

AGREED TO ISSUES

CUPE LOCAL 145

LOCAL COLLECTIVE AGREEMENT

Combined Full-Time/Part-Time

Between

William Osler Health Centre
(hereafter ~~referred~~ as the Health Centre)

And

0600
↓
Canadian Union of Public Employees Local 145
(hereafter referred as the Union)

Expires: September 28, 2001

WILLIAM OSLER HEALTH CENTRE
SEP 28 2001

The Parties agree to recommend to their members that the enclosed terms and conditions be accepted and ratified.

Signed this 20th day of December in Mississauga, Ontario.

For the Health Centre

Wynne Allen

For the Union

Dyana Allen

Joan

Debbie Stewart

in interest

Cheryl Kaycraft

Al Brackman

Dymphna Wacko-Channan

B. Bell

L. Holder

(I)

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SCHEDULE A: FULL TIME/PART TIME JOB CLASSIFICATIONS AND RATES OF PAY

ARTICLE A – SCOPE AND RECOGNITION

Service – Full Time

The Health Centre recognizes the Union as the sole collective bargaining agent for all service employees of the William Osler Health Centre, Ontario, save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, graduate dietitians, student dietitians, paramedical staff, technical personnel, supervisors, persons above the rank of supervisor, office and clerical staff, persons regularly employed for less than twenty-four (24) hours per week, persons employed for school vacation periods, and employees covered by other collective agreement.

Service – Part Time

The Health Centre recognizes the Union as the sole collective bargaining agent for all service employees of the William Osler Health Centre, Ontario, save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, graduate dietitians, student dietitians, paramedical staff, technical personnel, supervisors, persons above the rank of supervisor, office and clerical staff, persons regularly employed for 37.5 hours per week, persons employed for school vacation periods, and employees covered by other collective agreement.

For purposes of clarity paramedical staff and technical personnel include the following:

Unregistered ECG technician, laboratory assistant/technician, pharmacy technician, registered ECG Technician, non-registered X-ray technologist, non-registered EEG technician, medical laboratory technologists, registered EEG technicians, chiropract, registered X-ray technologists, registered nuclear medicine technologists, registered respiratory therapists, registered ultrasound technologists, medical social worker, crisis intervention worker, dietitian, psychometrists, physiotherapists, occupational therapists, speech pathologists, licensed pharmacists, echocardiography technologists, and audiologists, ophthalmology assistant, pathology assistant, child life worker, recreation therapists, vestibular technician, child life specialists, behavioural therapists, infant development worker, Leader 1-group therapy, case manager, discharge planner, day treatment therapist, and morgue attendant.

ARTICLE B – MANAGEMENT RIGHTS

The Union recognizes that the management of the Health Centre and the direction of the working force are fixed with the Health Centre, and shall remain with the Health Centre, except as specifically limited by this Agreement and, without restricting the generality of the foregoing, the Union acknowledges that it is the function of the Health Centre to:

- a) maintain order, efficiency and discipline;
- b) hire, assign, retire, discharge, direct, classify, transfer, promote, demote, layoff, recall, and suspend or otherwise discipline employees provided that a claim by an employee that they have been discharged, suspended or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided;
- c) establish, alter and enforce reasonable rules and regulations to be observed by the employees;
- d) generally to manage and operate the Health Centre in all respects in accordance with its obligations and without restricting the generality of the foregoing, to determine all work procedures, the kind and location of equipment to be used, methods to be used, the allocation and number of employees required from time to time, the services to be performed, standards of performance of all employees, work assignments, the hours of work and all other rights and responsibilities of management, not specially modified elsewhere in this Agreement.

The Employer agrees that the rights described in this Article shall be exercised in a manner consistent with the provisions of this agreement.

ARTICLE C – DUES DEDUCTION

The Health Centre agrees to deduct an amount equal to monthly Union dues from each employee in the bargaining unit.

- The Health Centre will deduct the regular monthly union dues from the pay issued to employees. Such deductions shall become effective in the month following the month in which the employee was hired. The deduction shall be forwarded to the National Secretary-Treasurer of the Union not later than the 15th day of the month following the month in which the deduction was made.
- The Health Centre at the same time provide the Local Union with a list monthly, of all hiring, layoffs, recalls and terminations.
- The Union will save the Health Centre harmless from any claims made by employees for amounts deducted from their pay in accordance with the terms of this Article.
- The Health Centre shall forward a Dues Deduction List to the Local Treasurer on a monthly basis.

ARTICLE D – UNION REPRESENTATION AND COMMITTEES

D.1 Negotiating Committee

The Health Centre acknowledges the right of the union to appoint or otherwise select a Negotiating Committee of not more than six (6) employees, in addition to the Local President and the National Representative, and one alternate to be recognized when one of the regular members is absent provided the Health

Centre is given at least fortyeight (48) hours notice. The Health Centre will recognize the said Committee with respect to any matters which properly arise from time to time concerning the interpretation or administration of this Agreement and the negotiations for the renewal of the Agreement.

D.2 Grievance Committee

The Health Centre acknowledges the right of the Union to appoint or otherwise select a Grievance Committee of three (3) members, one of whom shall be the President of the Local or designate.

D.3 Number of Stewards

- a) **The parties agree that there shall be** stewards for **each** site in the **following manner**: a Campus ~~Vice-President~~ and ten (10) stewards ~~at~~ Brampton Memorial Hospital Campus, a Campus ~~Vice~~ President and ten (10) stewards ~~at~~ Etobicoke Hospital Campus and a Campus ~~Vice~~-President and three (3) stewards at Georgetown Hospital Campus.
- b) No more than one (1) union steward shall be appointed in any given department. No more than ~~two~~ (2) stewards shall be appointed ~~from~~ a ~~classification~~ exclusive of the President.
- c) The Union will **notify** the Health Centre of the names of the individuals in (a) above, following their ~~election~~.
- d) The parties agree ~~that~~ **in** the event of a change in the number of members **either** from site to site or increase, that they will ~~meet~~ to evaluate the number of stewards needed.

The Health Centre shall not be required to recognize any employee as a Steward or as a member of the Grievance Committee or of the Negotiating Committee unless and until the Union ~~has~~ given notice in ~~writing~~ of the names of those employees who are stewards ~~of~~ who are on ~~such~~ committees from time to time.

D.4 Labour Management Committee

In reference to **Article 6.02**, there shall be equal representation ~~of~~ five (5) members. Additional members may be added from time to time by agreement of the parties to this agreement.

D.5 Redeployment Committee

In reference to **Article 9.08**, there shall be equal representation of five (5) members. Additional members may be added from time to time by agreement of the parties to this agreement.

D.6 Union Leave Days

The number of days granted to the bargaining unit as a whole under Article 12.02 shall total no more than ~~two~~ hundred and ~~fifty~~ (250) days within any calendar year.

The Union will reimburse the Health Centre in full for any wages and benefits paid to employees on such leave, within thirty (30) days of receipt of the Health Centre's invoice.

ARTICLE E – SENIORITY

Seniority lists of employees covered by this Agreement shall be posted on the Health Centre's computer system with copies to the Secretary of the Union in the months of January and July.

ARTICLE F – UNION SECURITY

The Health Centre shall make available to the Union, upon request, information required by the Union, including: classifications, wage rates, pension and benefit plans, all pertaining to the bargaining unit.

ARTICLE G – POSTING NOTICES

The Health Centre shall provide one (1) locked bulletin board at each Campus upon which the Union may post any notice, which has been approved by the Health Centre for posting. One (1) additional locked bulletin board may be located at each of the campuses. The Union agrees to share equally the cost of the additional board with the Health Centre.

ARTICLE H – HOURS OF WORK

H.1 Full Time Employees

For full time employees the normal day shall consist of seven and one-half (7 1/2) hours, exclusive of a one-half (1/2) hour unpaid meal break. The normal workweek shall consist of thirty-seven and one-half (37 1/2) hours per week, averaged over a two-week period.

For Stationary Engineers the normal day shall consist of eight (8) hours inclusive of a one-half (1/2) hour meal break. The normal workweek will consist of forty (40) hours per week average over a two-week period.

H.2 Regular Part Time Employees

Regular Part-time Employees shall be regularly scheduled to work up to twenty four (24) hours per week averaged over a two (2) week period.

The minimum hours worked by an employee will be four (4) hours. When the Health Centre requests that staff attend education, training sessions or meetings that may be less than four (4) hours in duration, payment for attendance at these meetings will be on an hourly basis.

The practice to employ Part Time staff for three (3) hours shifts for the dinner period (1600 to 2000 hours) will continue in the Food and Nutrition Department at the Brampton and Etobicoke Campuses. The practice to employ "Students" for two and one-half (2 ½) hour shifts for the dinner period (1600 to 2000 hours) will continue in the Food and Nutrition Department at the Georgetown Campus.

The Health Centre will continue

ARTICLE I - SCHEDULING

Full Time Employees

1. The Health Centre will endeavour to post two (2) week schedules, four (4) weeks in advance of being effective.

Requests for specific days off will be submitted in writing at least two (2) weeks in advance of posting this schedule. The Health Centre agrees to respond to these requests no later than seven (7) days before the schedule is posted. This does not preclude the supervisor from considering special requests submitted on short notice. Requests for specific days off will not be unreasonably denied.

Employees may request an exchange of scheduled tours of duty provided such requests are submitted, in writing, to the immediate supervisor, co-signed by the employees involved and approved by the immediate supervisor. Such requests will not be unreasonably denied.

In instances where an employee's work schedule has been changed due to a mutual agreement between employees there shall be no overtime payable.

