result of the influenza inoculation and/or the antiviral medication she shall be eligible for sick leave in circumstances where she is not allowed to attend at work as a result of an outbreak.

21.05 Bulletin Boards

The Employer shall provide a bulletin board for the sole use of the Union.

21.06

II

Prior to affecting any changes in the Employer's policies or rules, which would affect employees covered by this agreement, the Employer shall first discuss such proposed changes with the Bargaining Unit Representatives.

Brantwood

Prior to ~~effecting~~ any changes in rules or policies which affect employees covered by the Agreement, the Employer will discuss the changes with the Union and provide copies to the Union.

_____ Honey Creek _____

Prior to affecting any changes in the Employer's policies or rules, which would affect employees covered by this Agreement the Employer shall first discuss such proposed changes with the Union.

Norcliffe

Prior to effecting any changes in the Employer's policies or rules which affect Employees covered by this Agreement, the Employer shall discuss the changes with the Union.

St. Olga's/Strathaven

Prior to affecting any changes in the Employer's policies which affect employees covered by the Agreement, the Employer will discuss the changes with the Union and provide copies to the Union.

21.07 Medical examinations and certificates

Oakville/Townsvew/St. Olga's/Strathaven

Where a medical examination is required to comply with the statute, an employee may choose her personal physician.

Marnwood

- (a) Where a medical examination is required to comply with the statute, an employee may choose her personal physician.
- (b) If a second opinion is requested by the Employer, the parties may agree to choose from a selected list a mutually agreed physician.

Mississauna

Where a medical examination is required to comply with the statute (Nursing Homes Act), an employee may choose her personal physician.

21.08

Method and Timing of PayOakville/Townsvew/Marnwood

Pay cheques are to be issued on a regular day of the week, with a clarified, itemized statement of all deductions, premiums and changes in increment in a sealed envelope. Employees leaving the employ of the Employer shall be paid **all** outstanding monies as above, on the next regularly scheduled pay date.

Mississauga

Pay cheques are to be issued on a regular day of the week, with a clarified, itemized statement of all deductions, premiums and changes of increment in a sealed envelope. Pay cheques will normally be available on the Wednesday prior to pay day for those employees not working and for employees working evenings or nights on pay day. Employees leaving the employ of the Employer shall be paid **all** outstanding monies as above, in accordance with the collective agreement and the ESA on the next regularly scheduled pay date.

Norcliffe

Pay slips are to be issued every second Thursday ~~for~~ the previous ~~two~~ (2) weeks worked. The pay slips shall identify gross amount of pay, the amount and nature of any deductions and the net amount of pay.

St. Olga's/Strathaven

Pay cheques are to be issued bi-weekly on a regular day of the week, with a clarified, itemized statement of all deductions, premiums and changes in increment in a sealed envelope. Employees leaving the employ of the Employer shall be paid all outstanding monies as above, on the next regularly scheduled pay date.

Stoney Creek

Pay cheques are to be issued on a regular day of the week, with a clarified, itemized statement of all deductions, premiums and changes in increment in a sealed envelope. Employees leaving the employ of the Employer shall be paid **all** outstanding monies as above, on the next regularly scheduled pay date.

"Regular day" will be defined as the 15th or 31st of each month unless those days fall on a weekend, in which case it will be a Friday.

Yorkview

Payday shall be every other Thursday, with a clarified itemized statement of all deductions, premiums and changes of increments. Employees leaving the employ of the Home shall be paid all outstanding monies not later than the following pay period. Employees will continue to be permitted to pick up their Pay cheques following night tour on Wednesday, provided that the cheques are available.

21.09

Marnwood

The Employer will not charge a fee for parking space. This in no way serves as a guarantee that on site parking space will be available.

Stoney Creek

The Employer will continue the current practice of providing parking at no charge.

Yorkview

The Home shall continue to provide parking for the employees without charge

ARTICLE 22 - COMPENSATION

22.01

The salary rates shall be those set forth in schedule(s) attached to and forming part of this agreement.

22.02

Retroactivity

Except as expressly noted, all the terms and conditions shall be effective from the date of receipt of written notice of ratification or release of award. Provisions which are expressly made retroactive shall apply to all employees in the bargaining unit on or after the date specified.

