

**COLLECTIVE AGREEMENT**

**-between-**

**ATIKOKAN GENERAL HOSPITAL**

**-and-**

**NATIONAL AUTOMOBILE, AEROSPACE,  
TRANSPORT AND GENERAL WORKERS  
UNION OF CANADA (CAW-CANADA)**



**AND ITS LOCAL 229**

FULL TIME AND PART TIME SEPARATE  
SERVICE UNIT

\*\*\*\*\*

**Expiry: October 10, 2006**

**12884 (02)**

## **PARTICIPATING HOSPITALS - CAW 2001**

### **HOSPITALS**

Atikokan General Hospital

Elliot Lake, St. Joseph's Hospital

Geraldton District Hospital

Manitouwadge General Hospital

Marathon, Wilson Memorial Hospital

Nipigon District Memorial Hospital

Sault Ste. Marie, Sault Area Hospitals

Thunder Bay, St. Joseph's Care Group

Wawa, North Algoma Health Organization

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## **LOCAL PROVISIONS APPENDIX**

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## **LOCAL LETTERS OF UNDERSTANDING**

Liability Insurance  
Roster of Arbitrators  
Premium Pay for RPN Working in Extended Care Wing  
Extended Tours – Paramedics  
Extended Tours Health Care Aides  
Extended Tours – RPN  
Computer Purchase Plan  
Calling-in/Replacing of C.A.W. Union Paramedics  
Job Sharing  
Paid Education Leave

## **SCHEDULE “A” Wage Rates/Progression Grid**

## **ARTICLE 1 – PURPOSE**

- 1.01 The purpose of this Agreement is to establish and maintain an orderly collective bargaining relationship, including securing the prompt disposition of grievances as provided herein, between the Hospital, the Union, and the employees represented by it, which will assist and promote the successful operation of the Hospital as a public service institution intended to provide Health Care Services to the General public.

## **ARTICLE 2 – SCOPE AND RECOGNITION**

*See the Local Provisions Appendix L2.*

## **ARTICLE 3 – MANAGEMENT RIGHTS**

*See the Local Provisions Appendix L3.*

## **ARTICLE 4 – DEFINITIONS**

*See the Local Provisions Appendix L4.*

## **ARTICLE 5 – UNION SECURITY**

### **5.01 Union Dues**

As a condition of employment, the Hospital will deduct from each employee covered by this Agreement an amount equal to the regular monthly union dues designated by the Union.

Such dues shall be deducted from the first pay of each month for full-time employees, and may be deducted from every pay for part-time employees. In the case of newly hired employees, such deductions shall commence in the month following their date of hire.

The amount of the regular monthly dues shall be those authorized by the Union and the Union shall notify the Hospital of any changes therein and such notification shall be the Hospital's conclusive authority to make the deductions specified.

In consideration of the deducting of union dues by the Hospital, the Union agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.

Dues deducted by the 15th of the month shall be remitted monthly to the Union, no later than the end of the month in which the dues were deducted.

#### 5.02 Interview Period

It is agreed that upon commencement of employment new employees will be advised by a representative of the Hospital of the existence of the Union and the conditions surrounding their employment as contained in the herein collective agreement and any rules that may be formulated under its terms. It is also agreed that a representative of the union will be given an opportunity to interview each employee once within the completing month of his/her probationary period for the purpose of ascertaining the wishes of the employee concerning membership in the Union.

The Hospital will notify the Union monthly of the names of those employees who are completing their probationary period and on request will arrange a time and place for such interview that time of which shall not exceed 15 minutes. Neither employee shall suffer loss of regular pay as a result of such interview.

#### 5.03 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.

The Hospital will grant the President of the Local Union and the National Representatives of the Union entry into the facility upon proper notification. Such permission shall not be unreasonably denied.