2. In preparing schedules, the Health Centre will endeavour to adhere to the following objectives for employees on regular shifts (i.e. 7.5 hours per day).
 - (a) Every effort shall be made to give full time employees one (1) weekend off in two (2). Should an employee be required to work three weekends in a row, then time and one half shall be paid for the third and subsequent weekend(s) save and except where:
 - (i) Such weekend has been worked by the employee to satisfy specific days off requested by such employee; or
 - (ii) Such employee has requested weekend work; or
 - (iii) Such weekend is worked as a result of an exchange of shifts with another employee.
 - (b) No split shifts;

- (c) A minimum of sixteen (16) hours off when shifts of duty are changed and at least forty-eight (48) hours off following a period of night duty when shifts are changed;
 - (d) In meeting the requirements of one (1) weekend off in two (2) or not more than six (6) consecutive scheduled shifts in a row, the Health Centre shall be entitled to schedule split days off;
 - (e) Where employees rotate shifts, the Health Centre shall endeavour to schedule fifty (50%) of work time on the day shift and fifty percent (50%) on the other shift or shifts as the case may be. (It is not the present intention of the Health Centre to change the existing schedules of RPN's to three (3) rotating shifts):
 - (f) An employee will not be required to change tours of duty more than once during the workweek, unless otherwise mutually agreed between the employee and his/her immediate supervisor.
3. A weekend shall consist of fifty-six (56) consecutive hours commencing no later than the end of the Friday evening shift and ending no sooner than the beginning of the Monday day shift, unless otherwise mutually agreed between the employee and his/her immediate supervisor.
4. Where possible for the Health Centre to do so, the Health Centre agrees to maintain its present policy of scheduling of employees during Christmas and New Year's period so that employees will have either period off. Where possible, when an employee is scheduled to work Christmas Day, he/she will be scheduled off for Christmas in the following year effective December 2001. For purposes of this article only, Christmas will be considered Christmas Day and Boxing Day (December 25th and 26th). New Year's will be New Year's Eve and New Year's Day (December 31st and January 1st). If an employee requests and the Health Centre agrees, the employee may work both holidays.

Requests for vacation may not be considered from December 15th to January 10th.

1.2 Part Time Employees

- 1. The Health Centre will endeavour to post two (2) week schedules, four (4) weeks in advance of being effective.

Requests for specific days off will be submitted in writing at least two (2) weeks in advance of posting this schedule. The Health Centre agrees to respond to these requests no later than seven (7) days before the schedule is posted. This does not preclude the supervisor from considering special requests submitted on short notice. Requests for specific days off will not be unreasonably denied.

Employees may request an exchange of scheduled tours of duty provided such requests are submitted, in writing, to the immediate supervisor, co-signed by the employees involved and approved by the immediate supervisor. Such requests will not be unreasonably denied.

In instances where an employee's work schedule has been changed due to a mutual agreement between employees there shall be no overtime payable.

2. Regular part time employees are required to be available for work as follows:
 - (a) ~~Forty-eight~~ (48) hours per pay period averaged over the ~~two~~ (2) week posted schedule.
 - (b) Rotate ~~two~~ (2) shifts – either day/evening or day/night
 - (c) Two (2) full weekends in four (4);
 - (d) if an employee is scheduled to work more than two (2) weekends in a four (4) week schedule, he/she will receive premium payment as defined in the Central Agreement for all hours worked on ~~that~~ weekend save and except where:
 - i) such weekend has been worked by the employee to satisfy specific days ~~off~~ requested by such employee; or
 - ii) such employee ~~has~~ requested weekend work, or
 - iii) such weekend is worked, as a result of an exchange of shifts with another employee which has been approved by the Department Head/Delegate; or
 - iv) such employees classification as students; or
 - v) when the job was posted that the regular schedule normally requires continuous weekend work. (For clarification the job posting will contain the following statement: "~~Please~~ be advised that this job normally requires continuous weekend work.")
 - (e) ~~Fifty~~ (50%) of Public Holidays per year including one of Christmas or New Years.
 - (f) Part Time may make themselves available for shifts over and above the posted schedule to their ~~stated~~ commitment.
 - (g) A weekend shall ~~consist~~ of ~~fifty-six~~ (56) ~~consecutive~~ hours commencing no later than the end of the Friday evening shift and ending no sooner than the beginning of the Monday day shift, unless otherwise mutually agreed between the employee and his/her immediate supervisor.
 - (h) Part Time ~~staff will~~ not be scheduled ~~for~~ more than five (5) ~~consecutive~~ shifts unless otherwise mutually agreed to.
3. Where possible for the Health Centre to ~~do~~ so, the Health Centre agrees to maintain its present policy of scheduling of employees during Christmas and New Year's period so that employees will have either period off. Where possible, when an employee is scheduled to work Christmas Day, he/she will be scheduled off for Christmas in the following year effective December 2001. For purposes of this article only, Christmas will be considered Christmas Day and Boxing Day (December 25th and 26th). New Year's will be New Year's Eve and New Year's Day (December 31st and January 1st). If an employee requests and the Health Centre agrees, the employee may work both holidays.

Requests for vacation may not be considered from December 15th to January 10th

1.3 Casual Employees

1. Casual employees are required to be available for work **as** follows:

- (a) Two (2) **shifts** per pay period averaged over a six (6) week schedule.
- (b) Rotate through two (2) shifts – either **day/evening** or **day/night**.
- (c) Two (2) weekend shifts in **six (6)**,
- (d) Thirty percent (30%) of Public Holidays per year including one of either Christmas or New Years.

Applies to Regular Part Time and Casual

2. Any regular part time or casual employee **who** refuses to accept a work assignment which is in **accordance** with their committed availability on three (3) occasions without an **excuse** acceptable to the Health Centre shall be deemed to have resigned their casual position.

3. The Health Centre will equitably distribute scheduled shifts within a department/program/service for regular part time staff.

4. **Once the schedule is posted, additional shifts will be assigned first to regular part time staff up to seventy-four hours in a two week period and then to casual staff, who are able to perform the work required, in descending order of seniority, based on their availability.**

For Example: The first additional shift **will** be offered to the most senior regular part time **staff** member who has indicated their availability to work the shift. The next additional shift will then be offered to the **next** most senior regular part time **staff** member available to work. This process will continue for the duration of the **posted** schedule.

The **process** for distribution of shifts over and above the posted schedule shall begin with the most senior regular **part** time employee **at** the beginning of each **new-posted** schedule.

5. Any shift offered to an employee who has **stated** their **availability** and **refused** with more than four (4) hours notice, will be considered a **shift** worked for the purpose of offering additional tours. **An employee may refuse a shift with less than four (4) hours notice without penalty and will not be considered a shift worked for the purpose of offering additional tours.**

6. Employees shall be allowed at least twenty-four (24) consecutive hours off when changing from night to day shift.

7. There will be a minimum of **sixteen (16) hours off** between shifts of **duty**.

1.4 Applies to Full Time and Part Time

8. When hours of work exceed 7 ½ hours due to daylight saving time change, employees shall be paid for the total hours worked at his/her regular straight time rate of pay. When the hours of work are less than 7 ½ hours due to daylight saving time change, employees shall be paid for the total number of hours worked at his/her regular straight time rate of pay.
9. An employee who works the greatest number of hours on a recognized holiday shall be deemed to have worked the holiday for purposes of premium payment.
10. The Health Centre will not be required to schedule shifts, which will result in a premium being paid.

1.5 Extended Tours

Where a desire of employees of the Health Centre/department on a particular unit to introduce extended hours is made known in writing, the criteria for introduction, discontinuing and scheduling extended hours will be discussed at a Labour/Management meeting as soon as it is feasible. In the event the Health Centre and the Union agree to the introduction of extended hours in particular unit/department the Health Centre will endeavour to schedule extended hours in accordance with the following principles or any other arrangement mutually agreeable to both the Health Centre and the Union:

- i) Eighty percent (80%) of the employees in the unit/department indicate by secret ballot their desire to work extended shifts.
- ii) Employees working extended hours shall receive every second weekend off, unless otherwise agreed to between the employee and the Health Centre;
- iii) An employee working extended hours will not be scheduled to work more than four (4) consecutive shifts.
- iv) The meal periods and rest periods will be as per the Central Agreement.
- v) Where department/unit implements extended tours, a review will occur after six (6) months of implementation.
- vi) **This clause will not affect the validity of existing Extended Tours**

Extended tours may be discontinued in any unit when either party states its intention to discontinue the extended tour schedule:

- i) eighty percent (80%) of the employees affected so indicate by secret ballot.
- ii) **The Health Centre because of**
 - **adverse affect on patient care, or**
 - **inability to provide a workable staffing schedule, or**
 - **the Health Centre wishes to do so for other reasons which are neither unreasonable nor arbitrary**

When notice of discontinuation is given by either party in accordance with the above, then:

- i) the parties shall meet within two (2) weeks of giving of notice to review the request for discontinuation;

- ii) where it is determined that the extended tours will be discontinued, affected employees shall **be** given sixty (60) **days** notice before the schedules are **so** amended.

I.6 Cancellation of **Shifts**

- (a) Twenty-four hours notice of cancellation of a shift unless the cancellation is beyond the control of the Health Centre.
- (b) Part time staff and part time staff filling full time positions on a temporary basis, will be cancelled before full time **staff in reverse order of seniority**.

Overtime

Authorized time worked in excess of a **regular-scheduled shifts** (7.5 hours) shall be paid *at* time and **one-half** (1 %) the employee's regular straight time rate of **pay**.

Overtime shall **be** offered first to full time and then to part time employees, on an equitable basis **in** descending order **of** seniority based on an employee's ability and availability to do **the work** required.

ARTICLE K – VACATION

- a) Requests for **summer vacation** will be submitted to the Department by April 1st **of** **each** year.
- b) **Vacation** schedules shall **be posted by May 31"** **of** **each** year in **each** department.
- c) When determining the vacation schedule, the **Director/Manager** of designate will consider the employee's seniority, their preference and **staffing** needs.
- d) Approval of requests for **vacation periods** submitted after **April 1st of** each year will be **based on availability** and on a **first come first served** basis.
- e) In the event of exceptional needs the employer will consider each request on its own **merits**
- f) **Vacation** must **be** taken no later than twelve (12) months following the year in which it is **was** accrued.
- g) **Part Time Vacation**
 - a) **Annual vacation pay entitlement** shall be **calculated on hours** worked from **June 1st to May 31st**. **Vacation pay** shall be paid by **June 30th**.

ARTICLE L – PAID HOLIDAYS

a) The Health Centre agrees to recognize the following paid holidays:

New Year's Day	Good Friday
Easter Monday	Victoria Day
Canada Day	Civic Holiday
Labour Day	Thanksgiving Day
Christmas Day	Boxing Day
Second Monday in February	Second Monday in June

b) LIEU DAYS

When a full time employee qualifies for a lieu day, such lieu day will be granted within thirty (30) day's prior or sixty (60) days following the date on which the holiday occurs unless otherwise mutually agreed upon.

ARTICLE M – SICK LEAVE NOTIFICATION

1. Employees unable to report for work for all or part of a scheduled shift due to illness shall notify their immediate supervisor, or an alternate designated by the supervisor, as soon as possible. Minimum notice of at least four (4) hours prior to the commencement of a scheduled afternoon or night shift shall be required, and at least one (1) hour prior to the commencement of a day shift is required. At the time such notice is given the employee should indicate, in general terms, the reason for the absence and the expected date of return.
2. Employees able to return to work following an absence are required to give adequate notice to their supervisor or alternate designated by a supervisor. In the event an employee fails to provide such notification and a replacement is arranged the employee may be denied the opportunity to work any part of the shift in question.