Retroactivity will be paid within four full pay periods (approximately 8 weeks) of the date of ratification or arbitration award. Retroactivity will be on the basis of hours paid. Retroactive pay will be paid on a separate cheque where the existing payroll system allows. Where the existing payroll system does not allow for such separate cheque, the Home may pay retroactivity as part of the regular pay. In such circumstances, the Home undertakes that the rate of income tax on the retroactivity will not change unless the retroactive pay changes the employee's annual tax bracket.

The Home will contact former employees at their last known address on record with the home, with a copy to the bargaining unit, within 30 days of the date of ratification or arbitration award to advise them of their entitlement to retroactivity.

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

22.03 Recognition of Previous Experience

The Employer will recognize recent related experience on the basis of one (1) annual increment for each one (1) year of service up to the maximum of the grid. Part-time service shall be recognized on the basis of fifteen hundred (1500) hours paid in previous employment equals one (1) year of service. It shall be the responsibility of a newly hired employee to provide reasonable proof of recent and related experience in order to be considered for a salary increment, and if she fails to do so she shall not be entitled to recognition.

This provision shall apply to all current employees at July 01, 2001.

22.04 An annual increment shall be paid on each full-time employee's anniversary date of employment and after each fifteen hundred (1500) hours paid in the case of part-time employees.

22.05 When a new classification in the bargaining unit is established by the Employer or the Employer makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Employer shall advise the Union of such new or changed classification and the rate of pay established. If requested, the Employer agrees to meet with the Union to permit it to make representations with respect to the appropriate rate of pay providing any such meeting shall not delay the implementation of the new classification. Where the Union challenges the rate established by the Employer and the matter is not resolved following any meeting with the Union, a grievance may be filed at Step No. 1 of the Grievance Procedure within seven (7) calendar days following any meeting. If the matter is not resolved in the Grievance Procedure, it may be referred to Arbitration, it being understood that an Arbitration Board shall be limited to establishing an appropriate rate based on the relationship existing amongst other nursing classifications within the Home and duties and responsibilities involved.

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

22.06 Responsibility Pay

- (a) An employee who is designated in writing to relieve the Director of Nursing, shall be paid eight dollars and fifty cents (\$8.50) per tour for each tour so worked, in addition to her regular rate of pay.
- (b) The Employer shall, when no supervisor is on duty, designate one employee when employees are on duty, to be in charge on those evening, night, or

weekend shifts. Such employee shall receive five dollars (\$5.00) per shift in addition to her regular rate of pay.

Townsvie

Those employees employed on or before January 1, 1992, shall be paid seven dollars and fifty cents (\$7.50) per shift when they qualify under the above provision.

Yorkvie

Those employees employed on or before January 1, 1992, shall be paid one dollar (\$1.00) per hour when they qualify under the above provision.

Those employees employed on or before January 1, 1992, shall be paid (substitute the premium in place on December 31, 1991) when they qualify under the above provision.¹²

(c) Oakville/Townsvie

An employee assigned the responsibility of Building Supervisor shall be paid a responsibility differential of Eighty-Five Cents (\$0.85) per hour between the hours of 0700 to 0830 Monday to Friday.

22.07 An employee who is promoted to a higher rated classification within the bargaining unit will be placed on the level of the salary schedule of the higher rated classification which represents an increase above her current salary. She shall retain her service review date for purposes of wage progression.

22.08 Graduate Nurse Rate

(a) Mississauga

A Graduate Nurse shall be paid twenty-five cents (\$.25) per hour less than the Registered Nurse classification.

Norcliffe

Full-Time Graduate Nurses shall receive Sixty Dollars (\$60.00) per month less than the rate payable to a Full-Time Registered Nurse. Part-Time Graduate Nurses shall be paid Thirty-Five Cents (\$0.35) less per hour than the rate payable to a Part-Time Registered Nurse.

Yorkvie

In the event of a promotion or demotion, or upon a graduate nurse being granted Registered Nurse status, the salary adjustments necessary upon

¹² Superior conditions to be maintained.

the happening of such event shall be as of the date of occurrence or registration as the case may be.

- (b) A graduate nurse in the employ of the Employer upon presenting proof of current Certificate of Competence by the College of Nurses of Ontario shall be given the salary of the registered staff nurse as provided in this Article retroactive to the date of sitting the certification examination or the date of last hire, whichever is later.

22.09 Uniform Allowance

Stoney Creek

An employee shall receive a uniform allowance of Forty Dollars (\$40.00) per annum to be paid on a calendar basis.