#### 5.04 Data to be supplied to the Union/Employee Lists

On or before the end of each month the hospital shall remit by cheque the total amount of deductions made in the month and accompanying the list shall be a list of:

- 1) Names of employees from whom deductions have been made.
- 2) Names of employees from whom no deduction were made, and the reasons why no such deductions were made

On a one-time basis the Employer will provide the addresses of members of the bargaining unit and their S.I.N. This information will be provided when new employees are hired, and updated annually to reflect changes in address as necessary.

5.05 Posting of Seniority Lists

*See the Local Provisions Appendix L5.*

5.06 Bulletin Boards

*See the Local Provisions Appendix L5.*

5.07 T4 Slips

T4 slips issued annually to employees shall show deductions made for union dues.

5.08 Access to Personnel File

The Hospital agrees to maintain a personnel record file for each employee. An employee's personnel file shall be made available and open to the employee for his or her inspection at any reasonable time during regular office hours. Access will be in the presence of a Human Resources or Administrative staff member.

## **ARTICLE 6 – NO DISCRIMINATION**

6.01 No Discrimination

It is agreed that there will be no discrimination by either party or by any of the employees covered by this Agreement on the basis of political affiliation or on the basis of race, creed, colour, national origin, sex, marital status, disability, age, religious affiliation, sexual orientation or any other factor which is not pertinent to the employment relationship as it may be set out in the *Ontario Human Rights Code* from time to time.

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 the Union or because of his activity or lack of activity in the Union.

## **ARTICLE 7 – WORKPLACE HARASSMENT**

### **7.01 Workplace Harassment**

The Hospital and the Union are committed to ensuring a work environment that is free from harassment. Harassment is defined as a "course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome", that denies individual dignity and respect on the basis of the grounds such as gender, disability, race, colour, sexual orientation or other prohibited grounds, as stated in the Ontario Human Rights Code. All employees are expected to treat others with courtesy and consideration and to discourage harassment. ref. Ontario Human Rights Code, Sec. 10(1).

Harassment may take many forms including verbal, physical or visual. It may involve a threat, an implied threat or be perceived as a condition of employment.

The Parties agree that harassment is in no way to be construed as properly discharged supervisory responsibilities, including the delegation of work assignments and/or the assessment of discipline.

If an employee believes that she/he has been harassed and/or discriminated against on the basis of any prohibited ground of discrimination, there are specific actions that may be undertaken. The employee should request the harasser to stop the unwanted behaviour by informing the harassing individual(s) that the behaviour is unwanted and unwelcome. Should the employee not feel comfortable addressing the harasser directly, she/he may request the assistance of the manager or a Union representative. If the unwelcome behaviour was to continue, the employee will consult the Hospital policy on harassment and will be free to pursue all avenues including the complaint investigation and resolution.

The Parties agree that an employee may have a representative of the Union with her/him throughout the process, if requested.

## **ARTICLE 8 – NO STRIKE/LOCKOUT**

### **8.01 No Strike/Lockout**

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 9 – UNION REPRESENTATION AND COMMITTEES**

### **9.01 Committee Meetings**

All Union committee meetings as set out in the collective agreement shall be scheduled at a mutually agreeable time between the parties.

### **9.02 Grievance Committee**

The Hospital will recognize a Grievance Committee composed of up to three (3) union representatives selected/elected by the union who have completed their probationary period. The grievor will be entitled to attend any meeting pertaining to his/her grievance. A general representative of the union may be present at any meeting of the grievance committee. The purpose of the committee is to deal with grievances as set out in this collective agreement.

Grievance committee representatives shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending these meetings up to but not including arbitration.

### **9.03 Union Stewards**

- (a) The Hospital agrees to recognize Union Committee members 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.
- (b) A Unit Chairperson may be appointed or elected. The Unit Chairperson may, in the absence of any Committee member, assist in the presentation of any grievance, or with any steward function.
- (c) 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.
- (d) It is agreed that Union Committee members 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 Committee member 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 Union Committee member shall again report to his immediate supervisor. A Union Committee member shall suffer no loss of earnings for time spent

in performing the above duties during his regular scheduled working hours.

- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice versa.
- (9) The number of stewards and the areas that they represent are to be determined locally. *(See Local Provisions Appendix L9)*
- (g) Official CAW steward lapel pins may be worn by stewards that have been confirmed in writing to the corporation by the Union.

#### 9.04 Central Bargaining Committee

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 not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this agreement. Upon receipt of such notice by one party from the other, both parties will meet within fifteen (15) days thereafter for the purpose of bargaining on local matters.

It is understood and agreed that "local matters" means those matters that 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 as may be determined by mutual agreement between the Central Negotiating Committees referred to above.

Any employee serving on the Union's Central Negotiating Committee shall be paid for time spent in performing his duties during his regular scheduled working hours without loss of pay or other benefits. The Corporation shall not be required to pay for the employee's travel expenses incurred in connection with the employee's duties as a member of the Central Negotiating Committee. In direct relation to the above, the Corporation shall not be required to pay for the employee's travel expenses.

For greater clarity, central bargaining and the utilization of the paid time for the Central Negotiating Committee members shall not commence until

(b) A final offer is made and a mutually agreed upon settlement is

(c) A final offer is made between the Union and the hospital on the local level

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be [REDACTED]

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 [REDACTED] hospitals accordingly.

It is understood that this clause does not apply to a Hospital that is not participating in Central Bargaining.

#### 9.05 Local Negotiating Committee

- a) The Hospital agrees to recognize three (3) Negotiating Committee members as outlined in the local appendix to represent their respective bargaining units. This committee shall be comprised of the unit chairperson in addition to two (2) committee members to be elected or appointed from amongst employees in the Bargaining Unit who have completed their probationary period.
- b) Where the Hospital participates in master bargaining, the purpose of the Local Negotiating Committee shall be to negotiate local issues as defined by the central parties.
- c) Where the Hospital does not participate in master bargaining, the purpose of the Local Negotiating Committee shall be to negotiate a renewal of this Collective Agreement.
- d) The Hospital agrees that the members of the Negotiating Committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending such negotiating meetings with the Hospital up to and including conciliation. Hours compensated during negotiations will be credited towards part-time employee's seniority in accordance with this article.
- e) Nothing in this provision is intended to preclude the Local Negotiating Committee from having the assistance of any CAW National or Local representatives when engaged in local negotiations with the Hospital.

#### 9.06 Labour/Management Committee

The parties agree that matters of mutual concern should be discussed at a Labour/Management Committee meeting. Membership shall consist of equal numbers of representatives that shall be determined locally. Meetings will be

The Labour/Management committee representatives shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending these meetings.

Where the Employer requires such meetings and the meetings are scheduled outside of the usual shift or on or off duty, scheduled hours of work, then the Employer will compensate the Unit employees on all levels for those hours of scheduled meetings. Such compensation shall be for the scheduled time for which the employee is scheduled to be present, whether or not the employee actually attends. Such compensation may not be higher than a minimum wage of \$7.25 per hour for the scheduled time for which the employee is scheduled to be present, whether or not the employee actually attends. Such compensation will be provided for employees who are scheduled to be present for such meetings, whether or not they actually attend. Such compensation will not be provided for employees who are scheduled to be present for such meetings, whether or not they actually attend, or for employees who are scheduled to be present for such meetings, whether or not they actually attend, or for employees who are scheduled to be present for such meetings, whether or not they actually attend.

For the City of South or Western, the Unit Chairperson or Alternates will be deemed as the final authority for the approval of all the bids and dates of these tenders. The Unit Chairperson or Alternates will be responsible for the Unit Chairperson or Alternates to pay all charges, subject to all applicable taxes. Notwithstanding the above, the Unit Chairperson or Alternates Manager will consider such requests if approved then the Manager and the Unit Chairperson or Alternates will mutually decide on which the time will be taken.