ARTICLE N – UNIFORM ALLOWANCE

N.1 a) Fulltime Employees

All full time employees who are required to wear uniforms, (other than those employees who have uniforms provided by the Health Centre) will receive an eighty (\$80.00) uniform allowance, to be paid in April for the previous year.

b) Parttime Employees

All part time employees who are required to wear uniforms, (other than those employees who have uniforms provided by the Health Centre) will receive a pro-rated (based on 1725 hours) uniform allowance to a maximum of eighty (\$80.00) uniform allowance, to be paid in April for the previous year.

N.2 Meal Allowance

Employees required to work more than three (3) hours beyond their full shift's hours in a day shall **be** provided with a hot meal or five dollars (\$5.00) if the Health Centre is unable to provide a hot meal.

ARTICLE O – MILEAGE

When an employee is required to travel to the Health Centre or the return to their home **as** a result **of** reporting to or **off** work between the hours of 2400 –0600 hours, (other than reporting to or **off** work for their regular shift) or **at** any time **while** on **standby**, the Health Centre will pay **transportation costs** either by taxi or by their own vehicle **at** the rate of **thirty-one (\$.31) cents** per kilometer (to a maximum **of fourteen dollars (\$14.00)** or such greater amounts as the Health Centre may in **its** discretion determine for each trip **between** the aforementioned hours. The employee will provide to the Health Centre satisfactory proof of payment of such taxi fare.

ARTICLE P – OCCUPATIONAL HEALTH & SAFETY

The Health Centre **and** the Union agree that they mutually desire to maintain standards of **safety** and health in the Health Centre in order to prevent accidents, injury **and** illness.

Recognizing **its** responsibilities under the applicable legislation, the Health Centre **agrees** to **accept as** a member **of its** Occupational Health and Safety Committee **at** least one representative selected from **each** site appointed **by** the Union **of** their members.

Such **committee** shall identify potential dangers and **hazards**; institute means **of** improving health and **safety** programs and recommend actions to **be** taken to improve conditions related to **safety** and health.

The Health Centre agrees to **co-operate** reasonably in providing necessary information to enable the Committee to **fulfill its functions**.

Meetings shall be held every **second** month or more frequently **at** the call of the chair as required. The Committee shall maintain minutes **of all** meetings and make the same available for review.

Any representative appointed or selected in **accordance with** paragraph 2, hereof shall serve for **a** term **of** one calendar year for the date of appointment which may **be** renewed for further periods of one year. Time off for such **representative(s)** to attend meetings **of** the Accident Prevention Health and Safety Committee **in** accordance with the foregoing shall be granted and any **representative(s)** attending **such** meetings during their regular scheduled hours **of** work shall not lose regular earnings as a result of such attendance.

The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.

ARTICLE Q – PROTECTIVE CLOTHING

The Health Centre agrees to continue its present practices with respect to the provision of protective clothing and safety devices to employees.

Designated Fulltime employees with the following departments receive the footwear allowance:

Food & Nutrition
Engineering & Maintenance
Environmental Services
Materials Management

ARTICLE R – HAND TOOLS

The Health Centre will provide the appropriate tools that are required in the performance of their duties to employees who require them.

Worn out and broken tools shall be replaced by the Employer upon presentation of the tool to the Employer. Lost tools shall be replaced by the employee with a tool deemed of equal value by the Employer.

ARTICLE S – RPN SKILL UTILIZATION

The Health Centre agrees that Registered Practical Nurses (RPNs) will be allowed and encouraged to utilize all of the skills as outlined by the College of Nurses of Ontario, Standards of Nursing Practice, where deemed appropriate and practicable. Where upgraded skills are required by the Health Centre, it will pay for attendance at such training at regular wages and will also pay for tuition and materials.

ARTICLE T – COMPENSATION

T.1 Experience Pay

An employee hired by the Health Centre with recent and related experience, may claim at the time of hiring consideration for such experience. Any such claim shall be accompanied by verification of previously related experience. The Health Centre shall then evaluate such experience during the probationary period. Where, in the Health Centre's opinion such experience is relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) years/1725 hours of related experience in the classification on the completion of the employee's probationary period. It is understood and agreed that this shall not constitute a violation of the wage schedule of the Collective Agreement.

T.2 The Health Centre may select certain employees to act as Lead Hands. These employees will not be responsible for any disciplinary action taken against employees but they will direct employees to assigned work duties. Employees will be required to co-operate with and follow the direction of Lead Hands. Lead Hands shall receive a premium of forty-five cents **(\$.45) per hour.**

ARTICLE U – WAGES

- (a) Attached hereto and forming part of this Agreement will be:
Schedule A: Full Time/Part Time **Job** Classifications and Rates of Pay
- (b) The Health Centre shall **classify** employees and **pay** the corresponding rates of Pay **as set** forth in Schedule A.

ARTICLE V – COLLECTIVE AGREEMENT

The **cost** of printing of the **Collective Agreement** will be shared equally **by** the Health Centre **and** the Union.

The Health Centre **will** distribute **a copy** of the **Colledive Agreement** to **all bargaining** unit employees. For new employees, the Health Centre will provide **sufficient copies** of the Collective Agreement to the **Union** for distribution **at** orientation.

ARTICLE W – DURATION

20.01 Term

The **term of this** first **Colledive** Agreement **shall be** from the **date** of ratification to September 28, 2001. This **agreement shall be** binding and **continue** in **effect** and **shall** continue from year to year unless **either** party **gives** written notice to the other party of its **desire** to **bargain for** amendments **within ninety (90) days** prior to the termination date of September 28, 2001. Upon receipt of **such** notice **by one party** or the other, both parties will **meet** thereafter for the purpose of bargaining.

**WILLIAM OSLER HEALTH CENTRE
WAGE SCHEDULE
CUPE**

GRID	CLASSIFICATION	JANUARY 1, 2000			OCTOBER 11, 2000		
		Start	1Year	2Year	Start	1Year	2Year
A	Student – GHC				9.13	9.59	10.06
B	Housekeeping Aide - EHC	14.68	14.83	15.01	14.98	15.13	15.31
C	Dishwasher Food Service Porter – EHC Stores Clerk II – Food & Nutrition (E)	15.28	15.38	15.57	15.59	15.69	15.88
D	Service Assistant Cleaner/Aide – GHC Patient Service Assistant Dietary Aide Food Service Aide	15.32	15.46	15.64	15.63	15.77	15.95
E	Service Associate TDA II OR Attendant OR TECH/ CSR-GHC Porter Patient Transporter SPD Porter SPD Attendant Floor Supply Technician	15.42	15.52	15.71	15.73	15.83	16.02
F	Cook Trainee	15.52	15.62	15.80	15.83	15.93	16.12
G	Experienced Orderly Orderly II Health Care Aide Equipment Room Orderly Rehab Asst/Aide	15.77	15.89	16.08	16.09	16.21	16.40
H	Assistant Cook	16.14	16.39		16.46	16.72	
	Stores Clerk II – EHC Porter "B" – GHC Storekeeper				15.64	16.25	16.86
J	Cook	16.76	17.16	17.48	17.10	17.50	17.83
K	Maintenance I Maintenance Technician – EHC 4 th Class Stationary	17.58	17.66	17.82	17.94	18.02	18.18

L	Painter	18.32 18.62 19.07	18.69 19.00 19.45
M	Electrician Air Conditioning/ Refrigeration Mechanic Maintenance Technician – GHC Plumber RPN IV Technician Pre-Admit Technician PhysiotherapistAsst. Electrician II 2 nd Class Stationary	18.66 18.98 20.23	19.03 19.36 20.63
N			
O	Non-Registered Practical Nurse	17.28 17.59 18.73	17.63 17.94 19.10

MEMORANDUM OF AGREEMENT

Between:

William Osler Health Centre
(hereafter called the Health Centre)

-and-

Canadian Union of Public Employees (CUPE)
(hereafter called the Union)

The parties agree that the following will constitute full resolution of the following outstanding issues with regard to negotiations for a merged Collective Agreement for the three (3) campuses (Etobicoke, Brampton and Georgetown).

1. Modified Work

The parties agree that the Health Centre will develop a Modified Work Policy by January 1, 2001. The Health Centre agrees to consult with the Union to obtain their feedback prior to implementation of the Policy.

2. Wages

The parties agree to the standardization of Wage rates effective January 1, 2000 (see attached Wage Grid). The rates will be those in effect as of that date. Any retroactive monies owed will be paid by the Health Centre within ninety (90) days of the date of ratification on the new Collective Agreement.

Any retroactive monies paid will be subject to statutory deductions.

3. Pay Equity

The Health Centre and the Union agree the settlement within this Collective Agreement will achieve and maintain pay equity for all CUPE employees and no further pay equity adjustments are necessary to achieve or maintain pay equity for the affected employees.

4. An employee whose current wage rate is above that of the grid on which they will be placed as a result of these negotiations and Collective Agreement will be "red-circled" at their current salary rate and will not receive any further economic or wage adjustments until such time as their current wage rate is equal to that of the new salary grid.

5. Stationary Engineers

stationary Engineers currently paid at the rate of a 2nd Class Stationary Engineer **but** performing the work of a 3rd **Class** Stationary Engineer will receive a salary adjustment effective the date of ratification to the 2nd Class Stationary rate.

Working Chief Engineer

The parties agree that the Working Chief Engineer shall be utilized to cover **shifts** in the following manner:

- To replace engineers for **prescheduled shifts** or part of a **shift**, which **shift(s)** have been mutually agreed to by all the parties involved;
- To provide interim sick relief when **an** engineer becomes **ill**. It is understood **that** engineers **will** be **called** in and that the Working Chief shall remain **until** such time as the replacement engineer reports for duty;
- To provide **assistance/relief in** Emergency situations.

6. The parties agree that where **staff** are scheduled to work from 1100 hours to 1900 hours, they will not **be** entitled to the evening shift premium.

7. As the Health Centre has introduced "multisite" positions within the scope of the Bargaining Unit, the Health Centre **agrees** to negotiate compensation **with** the Union failing which the matter will **be** referred to interest Arbitration.

8. **The** parties agree that the outstanding issue of the **pay** rate for the 3rd **Class Stationary Engineer** will **be resolved through** the utilization of interest Arbitration.

9. **Superior** Conditions

The parties **agree that** the conditions attached will **be** continued for all **staff** in the **employ** of the Health Centre on the date **of** ratification **at** the respective site.