22.10 Stoney Creek

The Employer shall pay the costs of an academic course which is directly related to the employee's employ to a maximum of One hundred and Fifty Dollars (\$150.00). If an employee's application for approval is denied, the employee shall be given the reasons in writing. The approval shall not be unreasonably denied.

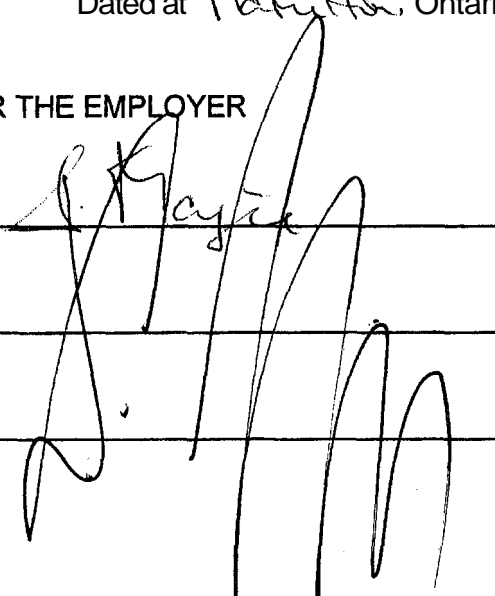
ARTICLE 23 – DURATION

23.01 This Agreement shall continue in effect until June 30, 2004 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.

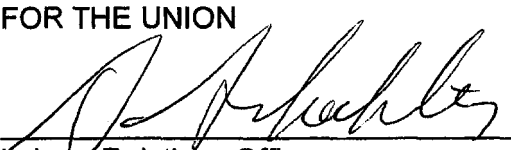

23.02 Notice that amendments are required or that either party desires to terminate this agreement may only be given within a period of ninety (90) days prior to the expiration date of this agreement or to any anniversary of such expiration date.

Dated at Hamilton, Ontario, this 17th day of June, 2002.

FOR THE EMPLOYER



FOR THE UNION


 Labour Relations Officer




APPENDIX "A"

RATES OF PAYRegistered NurseEffective**WAGES:**

STEP	<u>JULY 1/01</u>	<u>JULY 1/02</u>	<u>JULY 1/03</u>	<u>DEC 01/03</u>
Start	\$18.68	\$19.06	\$19.75	\$20.50
1 Year	\$19.60	\$19.98	\$20.55	\$21.30
2 Years	\$20.36	\$20.74	\$21.50	\$22.25
3 Years	\$21.41	\$21.79	\$22.25	\$23.00
4 Years	\$22.45	\$22.83	\$23.50	\$24.25
5 Years	\$23.50	\$23.88	\$24.50	\$25.25
6 Years	\$24.03	\$24.41	\$25.75	\$26.50
7 Years	\$25.61	\$25.99	\$26.95	\$27.70
8 Years	\$26.26	\$26.64	\$28.75	\$29.50
9 Years	\$28.00	\$29.37	\$30.50	\$32.00

Note: By initialing this note the central spokesperson acknowledge the parties are resolving some practical issues related to "rounding" by removing the monthly rates from the collective agreement. This resolution is premised on it being without prejudice to the Union should it conclude that there is a need for inclusion of monthly rates in the agreement, the parties will negotiate in good faith over the issue. In such negotiations or ultimate arbitration the Employers will not rely on the past practice or bargaining history and the issue shall be dealt with as if it were an issue in "a first collective agreement" round of bargaining.

Oakville (Assistant Director of Care)/Townsville (Nurse Manager)

STEP	<u>JULY 1/01</u>	<u>JULY 1/02</u>	<u>JULY 1/03</u>	<u>DEC 01/03</u>
Start	\$19.75	\$20.15	\$20.88	\$21.67
1 Year	\$20.73	\$21.13	\$21.74	\$22.53
2 Years	\$21.58	\$21.99	\$22.79	\$23.59
3 Years	\$22.65	\$23.05	\$23.54	\$24.33
4 Years	\$23.75	\$24.15	\$24.86	\$25.66
5 Years	\$24.86	\$25.26	\$25.92	\$26.71
6 Years	\$25.44	\$25.84	\$27.26	\$28.06
7 Years	\$27.08	\$27.48	\$28.50	\$29.29
8 Years	\$27.79	\$28.19	\$30.43	\$31.22
9 Years	\$29.63	\$31.08	\$32.28	\$33.86