The Hospital shall grant the President of the Local Union and the National Representatives of the Union entry into the Hospital upon proper notification of who may be present with the Committee at any meeting with the Hospital.

The Hospital agrees to retain the Union Chairperson at work during his or her respective terms of office during layoffs, provided the Union Chairperson is qualified to perform available work.

## **ARTICLE 10 –ADMINISTRATION OF DISCIPLINE**

### **10.01 Administration of Discipline**

At the time formal discipline is imposed or at any stage of the grievance procedure, an employee shall have the right to the presence of her committee member. In the case of suspension or discharge, the committee member will be present unless the employee waives this right in the presence of the committee member.

Wherever the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall forward to the Union notice of such suspension or discharge in writing, at the same time it is given to the employee.

### **10.02 Letters of Reprimand**

The hospital agrees that in considering the imposition of any disciplinary penalty including discharge, no weight will be given to letters of warning in respect of matters which occurred more than two ■ years prior to the date of the matters under current consideration, except in circumstances where disciplinary action on related matters has occurred within the two ■ year period.

## **ARTICLE 11 –GRIEVANCE PROCEDURE**

11.01 For the purpose of this Agreement, a grievance or complaint is defined as a difference arising either between a member of the bargaining unit and the Hospital or between the parties hereto relating to the interpretation, application, administration or alleged violation of the Agreement.

11.02 The grievance shall identify the nature of the grievance, the remedy sought, and should, where possible specify the provisions of the Agreement that are alleged to have been violated.

11.03 It is the mutual desire of the parties hereto that complaints shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until she has first given her immediate supervisor the opportunity of adjusting her complaint. The grievor may have the assistance of a *committee member* if she so desires.

Such complaint shall be discussed with her immediate supervisor within five (5) days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee.

Failing settlement within the five (5) days, it shall then be taken up as a grievance within five (5) days following her immediate supervisor's decision in the following manner and sequence:

Step 1

The employee shall submit the grievance, in writing, and signed by her, to (designated by Hospital as referenced in the local provisions). A committee member may accompany the employee. The (designated by Hospital as reference in the local provisions) will deliver her decision in writing to the committee member within five (5) days following the day on which the written grievance was presented to her. The Union and the Hospital may meet to discuss the grievance at a time and place suitable to both parties. Failing settlement, then:

Step 2

Within five (5) days following the decision in the immediately preceding step, the grievance shall be submitted in writing to the (designated by Hospital as referenced in the local provisions).

A meeting will then be held between the (designated by Hospital as referenced in the local provisions) and the designated Union representatives who may be accompanied by the general representative of the Union, within five (5) days of the submission of the grievance at Step 2, unless extended by mutual agreement of the parties.

The decision of the Hospital shall be delivered to the Union in writing within ten (10) days following the date of such meeting.

**11.04 Policy Grievance**

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 2 within ten (10) days following the circumstances giving rise to the 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 that she could have instituted herself and the regular grievance procedure shall not be thereby by-passed.

Where the grievance is a Hospital grievance it shall be filed with the Union/Grievance Committee.

**11.05 Group Grievance**

Where a number of employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance, in writing identifying each employee who is grieving, to the (designated by Hospital as

referenced in the local provisions) within ten (10) days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee. The grievance shall then be treated as being initiated at Step 2 and the applicable provisions of this Article shall then apply with respect to the handling of such grievance.

**11.06 Discharge/Suspension Grievance**

If an employee, who has completed his probationary period, claims that he has been unjustly discharged or suspended, such claim must be submitted by the employee, who may be accompanied by a Union steward, or by a Committee member at Step 2 of the grievance procedure to the Hospital within five (5) days following the date the discharge or suspension is effective.

Such grievance may be settled under the Grievance and Arbitration procedure by:

- (a) confirming the Hospital's action in suspending or discharging the employee, or
- (b) reinstating the employee with up to full seniority for time lost and up to full compensation for time lost,
- (c) any other arrangement which may be deemed just and equitable.