APPENDIX "A"

SUPERIOR CONDITIONS

ETOBICOKE TAL CAMPUS

Full Time

Formerly Article 21.01 – Vacations

Registered Practical Nurses and O.R. Technicians with one (1) year of service shall receive three (3) weeks vacation with pay.

Registered Practical Nurses and O.R. Technicians with four (4) years of service shall receive four (4) weeks vacation with pay.

Part Time

Formerly Article 21.02 – Vacations

Registered Practical Nurses and O.R. Technicians who have completed more than one thousand seven hundred and twenty-five (1,725) hours worked but less than five thousand one hundred and seventy-five (5,175) hours worked as of March 31st in any year will be entitled to receive vacation pay at the rate of six per cent (6%) of all earnings of the individual employee during the twelve (12) months immediately preceding March 31st.

Registered Practical Nurses and O.R. Technicians who have completed more than five thousand one hundred and seventy-five (5,175) hours worked but less than twenty-five thousand, eight hundred and seventy-five (25,875) hours worked as of March 31st in any year will be entitled to receive vacation pay at the rate of eight per cent (8%) of all earnings of the individual employee during the twelve (12) months immediately preceding March 31st.

BRAMPTON AI HOSPITAL MPUS

Applies to Stationary Engineers (formerly C.U.O.E.)

Formerly Article 14 – Vacations

- (c) Employees with one (1) year or more of continuous service at May 31st shall receive an annual vacation of two (2) weeks with pay of four percent (4%) of gross earnings or salary continuation whichever is greater.
- (d) Employees with two (2) or more years of continuous service shall receive an annual vacation of three (3) weeks with pay of six percent (6%) of gross earnings or salary continuation whichever is greater.

- (e) Employees with five (5) or more years of continuous shall receive an annual vacation of four (4) weeks with pay of eight percent (8%) of gross earnings or salary continuation whichever is greater.
- (f) Employees with fifteen (15) years of continuous service shall receive an annual vacation of five (5) weeks with pay of ten (10%) of gross earnings or salary continuation whichever is greater.
- (g) Employees with twenty-five (25) years of continuous service shall receive an annual vacation of six (6) weeks with pay of twelve (12%) of gross earnings or salary continuation whichever is greater.

OVERTIME

(a) Overtime at the rate of time and one half (1 1/2) will be paid for time worked in excess of eight (8) hours in a day and in excess of the regular number of hours in an employees work week. Overtime so worked will be measured to the nearest quarter hour. However, in the event employees request and are permitted to switch shift in order to aid one another, and thereby work in excess of the daily or weekly hours, overtime will not be applicable for such excess time worked. The first four (4) hours of overtime shall be at time and one half (1 1/2) and thereafter be at double time in the same twenty-four (24) hour period.

(b) Where an employee is required to work during a period of days off, he shall be paid at one and a half (1 1/2) times his regular straight time hourly rate for work performed on his first day of rest and double time for all hours worked on each additional day off during that period.

Applies to former S.E.I.U. Employees

Formerly Article 25.05

- (c) Effective August 31st, 1982, R.P.N.'s working as an Operating Room Scrub shall receive a twenty-five dollar (\$25.00) per month premium over the R.P.N. rate for all time worked.

COMBINED FULL-TIME/PART-TIME

COLLECTIVE AGREEMENT

between

(hereinafter called the "Hospital")

and

CUPE LOCAL —

Expires: September 28, 2001

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APPENDIX OF LOCAL ISSUES

IMPLEMENTATION NOTE RE PREEXISTING CLAUSES

EACH OF THE FOLLOWING PROVISIONS WILL APPEAR IN ALL COLLECTIVE AGREEMENTS REPLACING ANY RELATED PROVISIONS THAT EXISTED IN THE HOSPITAL'S EXPIRING COLLECTIVE AGREEMENT, UNLESS OTHERWISE SPECIFIED:

ARTICLE 1 - PREAMBLE

1.01 - Preamble

"The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the employees covered by this Agreement; to provide for ongoing means of communication between the Union and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory wages, hours of ~~work~~ and other conditions of employment in accordance with the provisions of this Agreement.

It is recognized that the employees wish to work efficiently together with the Hospital to secure the best possible care and health protection for patients."

1.02 - Feminine/Masculine Pronouns

Wherever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa where the context **so** requires."

ARTICLE 2 - DEFINITIONS

2.01 - Temporary Employee

The following provision will appear in all collective agreements **where such temporary** employees are in the bargaining unit, replacing any temporary employee provision that existed in the hospital's expiring collective agreement:

'Employees may be hired for **a** specific term not to exceed **six (6)** months, to replace an employee who will be on approved leave of absence, absence due to **WSIB disability**, sick leave, **long** term disability or to perform **a** special non-recurring task. This term may be extended a further **six (6)** months on mutual agreement of the Union, employee and Hospital or by the Hospital on its own **up** to twelve **(12)** months where the leave of the person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

This clause would not preclude such employees from using the job posting provision under the collective agreement and any successful applicant who has completed his probation period will be credited with the appropriate seniority.

The Hospital will outline to employees selected to fill such temporary vacancies **and** the Union, the circumstances giving rise to the vacancy, and the special conditions relating to such employment."

2.02 - Part-Time Commitment

(The following clause is applicable to part-time employees only)

"The Hospital shall not refuse to accept an offer from an employee to make a written commitment to be available for work on a regular predetermined basis solely for the purpose of utilizing casual employees so as to restrict the numbers of regular part-time employees."

2.03: 2.04 - Regular Part-Time Employee; Casual Employee

Any definition of a regular part-time employee or of a casual employee that existed in the hospital's expiring collective agreement will be continued as the concluding subsection(s) of this Article.

ARTICLE 3 - RELATIONSHIP

3.01 - No Discrimination

"The parties agree that there shall be no discrimination within the meaning of the Ontario Human Rights Code against any employee **by** the Union or the Hospital by reason of race, creed, colour, age, **sex**, marital status, nationality, ancestry **or** place of origin, family status, handicap, sexual orientation, political affiliation or activity, or place of residence. The Hospital and the Union further agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised **by** either of them or their representatives or members, **because** of an **employee's** membership or non-membership in a Union or because of his activity or lack of activity in the Union."

ARTICLE 4 - STRIKES & LOCKOUTS

"The Union agrees there shall be no strikes and the Hospital agrees there shall be no lockouts so long **as** this Agreement continues to operate. The terms

'strike" and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act."

ARTICLE 5 - UNION SECURITY

5.01 - T4 Slips

"The Hospital will provide each employee with a T-4 supplementary slip showing the dues deducted in the previous year for income tax purposes where such information is available or becomes readily available through the Hospital's payroll system."

5.02 - Notification to Union

"**The** Hospital will provide the union with a list, monthly of all hirings, lay-offs, recalls and terminations within the bargaining unit where such information is available or becomes readily available through the Hospital's payroll system."

5.03 - Employee Interview

A new employee will have the opportunity to meet with a representative of the Union in the employ of the Hospital for a period of up to 15 minutes during the employee's orientation period without **loss** of regular earnings. The purpose of **the** meeting will be to acquaint the employee with such representative of the Union and the collective agreement.

Such meetings may be arranged collectively or individually for employees by the Hospital as part of the orientation program."

5.04 - No Other Agreements

No employee shall be required or permitted to make any written or verbal agreement with the Hospital or its representative(s) which conflicts with the terms of this agreement.

No individual employee or group of employees shall undertake to represent the union at meetings with **the** Hospital without proper authorization from **the** union."

ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES

6.01 - Union Activity on Premises and/or Access to Premises

"The Union agrees that neither it, nor its officers, agents, representatives and members will engage in the solicitation of members, holding of meetings or any other Union activities on Hospital premises or on Hospital time without the prior approval of the Hospital, except as specifically provided for in this Agreement. Such approval will not be unreasonably denied."

6.02 - Labour-Management Committee

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

An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. **A** request for a meeting hereunder will **be** made in **writing** prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal **of** this agreement.

Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

it is agreed that the topic of **a** rehabilitation program for drug and alcohol abuse **is** an appropriate topic for the Labour-Management Committee.

It is understood that joint meetings with other Labour-Management Committees **in** the Hospital **may** be scheduled concerning issues of mutual interest if **satisfactory** to **all** concerned.

Where two or more agreements exist between a Hospital and CUPE the Committee may be a joint one representing employees under both agreements, unless otherwise agreed."

6.03 - Local Bargaining Committee

The Hospital agrees **to** recognize **a** negotiating committee comprised of hospital employee representatives of the Union for the purpose of negotiating a renewal agreement (as set *out* in the Local Provisions Appendix). The Hospital agrees to pay members of the negotiating committee for straight time wages lost from their regularly scheduled working hours spent in direct negotiations for a renewal agreement, up to **but** not including arbitration. Nothing in this provision is intended to preclude the Union negotiating committee from having the

assistance of any representatives of the Canadian Union of Public Employees when negotiating with the Hospital.

When direct negotiations begin or end within ten (10) hours of a negotiating team member's scheduled shift, the Hospital will endeavour to provide a one day's leave of absence without pay, to provide a sufficient rest break if the employee **so** requests. Such request shall not be unreasonably denied. Such leave shall **be** considered leave of absence for union business, **but** shall not be deducted from the Union entitlement under Article **12.02**."

6.04 - Central Bargaining Committee

"**In** central bargaining **between the** Canadian Union of Public Employees and the participating hospitals, **an** employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations **up** to the point of arbitration. Upon reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

It **is** understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be seven (7), and in no case will more than one employee from a hospital be entitled to such payment.

The Union shall advise the Hospitals' Central Negotiating Committee, before negotiations commence, **of** those employees to be paid under this provision. The Hospitals' Central Negotiating Committee shall advise the seven (7) Hospitals accordingly."

6.05 - Union Stewards

"The Hospital agrees to recognize Union stewards to **be** elected or appointed from amongst employees **in** the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.

A Chief Steward or designate **may**, in the **absence of any** steward, assist in the presentation of any grievance, or with any steward function.

The Union shall keep the Hospital notified in writing of the **names** of Union stewards appointed or selected under this Article as well **as the** effective date of their respective appointments.

It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first **obtaining** permission from their immediate supervisor. If, in the performance of his duties, **a** Union steward is required to enter an area within the Hospital in which he **is** not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not **be** unreasonably withheld. When resuming his regular duties and **responsibilities**, such steward shall again report to his immediate supervisor. A Union steward shall suffer **no** loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.