Mississauga (Assistant Director of Care)

STEP	JULY 1/01	JULY 1/02	JULY 1/03	DEC 01/03
Start	\$19.75	\$20.15	\$20.88	\$21.67
1 Year	\$20.56	\$20.96	\$21.56	\$22.34
2 Years	\$21.38	\$21.78	\$22.58	\$23.36
3 Years	\$22.45	\$22.85	\$23.33	\$24.12
4 Years	\$23.55	\$23.95	\$24.65	\$25.44
5 Years	\$24.64	\$25.04	\$25.69	\$26.47
6 Years	\$25.20	\$25.60	\$27.00	\$27.79
7 Years	\$26.86	\$27.26	\$28.26	\$29.05
8 Years	\$27.54	\$27.94	\$30.15	\$30.94
9 Years	\$29.36	\$30.79	\$31.98	\$33.55

Yorkview (Part-time)

STEP	JULY 1/01 Incl. 8.5%	JULY 1/01 Incl. 12.5%	JULY 1/02 Incl. 8.5%	JULY 1/02 Incl. 12.5%	JULY 1/03 Incl. 8.5%	JULY 1/03 Incl. 12.5%	DEC. 1/03 Incl. 8.5%	DEC. 1/03 Incl. 12.5%
Start	\$20.27	\$21.02	\$20.68	\$21.45	\$21.43	\$22.22	\$22.24	\$23.07
1 Year	\$21.26	\$22.05	\$21.67	\$22.47	\$22.29	\$23.12	\$23.11	\$23.96
2 Years	\$22.09	\$22.91	\$22.50	\$23.34	\$23.33	\$24.19	\$24.14	\$25.03
3 Years	\$23.23	\$24.09	\$23.64	\$24.52	\$24.14	\$25.03	\$24.96	\$25.88
4 Years	\$24.35	\$25.26	\$24.76	\$25.69	\$25.49	\$26.44	\$26.30	\$27.28
5 Years	\$25.49	\$26.45	\$25.90	\$26.88	\$26.58	\$27.57	\$27.39	\$28.42
6 Years	\$26.07	\$27.03	\$26.48	\$27.45	\$27.94	\$28.96	\$28.75	\$29.81
7 Years	\$27.78	\$28.81	\$28.19	\$29.23	\$29.24	\$30.31	\$30.05	\$31.16
8 Years	\$28.49	\$29.55	\$28.90	\$29.98	\$31.19	\$32.35	\$32.01	\$33.19
9 Years	\$30.39	\$31.50	\$31.87	\$33.04	\$33.10	\$34.31	\$34.73	\$36.00

The wage schedule includes all Pay Equity obligations.

Percentage in Lieu

The twelve and one-half percent (12.5%) premium is given in lieu of benefits under Articles 12 except 12.04, 14, 17, and 18.

Part-time employees are not entitled to pay for holidays which is deemed to be included in the percentage in lieu payment.

Part-time employees who work on a holiday shall receive time and one-half times (1-1/2x) pay for all hours worked on a holiday.

Where a relief or part-time employee participates in the Retirement Income Plan, the twelve and one-half percent (12.5%) shall change to eight and one-half percent (8.5%).

RETENTION BONUS (not to be rolled into the rate or rolled up by %in lieu)
APPLICABLE ONLY TO EMPLOYEES BELOW THE MAXIMUM OF THE GRID

- BONUS 1: Effective in January 2002, pay all nurses employed on January 1, 2002 a retention bonus of twenty-five cents (\$.25) for each hour paid from July 1, 2001 to November 30, 2001.
- BONUS 2: Effective in January 2003, pay all nurses employed on January 1, 2003 a retention bonus of fifty cents (\$.50) for each hour paid from December 1, 2001 to November 30, 2002.
- BONUS 3: Effective in January 2004, pay all nurses employed on January 1, 2004 a retention bonus of seventy-five cents (\$.75) for each hour paid from December 1, 2002 to November 30, 2003.