**11.07** Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.

**ARTICLE 12 – ARBITRATION PROCEDURE**

**12.01 (i)** Failing settlement under the foregoing procedure any grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within ten (10) days after the decision under Step 2 is given, the grievance shall be deemed to have been abandoned.

(ii) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (i) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

**12.02** All agreements reached, under the grievance procedure, between the representatives of the Hospital and representatives of the Union will be final and binding upon the Hospital, the Union and the employee(s).

**12.03 (i)** The parties may, upon mutual agreement, agree to a sole arbitrator who shall proceed by way of mediation-arbitration. The party making the

request shall do so in writing and at the same time, it shall propose the name of a sole arbitrator. Within five (5) calendar days thereafter, the other party shall agree in writing or propose an alternate name(s). If there is no agreement within ten (10) calendar days, the Minister of Labour shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. Once appointed, the sole arbitrator shall have all powers as set out in Section 50 of the *Labour Relations Act* including the power to impose a settlement and to limit evidence and submissions.

- (ii) Where the parties do not agree to use a sole arbitrator as provided in (i) above, either party requests that any matter be submitted to Arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time appoint a nominee. Within five (5) days thereafter, the other party shall appoint its nominee, provided however, that if such party fails to appoint its nominee as herein required, the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees shall attempt to agree upon a chairperson of the Arbitration Board. If they are unsuccessful in agreeing upon such a chairperson within a period of ten (10) days of the appointment of the second nominee, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairperson.

- 12.04 No person may be appointed to the Arbitration Board who has been involved in an attempt to negotiate or settle the grievance.
- 12.05 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.
- 12.06 No matter may be submitted to arbitration that has not been properly carried through all requisite steps of the Grievance Procedure.
- 12.07 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 Chairperson, will be final and binding upon the parties hereto and the employee or employees concerned.
- 12.08 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 Chairperson of the Arbitration Board.
- 12.09 Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.

- 12.10 Wherever Arbitration Board is referred to in the Agreement, the parties hereto 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 13 – SENIORITY**

### **13.01 Probationary Period**

A new employee will be considered on probation until she has completed forty-five days of work (337.5 hours of work for employees whose regular hours of work are other than the standard work day) within any twelve calendar months. Upon completion of the probationary period she shall be credited with seniority equal to forty-five working days. With the written consent of the Hospital, the probationary employee, and the *Unit Chairperson* or designate, such probationary period may be extended. Any extension 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 and is at the sole discretion of the Hospital.

### **13.02 Definition of Seniority**

#### **Full-Time**

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.

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 November 15, 1985 and will thereafter accumulate seniority in accordance with this Article.

#### **Part-Time**

Part-time 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 November 15, 1985 and will thereafter accumulate seniority in accordance with this Article.

### 13.03 Transfer of Service and Seniority

Effective October 10, 1986, and for employees who transfer subsequent to October 10, 1986, an employee whose status is changed from full-time to part-time shall receive credit for her full service and seniority.

- a) An employee whose status is changed from part-time to full-time shall receive credit for seniority and service on the basis of one (1) year equals 1725 hours worked, and will be enrolled in the employee benefit plans subject to meeting any waiting period or other requirements of those plans.
- b) Where the Hospital transfers an employee from one CAW bargaining unit to another CAW bargaining unit or union to non-union or vice versa, that employee will be allowed to carry accrued service, as it applies only to benefit entitlement and vacation entitlement and progression on the wage grid, i.e. Schedule "A" to the new bargaining unit.
- c) If at any time the seniority of a part-time employee is to be compared with the seniority of a full-time employee for any reason, a part-time employee's seniority shall be converted to the equivalent full-time seniority on the basis of 1725 hours worked as one year. Notwithstanding, at no time and for any reason can a part-time employee's seniority pre-date their actual date of hire after the conversion to the full-time equivalent.