The number of stewards and the areas which they represent, are to be determined locally."

6.06 - Grievance Committee

"The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than (as set out in Local Provisions Appendix) employees selected by the Union who have completed their probationary period, **A** general representative of the Union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out **in** this Collective Agreement,

The Union shall keep the Hospital notified in writing of the names of the members of the Grievance Committee appointed or selected under this Article as **well as** the effective date of their respective appointments.

A Committee member shall suffer no loss of earnings for time spent during their regular scheduled working hours **in** attending grievance meetings with the Hospital **up to**, but not including arbitration. The number of employees on the Grievance Committee shall be determined locally."

ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE

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

- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of his/her steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.
- 7.03 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and *it* is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. Such complaint shall be discussed with his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of his immediate supervisor's decision in the following manner and sequence:

Step No. 1

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

Step No. 2

Within nine (9) calendar days following the decision under Step No. 1, the employee may submit the written grievance to his Department Head who will deliver his decision in writing within nine (9) calendar days from the date on which the written grievance was presented to him. The parties may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. This step may be omitted where the employee's immediate supervisor and Department Head are the same person. Failing Settlement, then:

Step No. 3

Within nine (9) calendar days following the decision in Step No. 2, the grievance may be submitted in writing to the Hospital Administrator or his designee. A meeting will then be held between the Hospital Administrator or his designee and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 3 unless extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further

understood that the Hospital Administrator or his designee may have such counsel and assistance as he may desire at such meeting, The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

- 7.04 "A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement **shall** be originated at Step No. 3 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.
- 7.05 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 **identifying** each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise **to** the grievance have occurred or ought reasonably to have come to the attention of the **employee(s)**. The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. **A** claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated **as** a grievance if a written statement of such grievance **is** lodged by the employee with the Hospital at Step No. 3 within seven **(7)** calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure **by:**
- (a) confirming the Hospital's action in dismissing the employee; or
 - (b) reinstating the employee with or without full compensation for the time **lost**; or
 - (c) **by** any other arrangement which may be deemed just and equitable.

Wherever the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing. The Hospital agrees that it will not suspend, discharge or otherwise discipline an employee who has completed his probationary period, without just

cause.

- 7.07** Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question **as** to whether a matter is arbitrable, such grievance may be submitted to arbitration **as** hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. **3** is given, the grievance shall **be** deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step **No. 3**, it will be deemed to have been received within the time limits.
- 7.08** All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09** When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. **Within** seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such **party** fails to name a nominee as herein required, **the** Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman **of** the Arbitration Board. If they are unable to agree upon such a chairman within **a** period of fourteen (**14**) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.
- 7.10** No person **may** be appointed as **an** arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11** No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12** The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.13** The proceedings of the Arbitration Board will **be** expedited **by** the parties hereto and the decision of the majority and, **where** there **is no** majority the decision of the chairman will be final and binding upon the parties hereto and the employee **or** employees concerned.
- 7.14** Each **of** the parties hereto will bear the expense of the nominee appointed by it

and the parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.

- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 44 (6) of The Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply."

ARTICLE 8 - ACCESS TO FILES

8.01 - Access to Personnel File

'Each employee shall have reasonable access to his/her personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Personnel or designate. An employee has the right to request copies of any evaluations in this file."

8.02 - Clearing of Record

The following will appear in all collective agreements and will replace any provision dealing with clearing of record that existed in the Hospital's expiring collective agreement:

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

ARTICLE 9 - SENIORITY

9.01 - Probationary Period

*A new employee will be considered on probation until he has completed

forty-five **(45)** days of work (or 337.5 hours of work for employees whose regular hours of work are other than the standard work day), within any twelve **(12)** calendar months. Upon completion of the probationary period he shall be credited with seniority equal to forty-five **(45)** working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration."

9.02 - Definition of Seniority

"Full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, except as otherwise provided herein.

Part-time employees, including casual employees, will accumulate seniority on the basis of one ~~(1)~~ year's seniority for each 1725 hours worked in the bargaining unit as of the last date of hire, except as otherwise provided herein.

Seniority will operate on a bargaining unit wide basis.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the seniority they held under the Agreement expiring September 28, 1985 and will thereafter accumulate seniority in accordance with this Article."

9.03 - Loss of Seniority

"An employee shall lose all seniority and service and shall be deemed to have terminated if he:

- (a) resigns;
- (b) is discharged and not reinstated through the grievance/arbitration procedure;
- (c) is retired;
- (d) is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) has been laid off for twenty-four **(24)** months;

- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall;
- (g) is absent due to illness or disability for a period of thirty (30) calendar months from the time the disability or illness commenced."

9.04 Effect of Absence

((a), (b) and (c) of the previous item are applicable to full-time employees only)

"Unless otherwise provided in the Collective Agreement:

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for **service** for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which he/she is participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to eighteen (18) months while an employee is in receipt of WSIB benefits. Notwithstanding **this** provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in WSIB benefits.
- (c) It is further understood that during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue for a period of eighteen (18) months if an employee's absence is due to a disability resulting in WSIB benefits*, or for a period of one (1) year if an employee's unpaid absence is due to an illness.
- (d) Effective June 4, 1996, part-time employees shall accrue seniority for a period of eighteen (18) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis

of what the employee's normal regular hours of work would have been."

'Note: Add the words "or L.T.D. benefits" only in agreements providing L.T.D. benefits.

9.05 - Job Posting

The following provision will appear in all collective agreements replacing any related provision that existed in the hospital's expiring collective agreement: (Any provision pertaining to definition of temporary vacancies, non-bargaining unit applications, outside advertising, interim placements or criteria for selection except as it relates to promotions and transfers that existed in the hospital's expiring collective agreement will be continued as the last paragraph of this Article).

"Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be made in writing within the seven (7) day period referred to herein.

The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.

Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.

In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job.

The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.

Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration **shall be** limited to those employees who have applied for the position **in** accordance with this Article, and selection shall be made in accordance with this Article.

The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily

perform the **job**. Within this period the employee may voluntarily return, or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.

A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the union."

9.06 - Transfer and Seniority Outside the Bargaining Unit

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without his consent except in the case of temporary assignments not exceeding six (6) months. Such employees on temporary assignments shall remain members of the bargaining unit.
- (b) An employee who is transferred to a position outside the bargaining unit shall not, subject to (c) below, accumulate seniority. In the event the employee is returned by the Hospital to a position in the bargaining unit within twenty-four (**24**) months of the transfer he or she shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his or her return to the bargaining unit. An employee not returned to the bargaining unit within 24 months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (b) above is returned to the bargaining unit within a period of six (6) calendar months, he shall accumulate seniority during the period of time outside the bargaining unit."

Implementation Note:

Notwithstanding (b), any employee with bargaining unit seniority who is out of the bargaining unit as of the date of the award and who returns to the bargaining unit within **1 year** from the date of the award (June 4, 1996) shall not forfeit their seniority,

9.07 - Transfer of Seniority and Service

The following provision will appear in all collective agreements where both full-time and part-time employees are represented by CUPE, and will replace any provision related to part-time Transfer of Service and Seniority that existed in the expiring collective agreement:

"Effective (the date as set out in the Local Provisions Appendix) and for employees who transfer subsequent to (the effective date as set out in the Local Provisions Appendix):

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and **service** for purposes of vacation entitlement and wage progression:

- (i) an employee whose status **is** changed from full-time to part-time shall receive full credit for his seniority and service;
- (ii) an employee whose status is changed from part-time to full-time shall receive credit for his seniority and service **on** the basis of one (1) year for each 1725 hours worked.

The above-noted employee shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the **job**. Within this period the employee may voluntarily return, or be returned without loss of seniority to his former duties on the same shift in the same department and at **the** appropriate **rate** of pay, subject to **any** changes which would have occurred had he not transferred."

9.08 - Notice and Redeployment Committee**"(a) Notice**

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

- (i) provide the Union with no less than five (5) months' written notice of the proposed layoff or elimination of **position**; and
- (ii) provide to the affected **employee(s)**, if any, no less than five (5) months' written notice of layoff, or pay in lieu thereof.

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

(b) A layoff shall not include a reassignment of an employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:

- (I) the reassignment of the employee is to an appropriate permanent **job** with the employer having regard to the employees skills, abilities, qualifications and training or training requirements;
- (II) the reassignment of the employee does not result in a reduction of the employees wage rate or hours of work;
- (III) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- (IV) the job to which the employee **is** reassigned is on the same or substantially similar shift or shift rotation; and
- (V) where more than one employee **is** to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

The Hospital bears the onus of demonstrating that the foregoing conditions have been met in the event of a dispute. The Hospital shall also reasonably accommodate any reassigned employee who **may** experience a personal hardship arising from being reassigned in accordance with this provision.

- (c) **Any** vacancy to which an employee is reassigned pursuant to paragraph (b) need not be posted.
- (d) Redeployment Committee

At each Hospital a Redeployment Committee will be established not later than two (2) weeks after the notice referred to in 9.08 and will meet thereafter as frequently as is necessary.

- (i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying **work** which would otherwise be bargaining unit work and **is** currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off
- (2) Identify vacant positions **in** the Hospital or positions which are currently filled but which will become vacant within a twelve **(12)** month period and which are either:
 - (a) within the bargaining unit; or
 - (b) within another CUPE bargaining unit; or
 - (c) not covered by a collective agreement.
- (3) Identify the retraining needs of workers and facilitate such training for **workers** who **are**, or would otherwise be, laid off.
- (4) Subject to article 9.11, the Hospital will award vacant positions to employees who are, or would otherwise **be** laid off, in order of seniority **if**, with the benefit of up to **six (6)** months retraining, an employee has become able to meet

the normal requirements of the job.

- (5) Any dispute relating to the foregoing procedures may be filed as a grievance commencing at Step 3.

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union. The number of representatives will be determined locally. Where for the purposes of HTAP (the Ontario Hospital Training and Adjustment Panel) there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the Redeployment Committee shall serve on any such hospital-wide staffing committee established with the same or similar terms of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital in relation to other staff **groups**.

Meetings of the Redeployment Committee shall be held during normal working hours. Time spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

Each party shall appoint a co-chair for the Redeployment Committee. Co-chairs shall chair alternative meetings of the Committee and will be jointly responsible for establishing the agenda of the Committee meetings, preparing minutes and writing such correspondence as the Committee may direct.

(iii) Disclosure

The Hospital shall provide to the Redeployment Committee all pertinent staffing and financial information.