RETENTION BONUS (not to be rolled into the rate or rolled up by %in lieu)
APPLICABLE ONLY TO EMPLOYEES AT THE MAXIMUM OF THE GRID

- BONUS 1: Effective in January 2002, pay all nurses employed on January 1, 2002 a retention bonus of fifty cents (\$.50) for each hour paid from July 1, 2001 to November 30, 2001.
- BONUS 2: Effective in January 2003, pay all nurses employed on January 1, 2003 a retention bonus of one dollar (\$1.00) for each hour paid from December 1, 2001 to November 30, 2002.
- BONUS 3: Effective in January 2004, pay all nurses employed on January 1, 2004 a retention bonus of one dollar fifty cents (\$1.50) for each hour paid from December 1, 2002 to November 30, 2003.**

Bonus payments will be made no later than January 31st of the following year with an itemized stub.

If possible and the nurse requests it in writing, this payment may be made directly to the nurses RRSP account.

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APPENDIX "B"

COMMITTEE

Ms. M. Elizabeth Ada
Director, Human Resources
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K1S 0C5

Ms. Susan Elizabeth French
Associate Member, Department of Sociology
McMaster University, School of Nursing
Faculty of Health Sciences, Room 3N25C
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Hamilton, Ontario
L8N 3Z5

Ms. Darlene Steven
Associate Professor
School of Nursing
Lakehead University
955 Oliver Road
Thunder Bay, Ontario
P7B 5E1



a4

APPENDIX "C"

CHAIRPERSONS RE 8.12 (B) DISPUTE RESOLUTION

Gerald Charney
Louisa Davie
Pauline Dietrich
Jane Emrich
Barry Fisher
William Kaplan
Loretta Mikus
Richard Verity



APPENDIX "D"

PAY EQUITY AGREEMENT

Between

**ONTARIO NURSES ASSOCIATION
("the Union")**

and

**THE PARTICIPATING NURSING HOMES
(for the Nursing Homes listed in Appendix "A" of the
Terms of Reference signed by the parties)
("the Employers")**

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

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

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

The adjustments in the Memorandum of Settlement dated April 27, 2001 resolve all current outstanding issue of Pay Equity and the obligations under the Proxy Pay Equity plan.

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

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

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

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LETTER OF UNDERSTANDING

Between:

ROYALCRESTLIFECARE GROUP

And:

ONTARIO NURSES' ASSOCIATION

Re: Health & Safety Sub-committee

For the Multi-Home Employer, each Employer and the Union agree to form a sub-committee which will review appropriate Health & Safety issues that have not been resolved by the Local Health & Safety Committee and determine areas of concern that require further review.

To the extent possible, the parties will endeavour to reach consensus on recommendations to improve circumstances. The parties will focus first on the most common incidents.

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LETTER OF UNDERSTANDING

Between:

ROYALCRESTLIFECARE GROUP

And:

ONTARIO NURSES' ASSOCIATION

Re: New Certifications

If a participating employer is newly certified by ONA at one of its owned nursing homes for its registered nurses, the existing standard non-monetary provisions in the central ONA/RN agreements will automatically apply to the nurses effective as soon as practically possible following the date that the Employer receives notice to bargain from the Union.

These provisions include the central template issues at July 01, 2001:

- Article 1
- Article 2.03
- Articles 2.05-2.08
- Articles 3-8
- Articles 9.01(c) only, 9.03-9.13, 9.16
- Article 10
- Article 11 (except 11.05 (d))
- Article 12 holidays-longweekends
- Article 14.02
- Article 17.05, 17.06
- Article 20, 21
- Article 23 (except 23.01)
- Appendix C



LETTER OF UNDERSTANDING

Between:

ROYALCRESTLIFECARE GROUP

And:

ONTARIO NURSES' ASSOCIATION

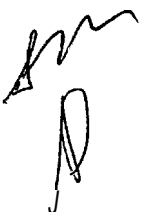
Re. Joint Committee - Working Document

The Parties are to establish a joint committee to construct a working document which will at least include a compilation of the pre existing variations of the non standardized central issues. The work is to be completed prior to the open period for notice to bargain. Meetings are to be held at least bi-monthly with the party whose next response is due to provide comprehensive written position to the other side at least 1 working day prior to meeting. If the work is not finished 3 months prior to the deadline, the parties agree to meet as often as necessary in order to meet the deadline.

The committee may also make recommendations on options for standardizing individual Articles.

The committee will also review the information relating to dues information concerns of the Union and forward any recommendations to the Participating Employers on changes that can be implemented during the term of the collective agreement.