(iv) Alternatives

The Redeployment Committee, or where there is no consensus, the committee members shall propose alternatives to cutbacks in staffing to the Hospital's Chief Executive Officer and to the Board of Directors.

At the time of submitting any plan concerning rationalization of

services and Involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union."

9.09 - Layoff and Recall

"An employee in receipt of notice of layoff pursuant to 9.08(a)(ii) may:

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.12; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 18.03(b); or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08.

An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Hospital of his or her intention to do so and the position claimed within seven (7) days after receiving the notice of layoff.

Note: For purposes of the operation of clause (d), an identical-paying classification shall include any classification where the straight-time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority who is the least senior employee in the classification and where the straight-time hourly rate at the level of service corresponding to that of the employee is within 7% of the laid-off employee's Straight-time hourly rate.

An employee who is subject to layoff other than a layoff of a permanent or

long-term nature including a full time employee whose hours of work are, subject to Article 14.01, reduced, shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.

An employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he or she has the ability to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the collective agreement shall not apply until the recall process has been complete.

In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in an arbitrary or unfair manner.

An employee recalled to work in a different classification from which he or she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.

No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his or her proper address being on record with the Hospital.

Employees on layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.

No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.

In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the six-month notice period provided for in Article 9.08."

9.10 - Benefits on Layoff(The following clause is applicable to full-time employees only)

"In the event of a lay-off of an employee, the Hospital shall pay its share of insured benefits premiums up to the end of the month in which the lay-off occurs.

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium cost of a benefit or benefits for **up** to three (3) months following the end of the month in which the lay-off occurs. Such payment can be made through the payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges **with** the Hospital the appropriate payment schedule."

9.11 - Retraining"(a) Retraining for Positions within the Hospital

Where, with the benefit of retraining of up to six (6) months, an employee who has either accepted the layoff or who is unable to displace any other employee could **be** redeployed to a hospital position identified by the Redeployment Committee in accordance with Article 9.08(d)(i):

- (i) Opportunities to fill vacant positions identified **by** the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the assistance of the Hospital Training and Adjustment Panel (HTAP) to cover the cost of tuition, **books** and any travel.
- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6)

months.

- (iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

(b) Placement

Upon successful completion of his or her training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.11(a)(i).

An employee subject to layoff who applies but later declines to accept a retraining offer or fails to complete the training will remain subject to layoff.

(c) Regional Redeployment Committee

A joint committee of the participating hospitals and local unions identified in Appendix "A" shall meet prior to June 30, 1993, and will establish Regional Redeployment Committees to identify employment opportunities and to facilitate and arrange for the redeployment of laid off employees.

Each Hospital will provide such Regional Redeployment Committee with the name, address, telephone number, and years of service and seniority of all employees who have been laid off.

In filling vacancies not filled by bargaining unit members, the Hospitals will be encouraged to give first consideration to laid-off employees who are on the list and who are qualified to perform the work. For benefit-entitlement purposes, it is recognized that Hospitals shall be free to grant to any employees hired through this process full credit for service earned with another hospital."

9.12 - Separation Allowances

- "(a) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 9.08(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of twelve (12) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (b) Where an employee resigns later than 30 days after receiving notice

pursuant to Article 9.08(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250) dollars."

9.13 - Portability of Service

"An employee hired by the Hospital with recent and related experience may claim consideration for such experience at the time of hiring on a form to be supplied by the Hospital. Any such claim shall be accompanied by verification of previous related experience. The Hospital shall then evaluate such experience during the probationary period following hiring. Where in the opinion of the Hospital such experience is determined to be relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) year of related experience in the classification upon completion of the employee's probationary period. It is understood and agreed that the foregoing shall not constitute a violation of the wage schedule under the collective agreement."

9.14 - Technological Change

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

The Hospital agrees to discuss with the Union the effect of such technological changes on the employment status of employees and to consider practical ways and means of minimizing the adverse affect, if any, upon employees concerned.

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

Employees with one (1) or more years of continuous service who are subject to lay-off under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the

notification to the Union **as** above set forth and the requirements of the applicable law.”

ARTICLE 10 - CONTRACTING OUT

10.01 - Contracting Out

The Hospital shall not contract out any work usually performed by members of **the** bargaining unit *if*, as **a** result of such contracting out, a layoff of any employees other than casual part-time employees results from such contracting **Out.**”

10.02 - Contracting Out

‘Notwithstanding the foregoing, the hospital may contract out work usually performed by members of the bargaining unit without such contracting-out constituting a breach of this provision if the hospital provides in its commercial arrangement contracting out the work that the contractor to whom the work is being contracted, and any subsequent such contractor, agrees:

- (1) to employ the employees thus displaced from the hospital; and
- (2) in doing so to stand, with respect to that work, in the place of the hospital for the purposes of the hospital’s collective agreement with the Union, and to execute into an agreement with the Union to that effect.

In order to ensure compliance with this provision, the hospital agrees that it will withdraw the work from any contractor who has failed to meet the aforesaid **terms of** the contracting-out arrangement.”

10.03 - Contracting In

‘Further to Article 9.08(d)(i)(1) the parties agree that the Redeployment Committee will immediately undertake a review of any existing subcontract work which would otherwise be bargaining unit work and which may be subject to expiry and open for renegotiation within six **(6)** months with a view to assessing **the** practicality and cost-effectiveness of having such work performed within the Hospital by members of the bargaining unit.“

ARTICLE 11 - WORK OF THE BARGAINING UNIT

11.01 - Work of the Bargaining Unit

"Employees not covered by the terms of this Agreement **will** not perform duties normally assigned to those employees who are covered by this Agreement, except for the purposes of instruction, experimentation, or in emergencies when regular employees are not readily available."

11.02 - Volunteers

"The use *of* volunteers to perform bargaining unit **work**, as covered *by* this agreement, shall not be expanded beyond the extent of existing practice **as** of June 1, 1986.

Effective October 1, 1990, the Hospital shall submit to the Union figures indicating the number of volunteers **as** *of* September 20, 1990. Thereafter, the Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked."

ARTICLE 12 - LEAVES OF ABSENCE

12.01 - Personal Leave

"Written request for a personal leave of absence without pay will be considered on an individual basis by the Hospital, Such requests are to be submitted to the employee's immediate supervisor at least four (4) weeks in advance, unless not reasonably possible to give such notice, and a written reply will be given within fourteen (14) days except in cases of emergency in which case a reply will be given as soon as possible. Such leave shall not be unreasonably withheld."

12.02 - Union Business

"The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes and other Union business in connection with the administration of the collective agreement provided that such leave will not interfere with the efficient operation of the Hospital. Such leave will not be unreasonably denied.

In requesting such leave of absence for an employee or employees, the Union must give at least twenty-one (21) days clear notice in writing to the Hospital, unless not reasonably possible to give such notice.

The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be negotiated locally and are set out in the Local Provisions Appendix. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

Notwithstanding the above, time spent by the eight (8) Executive Board members of the Ontario Council of Hospital Unions to fulfill the duties of the position shall be in addition to leave for Union Business under this clause.

Part-time and casual employees will be given full credit for seniority purposes for regularly scheduled hours missed in accordance with this provision.

12.03(a) Full-Time Position with the Union **(This clause is applicable to full-time employees only)**

'Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union

office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority shall accumulate for employees during such leave on the basis of what **his** normal regular hours of work would have been. Service shall accumulate for employees during such leave to the maximum provided, if any, under the provisions of the collective agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

The employee shall notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis."

12.03(b) Full-Time Position with the Union

(The clause is applicable to part-time employees only)

'Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority shall accumulate for employees during such leave on the basis of what **his** normal regular hours of work would have been.

The employee shall notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to **his** former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had **the** employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis."

12.03(c) Leave for OCHU President and Secretary-Treasurer

The following provision will replace the language under Article 12.03(c) - Leave for OCHU President that existed in the Hospital's expired collective agreement:

"Upon application in writing by the Union on behalf of the employee to the Hospital, a leave of absence without pay shall be granted to such employee(s) elected to the positions of the President of the Ontario Council of Hospital Unions or the Secretary-Treasurer of the Ontario Council of Hospital Unions for period(s) of up to two **(2)** years. It is understood, however, that during such leave the employee(s) shall be deemed to be an employee of the Union.

There shall be no **loss** of service or seniority during such leave of absence and the employee(s) shall accumulate service and seniority on the basis of what his normal regular hours of work would have been. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

The employee agrees to notify the Hospital of his intention to return to work at least four **(4)** weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis."

12.04 - Bereavement Leave

"**Any** employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) consecutive calendar days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse. The Hospital, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave. For the purpose of bereavement leave, the relationships specified in the preceding clause are deemed to include a common-law spouse and a partner of the same sex."

12.05(a) - Jury & Witness Duty(The following clause is applicable to full-time employees only)

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

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

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day *off*, the Hospital will attempt to reschedule the employee's regular day off. Where the employee's attendance is required during a different shift than he is scheduled to work that day, the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in **the** payment of any premium pay.

Where the Hospital is unable to reschedule the employee and, as a result, he is required to attend during other than his regularly scheduled paid hours, he shall be paid for all hours actually spent at such hearing **at** his straight time hourly rate subject to (a), (b) and (c) above."

12.05(b) - Jury & Witness Duty(This clause is applicable to Part-time employees only)

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

- (a) notifies the Hospital immediately on the employee's notification that he will

be required to attend at court;

- (b) presents proof of service requiring the employee's attendance;
- (c) **deposits** with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances **and** an official receipt thereof,

In addition to the foregoing, where a part-time employee is required by subpoena **to** attend a court of law or coronets inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day off, he shall be paid for all hours actually spent at such hearings at his regular straight time hourly rate subject to (a), (b) and (c) above."

12.06(a) - Pregnancy Leave

(The following clause is applicable to full-time employees only)

- *(a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time **she** shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (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 Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit **(SUB)** Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for **and is** in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the *Employment Insurance Act* shall be paid a supplemental unemployment benefit for a period not exceeding fifteen **(15)** weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that **she** is in receipt of Employment Insurance pregnancy benefits.

The employee's normal 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 plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave.
- (f) The Hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay."

12.06(b) - Pregnancy Leave

(The following clause is applicable to part-time employees only)

- "(a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where **amended** in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (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 Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of

the appropriateness of the Hospital's Supplementary Unemployment Benefit **(SUB)** Plan, an employee who *is* on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen **(15)** weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

The employee's normal 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 plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two **(2)** week period of the leave while waiting to receive Employment Insurance benefits.

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been,
- (f) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission,
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay."

12.07(a) - Parental Leave

(The following clause is applicable to full-time employees only)

- "(a) Parental leaves will **be** granted in accordance with the provisions of the

Employment Standards Act, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.

- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least *two* (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee who is an adoptive parent may extend the parental leave for such greater time **as** may **be** required **by** the adoption agency concerned to a maximum total of six (6) months.

An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least **two** (2) weeks in advance thereof.

- (e) Effective on Confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit **(SUB)** Plan, an employee who is **on** parental leave as provided under this Agreement who has applied for and **is** in receipt of Employment Insurance parental benefits pursuant to Section 22 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Employment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee **is** in receipt of unemployment parental benefits.

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

any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two **(2)** week **period** of the leave while waiting to receive Employment Insurance benefits.

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

- (f) Credits for service and seniority shall accumulate for a period of up to eighteen **(18)** weeks while an employee is on parental leave.
- (g) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating for a **period** of up to eighteen (18) weeks while the employee is on parental leave.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay."

12.07(b) - Parental Leave

(The following clause is applicable to part-time employees only)

- "(a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks **of** continuous service,
- (b) **An** employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least *two* **(2)** weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as **his** or her own.
- (d) **An** employee who **is** an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the

leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee who is an adoptive parent may extend the parental leave for such greater time as may be required by the adoption agency concerned to a maximum total of **six (6)** months.

An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two **(2)** weeks in advance thereof.

- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit **(SUB)** Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on his or **her last** day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

in addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first **two (2)** week period of the leave while waiting to receive Employment Insurance benefits.

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

- (9)** Credits for service and seniority shall accumulate for a period of up to eighteen **(18)** weeks while an employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.

- (g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to ten (10) weeks while the employee is on parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay."

12.08 - Education Leave

'If required by the Hospital, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his or her employment qualifications. Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable attendance at a recognized up-grading course or seminar related to employment with the Hospital."

12.09 - Pre-Paid Leave Plan

'Effective March 31, 1993, the Hospital agrees to introduce a pre-paid leave program, funded solely by the employee subject to the following terms and conditions:

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.

- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four **(4)** years of salary deferral, *20% of the employee's gross annual earnings* will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary **is** held shall be at the discretion of the Hospital.
- (g) **All** deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule **as** may be agreed upon between the Hospital and the employee.
- (h) All benefits **shall** be kept whole during the four **(4)** years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained **but** will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee *is* participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will **be** returned to the employee within a reasonable period of time. In case of the employee's death, the funds will **be paid** to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice **as** is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or *of* withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to

the employee within a reasonable period of time.

- (l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
 - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
 - (ii) The period of salary deferral and the period for which the leave is requested.
 - (iii) The manner in which the deferred salary is to be held,

The letter of application from the employee to the Hospital to enter the prepaid leave program will be appended to and form part of the written agreement."

ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY

13.01 - HOODIP

(The following is applicable to full-time employees only)

The following provision will appear in all full-time collective agreements that provide for HOODIP or equivalent, replacing any other sick leave language that existed in the hospital's expiring collective agreement. For Hospitals which provide for an accumulating sick leave plan, the existing collective agreement provisions will continue unless the Hospital and the local union mutually agree to replace the existing plan with HOODIP or equivalent. In the event of such mutual agreement the provision below will become effective on the first of the month agreed to by the local parties and will replace any existing accumulating sick leave program or plan.

- "a) The Hospital will assume total responsibility for providing and funding a short-term sick leave plan equivalent to that described in the August, 1992 booklet (Part A) Hospitals of Ontario Disability Income Plan Brochure.

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan as described in the August, 1992 booklet (Part B)), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service.

- b) Effective the first of the month following the transfer all existing sick leave plans in the affected Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to pay-out of unused sick leave benefits which are specifically dealt with hereinafter.
- c) Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The "sick leave bank" shall be utilized to:
 - (1) supplement payment for lost straight time wages on sick leave days under the new program which would otherwise be at less than full wages or no wages and,
 - (2) where a pay-out provision existed under the former sick leave plan in the Collective Agreement, pay-out on termination of employment shall be that portion of any unused sick leave days under the former conditions relating to payout,
 - (3) where, as of the effective date of transfer, an employee does not have the required service to qualify for pay-out on termination, his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out under the conditions relating to such pay-out.
 - (4) an employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & Insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will

supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.

- d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
- e) The Hospital further agrees to pay employees an amount equal to any **loss** of benefits under HOODIP for the first two **(2)** days of the fourth and subsequent period of absence in any calendar year.
- f) Any dispute which may arise concerning an employee's entitlement to any **benefits** referred to in Article 13.01, including HOODIP and equivalents, may **be** subject to the grievance and arbitration under the provisions of this collective agreement.
- g) A copy of the current HOODIP plan text or, where applicable, the master policy of the current HOODIP equivalent, shall be provided to the Union.
- h) The Hospital shall pay the full cost of any medical certificate required of an employee.

Note: Provisions 13.c)(3) and 13.c)(4) shall apply for the short and long-term disability plan to those employees in the full-time Collective Agreements who are now on an accumulating sick leave plan. Any Medical/Dental Care provisions currently in the agreement shall be removed.

13.01 - Sick Leave

(The following clause is applicable to full-time employees only)

The following provision will appear in all collective agreements where WSIB top-up now exists, and where the hospital does not now have HOODIP, or does not transfer to HOODIP under the above transfer provision, replacing any provision related to WSIB top-up that existed in ~~the~~ hospital's expiring collective agreement:

"Where an employee is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will utilize the

employee's accumulated sick leave credits to supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits. Where a WSIB top-up is currently provided from general revenue, it will be provided on the same basis except that it will continue to be provided from general revenue."

13.02 - Injury Pay

"If an employee is injured on the job and his supervisor excuses him from further duty for the balance of his shift, the employee's regular rate of pay shall continue for the balance of that shift and there shall be no deduction from sick leave or other credits."

13.03 - Payroll Deduction for Union Sponsored LTD Plan

The following provision will appear in all collective agreements that do not provide for HOODIP or equivalent, replacing any provision related to payroll deduction for union sponsored LTD plan that existed in the hospital's expiring collective agreement:

"The Hospital will provide payroll deduction for the union-sponsored LTD plan where a majority of those eligible in the bargaining unit indicate a willingness to have the premium cost deducted from their wages. The Union shall be responsible for ascertaining the wishes of its members in this regard."

13.04 - Payment Pending Determination of WSIB Claims (FT)

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

ARTICLE 14 - HOURS OF WORK

14.01 - Daily & Weekly Hours of Work

Any provision related to the specification of the number of daily & weekly hours of work that existed in the hospital's expiring collective agreement, will be continued as Article 14.01.

14.02(a) - Rest Periods

[The following clause is applicable to full- time employees only]

'The Hospital will schedule one fifteen (15) minute rest period for each full scheduled half shift.'

14.02(b) - Rest Periods (PT)

[This clause is applicable to part-time employees only]

'Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes for each three and three-quarter (3 3/4) hours of work.'

14.03 - Additional Rest Periods

"When an employee performs authorized overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration."

ARTICLE 15 - PREMIUM PAYMENT

15.01 - Definition of Regular Straight Time Rate of Pay

"The regular straight time rate of pay is that prescribed in wage schedule of the Collective Agreement."

15.02 - Definition of Overtime

Any provision related to the definition of overtime hours that existed in the hospital's expiring collective agreement, will be continued as Article 15.02.

15.03 - Overtime Premium and No Pyramiding

"The overtime rate shall be time and one-half (1-1/2) the employee's straight-time hourly rate." (**Note:** this **clause** is subject to the application of superior conditions)

"Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week and also as hours for which the overtime premium is paid."

15.04 - Time Off in Lieu of Overtime

"Employees **who** work overtime **will** not **be** required to take time *off* in regular hours to make up for overtime worked.

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off **will** be the equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within sixty (60) calendar days."

15.05 - Reporting Pay

"Employees who report for any scheduled shift will be guaranteed at least four **(4)** hours of work, or if no work is available will be paid at least four **(4)** hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7-1/2) **hours** per day will receive a pro-rated amount of reporting pay."

15.06 - Call-Back

"Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four **(4)** hours of work or four **(4)** hours pay at the rate of time and one-half (1-1/2) their regular hourly earnings. Superior provisions shall remain."

15.07 - Standby

"An employee who *is* required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.00 per hour for **all** hours on standby.

Standby pay **shall**, however, cease where an employee is called into work under Article 15.06 above and works during the period of standby."

15.08 - Temporary Transfer

"Where an employee is assigned temporarily to perform the duties and assume *the* responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (1/2) of a shift, he shall be paid the rate in the higher salary **range** immediately above his current rate from the commencement of the shift on which he was assigned the **job**.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit for a period in excess of one-half (1/2) of one shift, the employee shall receive an allowance of \$4.00 for each **shift** from the time of the assignment."

15.09 - Shift and Weekend Premium

'Employees shall be paid a shift premium of forty-five cents (45¢) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours. The same forty-five (45¢) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties."

ARTICLE 16 - HOLIDAYS

16.01 - Number of Holidays

(The following clause is applicable to full-time employees only)

There shall be twelve **(12)** holidays and these holidays are set out in the Local Provisions Appendix.

Should the Hospital be required to observe an additional paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall **be** established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide the number of paid holidays as noted above remains unchanged."

16.02 - Definition of Holiday Pay and Qualifiers

(The following clause is applicable to full-time employees only)

"Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

In order to qualify for holiday pay for any holiday, as set *out* in the Local Provisions Appendix, or to qualify for a lieu day an employee must complete her scheduled shift on each of the working days immediately prior to and following the holiday except where absence on one or both of the said qualifying days is due to a satisfactory reason.

An employee who was scheduled to work on a holiday, as set out *in* the Local Provisions Appendix, and is absent shall not be entitled to holiday pay or to a lieu day to which she would otherwise be entitled unless such absence was due to a satisfactory reason.

An employee who qualifies to receive pay for any holiday or a lieu day will not be entitled, in the event of illness, to receive sick pay in addition to holiday pay or a lieu day in respect of the same day."

16.03(a) - Payment for Working on a Holiday

[The following clause is applicable to full-time employees only]

"If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-1/2) her regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.04. In addition, if the employee qualifies in accordance with Article 16.02 above the employee will receive a lieu day off with pay in the amount of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

NOTE: Other provisions if any, relating to the scheduling of lieu days or relating to the payment of holiday pay instead of receiving a lieu day off are located in the Local Provisions Appendix."