For further clarity, the parties agree that the purpose of the exercise is to review opportunities for further standardization of the collective agreement provisions and assess the impact of such standardization on the participating nursing homes.



LETTER OF UNDERSTANDING

Between:

ROYALCREST LIFECARE GROUP

And:

ONTARIO NURSES' ASSOCIATION

Re: Central Negotiating Team

This letter is applicable only in circumstances where the employer is a participant in central negotiations.

Central Negotiating Team

In the event that the parties agree to participate in central bargaining between the Ontario Nurses' Association and the Participating Homes, an employee serving on the Union's Central Negotiating Team shall be granted time off as required for attending negotiations and shall be paid for all scheduled shifts missed (including scheduled shifts immediately before and after negotiations), up to and including Mediation/Arbitration. The parties, however, agree that these days are not to be counted against the number of ONA local union leave days provided in Article 11.02 (a). Notice will be given to the Employer as far in advance as possible.

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LETTER OF UNDERSTANDING

Between:

BRANTWOOD MANOR NURSING HOMES LTD.

And:

ONTARIO NURSES' ASSOCIATION

This Letter confirms the parties Agreement that Ms. Marie Walton, Full-Time employee shall be entitled to the following provision on termination of Full-Time employment or as the Clause provides:

On termination for any reason, or on death, an employee with five (5) or more years of service is entitled to a cash payout equal to fifty percent (50%) of her unused sick leave credits at her rate of pay at time of termination or death up to a maximum of sixty (60) days pay.

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LETTER OF UNDERSTANDING

Between:

ONTARIO NURSES' ASSOCIATION

And:

ROYALCREST LIFECARE MISSISSAUGA

The Employer will continue its existing practise of providing parking to employees during working hours only, at no charge provided that, if a change is made to the parking policy as it relates to other users, including charges for parking, this policy will apply equally to members of this bargaining unit.

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LETTER OF UNDERSTANDING

Between:

ONTARIO NURSES' ASSOCIATION

And:

TOWNSVIEW LIFECARE CENTRE

Time-sharing is defined as two nurses who share the time worked by one **Full-Time** position and one **Part-Time** position. The nurses in such an arrangement shall be referred to as **time-sharers** or time-sharing partners. Any time-sharing arrangements shall be implemented **as follows:**

The schedules shall conform with the scheduling provisions of the Full-Time Collective Agreement (Article **15**).

The division of hours over the schedule for each **time-sharer** shall be equal unless mutually agreed otherwise.

The **time-sharer** involved will have the right to determine which partner works on a scheduled paid holiday and **time-sharers** shall only be required to work the number of paid holidays that a **Full-Time** nurse would be required to work.

Each **time-sharer** may exchange shifts with her partner, as well as with other nurses **as** provided by the Collective Agreement.

Should one of the nurses in a time-sharing arrangement be absent due to illness or leave of absence, her partner will be offered the absent days first up to full time hours. Should the partner be unable to work, then the Home will replace the absent days by offering the work to the part-time bargaining unit nurses.

Time-sharers are not required to cover for their partner for vacation. Where the **time-sharers** agree to cover one another for vacation up to full time hours they will not be part of the vacation quota. Where the **time-sharers** do not agree to cover for one another, they will be part of the vacation quota.

Implementation

If a **Full-Time** vacancy occurs in which the parties have agreed to convert this **Full-Time** vacancy together with the **Part-Time** complement of this position to a time-shared arrangement then the position will be posted and awarded in accordance with the Collective Agreement.



If one of the time-sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the employer will then hire from outside the Home.

Discontinuation

The time-sharing arrangement may be discontinued at the request of one or the other time-sharer, or by the Employer because of adverse effects on resident care or other reasons which are neither unreasonable nor arbitrary.

When notice of desire to terminate is given by either party in accordance with this agreement, then:

- (a) the parties shall meet within two (2) weeks of giving of notice to review the request for discontinuation; and
- (b) where it is determined that the time-sharing arrangement will be discontinued affected nurses shall be given sixty (60) days notice before schedules are amended.

The time-sharers will be covered by the Collective Agreement in all respects.

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LETTER OF UNDERSTANDING

Between:

ONTARIO NURSES' ASSOCIATION

And:

STONEY CREEK LIFECARE CENTRE

It is understood from negotiations that the Employer does intend to continue to replace a Registered Nurse with a Registered Nurse where possible, subject to Article 2.04 of the Collective Agreement.