16.03(b) - Payment for Working on a Holiday

[The following clause is applicable to part-time employees only]

The holidays listed in the part-time local Appendix for the purposes of Article 16.03(b) shall be the same holidays as are listed in the full-time Local Provisions Appendix.

"If an employee is required to **work** on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-1/2) her regular straight time hourly rate of pay for **all** hours worked on such holiday.

16.04 - Payment for Working Overtime on a Holiday

"Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday, such employee shall receive twice (2x) his regular straight time hourly rate for such authorized overtime."

ARTICLE 17 - VACATIONS17.01(a) - Full-Time Vacation Entitlement, Qualifiers and Calculation of Payment
(The following clause is applicable to Full-Time employees only)

The following provision will appear in all Collective Agreements replacing any provision related to full-time entitlement, qualifiers and calculation of payment that existed in the hospital's expiring collective agreement subject to maintaining any superior conditions concerning entitlement for employees presently enjoying such superior condition:

"An employee who has completed one (1) year but less than two **(2)** years of continuous service shall be entitled to two **(2)** weeks annual vacation, with pay.

An employee who has completed two **(2)** years but less than five (5) years of continuous service shall be entitled to three (3) weeks annual vacation, with pay,

An employee who has completed five **(5)** years but less than fifteen (15) years of continuous service shall be entitled to four **(4)** weeks annual vacation, with pay.

An employee who has completed fifteen **(15)** years **but** less than twenty-five (25) years of continuous service shall be entitled to five (5) weeks annual vacation, with pay.

An employee who has completed twenty-five **(25)** years or more of continuous service shall **be entitled** to six **(6)** weeks annual vacation, with pay.

Vacation pay shall be calculated on the basis of the employee's regular straight time rate of pay times their normal weekly hours of work, subject to the application of Article 9.04, Effect of Absence."

17.01(b) - Part-Time Entitlement, Qualifiers and Calculation of Payment
(The following clause is applicable to Part-time employees only)

Any provision related to part-time entitlement, qualifiers and calculation of payment that existed in the hospital's expiring collective agreement will be continued in Article 17.01(b) except **as** amended **by** the September 29, 1989 improvements in the four, five, and ~~six~~ week entitlement for full-time employees plus the equivalent time off.

In addition, the following provision will appear in all collective agreements replacing any provision related to progression on vacation schedule (part-time) that existed in the hospital's expiring collective agreement:

Progression on Vacation Schedule (Part-Time)

"Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each **1725** hours worked.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the service they held for the purpose of progression on the vacation scale under the Agreement expiring September 28, 1985 and will thereafter accumulate service in accordance with this Article."

17.02 -Work Durina Vacation

"Should an employee who has commenced his scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1-1/2) times his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked."

17.03 - Illness Durina Vacation

(The following clause is applicable to full-time employees only)

"Where an employee's scheduled vacation is interrupted due to serious illness, which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.

Where an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.

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."

17.04 - Bereavement During Vacation

The following will appear in all collective agreements and will replace any provision dealing with bereavement during vacation that existed in the Hospital's expiring collective agreement:

Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with Article 12.04.

The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

ARTICLE 18 - HEALTH & WELFARE

18.01 - Insured Benefits

(The following clause is applicable to full-time employees only)

The following provision will appear in all collective agreements replacing any provision related to insured benefits that existed in the hospital's expiring Collective Agreement, (subject to inserting in the following language any percentage contribution by the Hospital which is greater than that contained in the following provision):

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

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums is paid by the employee through payroll deductions. Vision care maximum \$90.00 every 24 months and hearing aide allowance \$500.00 lifetime maximum.
- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September 28, 1993 or such other group life

insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deductions.

- (d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan in effect as of September 28, 1993 or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premiums are paid by **the** employee through payroll deduction.
- (e) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.

The early-retired employee's share towards the billed premium of the insured benefit plans will be deducted from his or her monthly pension cheque.

- (f) A copy of all current master policies of the benefits referred to in this Article shall be provided to the Union."

18.02 Change of Carrier

(The following clause is applicable to full-time employees only)

"It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Hospital shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein."

18.03(a) - Pension

(The following clause is applicable to full-time employees only)

"All present employees enrolled in the Hospital's pension plan shall maintain their enrolment in the plan subject to its terms and conditions. New employees and employees not yet eligible for membership in the plan shall, as a condition of employment, enroll in the plan when eligible in accordance with its terms and

conditions."

18.03(b) Retirement Allowance

'Prior to issuing notice of layoff pursuant to article 9.08(a)(ii) in any classification(s), the Hospital will offer early-retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.08(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of 26 weeks' salary, and, in addition, full-time employees shall receive a single lump-sum payment equivalent to \$1,000 for each year less than age 65 to a maximum of \$5,000 upon retirement."

18.04 - Benefits for Part-Time Employees

(The following clause is applicable to Part-time employees only)

'A part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or part by the Hospital, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call back pay, reporting pay, responsibility allowance, jury and witness duty, bereavement pay, and maternity supplemental unemployment benefits) an amount equal to 14% of his/her regular straight time hourly rate for all straight time hours paid."

ARTICLE 19 - HEALTH & SAFETY

19.01 - Protective Footwear

The following provision will replace the language that existed in the Hospital's expired collective agreement:

"Effective January 1, 1989 and on that date for each subsequent calendar year, the Hospital will provide \$35 per calendar year to each full-time employee who is required by the Hospital to wear safety footwear during the course of his duties. The employees who will be required to wear safety footwear will be negotiated locally and set out in the Local Provisions Appendix.

Note: The existing central language designating the classifications of employees which are deemed to require appropriate safety footwear shall be transferred to the local appendix,

ARTICLE 20 - COMPENSATION

20.01 (a) - Job Classification

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

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

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

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

Notwithstanding the foregoing, if **as** a result of compensable illness or injury covered by **WSIB**, an employee **is** unable to carry out the regular functions of her

position, the Hospital may, subject to its operational requirements, establish a special classification and salary in an endeavour to provide the employee with an opportunity of continued employment. This provision shall not be construed as a guarantee that such special classification(s) will be made available or continued."

20.01(b) - Job Descriptions

The following will appear in all collective agreements and will replace any provision covering job descriptions that existed in the Hospital's expiring collective agreement:

"A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification which is covered by terms of this collective agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01(a) above."

20.02 - Assignment of Duties From Another Classification

Where the Hospital revises the job content of an existing classification in such a manner that duties of another classification are assigned to it, the following shall apply:

- (a) An employee who occupies a position which is revised in accordance with this article, and who is physically incapable of performing the revised position, will not be required to perform those additional duties which exceed the employee's physical capabilities provided the employee's physician provides documentation to the Hospital of such limitation.
- (b) In the event an employee presently occupying a position which is revised in accordance with this article requires additional training to perform duties of the revised position the employee shall be entitled to a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

20.03 - Promotion to a Higher Classification

"An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that he shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of his previous classification (provided that he does not

exceed the wage rate of the classification to which he has been promoted)."

20.04 - Wages and Classification Premiums

Provisions under these headings shall remain unchanged and are repeated as 20.04, except to the extent that the Wage Schedule referred to in the hospital's expiring collective agreement shall be adjusted and retroactivity shall be paid in accordance with the Implementation Agreement signed August 27, 1999.

20.05 - Progression on the Wage Grid

(The following clause is applicable to part-time employees only)

"Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the wage grid, on the basis of one year for each 1725 hours worked.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the service they held for the purpose of progression on the wage grid under the Agreement expiring September 28, 1985 and will thereafter accumulate service in accordance with this Article."

ARTICLE 21 - HOSPITAL OPERATING PLAN

- (a) The Union's representative(s) will be included in the consultation and planning process from the early phases of the operating plan development to its final stages of completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to an operating plan which has been approved by the Ministry of Health, the Hospital agrees that revisions to the operating plan will **be** carried *out* in consultation with the Union.
- (c) In furtherance of the foregoing, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to the operating plan, or to **any** other *re-structuring* plan that would affect the Union's members.
- (d) It is understood that employee time spent at meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at his or her regular or premium

rate **as may** be applicable.

ARTICLE 22 - DURATION

22.01 - Term

'This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party of its desire **to** bargain for amendments within ninety (90) days prior to the termination date of September 28, 2001. Upon receipt of such notice by one party or the other, both **parties** will meet thereafter for the purpose of bargaining,"

22.02 - Central Bargaining

"Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this Agreement and negotiations on local matters shall take place during the period from 120 to 60 days prior to the termination date of this Agreement. Negotiations on central matters shall take place during the period commencing forty-five days prior to the termination date of this Agreement.

It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating **committees** respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. **It is** also agreed that local bargaining shall be subject to such procedures that may be determined by mutual agreements between the central negotiating committees referred to above. For such purposes, it is further understood that the central negotiating committees will meet during the sixth **month** prior to **the** month of termination of this Agreement to convey the intentions of their principals as to possible participation in central negotiations, if **any**, and the conditions for such central bargaining."

Dated at _____, Ontario, this _____ day of _____ 1999.

FOR THE LOCAL UNION

FOR THE HOSPITAL

APPENDIX OF LOCAL ISSUES

The following provisions, while not being an exhaustive listing, are appropriate for inclusion in an Appendix of Local Issues. Any local issue provisions which existed in the hospital's expiring collective agreement shall be continued in the Appendix of Local Issues subject to any changes, deletions or additions resulting from the current round of bargaining.

- Management Rights
- Statement of Religious Purpose
- Recognition
- Union Membership
- Dues Deduction and Remittance and Dues Lists
- Constitution of Local Bargaining and Grievance Committees
- Seniority Lists
- Scheduling
- Uniform Allowance
- Sick Leave Administrative Provisions
- Designation of Specific Holidays
- Administrative Provision re Payment of Wages
- Meal Allowances
- Bulletin Boards
- Mileage Allowance
- Communication to Union
- Vacation Administrative Provisions
- Pay Day
- Health & Safety
- Designation of Classifications Required to Wear Safety Footwear

Where a Hospital and a Local Union have reached a settlement of all Local Issues, and the form in which their agreed issues are to appear in the collective agreement is inconsistent with the foregoing agreement of the central parties, then the local parties may re-open negotiations for the sole purpose of ensuring that the form of their collective agreement is consistent with the foregoing. Any difficulties in this regard shall be submitted to the Implementation Committee for resolution.

IMPLEMENTATION NOTE RE PREEXISTING CLAUSES

For those headings containing a reference to this note, if the expiring collective agreement applied to part-time employees, the existing provision shall continue, amended as appropriate by any amendment to the full-time provisions.