### 13.04 Loss of Seniority

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

- (a) the employee quits, retires or is retired by the Hospital at normal retirement age;
- (b) the employee is discharged and the discharge is not reversed through the grievance and arbitration procedure;
- (c) employee 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 a reason satisfactory to the Hospital;
- (d) the employee fails to return to work upon the expiration of a leave of absence or utilizes a leave of absence for a purpose other than that for which it was granted;
- (e) employee has been laid off for twenty-four (24) months;

- (9) the employee fails, upon being notified of a recall, to signify her intention to return within five (5) working days after she has received the notice of recall through registered mail addressed to the last address on the records of the Hospital, and fails to report to work within ten (10) working days after she has received the notice of recall:

Note: The clause shall be interpreted in a manner consistent with the provisions of the Ontario Human Rights Code.

#### 13.05 Effect of Absence

((a), (b) and (c) of the following clause are applicable to full-time only):

Unless otherwise provided in this 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 subsidized employee benefits in which he/she is participating for the period of the absence except that the Hospital will continue to pay its share of the premiums for up to thirty (30) months while an employee is in receipt of W.S.I.B. benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to disability resulting in W.S.I.B. benefits.

Effective October 11, 2002, the Hospital will continue to pay its share of the premiums up to thirty (30) months while an employee is in receipt of WSIB or LTD benefits. Such payment shall also continue while an employee is on sick leave (including the Employment Insurance Period) to a maximum of thirty (30) months from the time the absence commenced.

- (c) It is further understood that, during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or layoff 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 disability resulting in W.S.I.B. benefits or LTD benefits, or for a period of one (1) year if an employee's unpaid absence is due to an illness.

For leaves which commence on or after the date of ratification, notwithstanding this provision, seniority shall accrue for a period of thirty (30) months if an employee's absence is due to disability resulting in W.S.I.B. benefits or LTD benefits or while an employee is on sick leave including the Employment Insurance period.

#### Part-Time

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 W.S.I.B. benefits, on the basis of what the employee's normal regular hours of work would have been.

For leaves which commence on or after the date of ratification, notwithstanding this provision, part-time employees shall accrue seniority for a period of thirty (30) 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.

#### 13.06 Transfer to Positions Outside of the Bargaining Unit

An employee who is transferred to a position outside the bargaining unit for a period of up to six (6) months, or such longer period of time as may be agreed by the Local Union and the Hospital, shall retain but not accumulate seniority held at the time of the transfer. In the event the employee is returned to a position in the bargaining unit she shall be credited with the seniority held at the time of transfer and resume accumulation from the date of her return to the bargaining unit.

#### 13.07 Transfer at Instance of Hospital

If at the instance of the Hospital an employee is transferred to another classification carrying a rate in a lower range, the employee shall not suffer thereby a reduction in rate of pay.

#### 13.08 Transfer at Request of Employees

*See the Local Provisions Appendix L13.*

### **ARTICLE 14 – JOB SECURITY**

#### 14.01

- (a) With respect to the development of any operating or re-structuring plan which may affect the bargaining unit, the Union shall be involved in the planning process as soon as practicable and, in any event, in advance of such plans or proposals being finalized and notices of layoff being issued

or other actions taken that would adversely affect the bargaining unit and through to the final phases of the process.

(b) Labour Adjustment Committee

In addition to that, and to any other planning committee in the Hospital of a more broadly representational make-up, there shall be immediately established a Labour Adjustment Committee for the bargaining unit, which shall meet during the term of this agreement every three months, unless otherwise mutually agreed by the parties. It shall be the function of the Labour Adjustment Committee to consider possible ways and means of avoiding or minimizing potential adverse effects upon employees in the bargaining unit, including:

- (i) identifying and proposing possible alternatives to any action that the hospital may propose taking;
- (ii) identifying and seeking ways to address the retraining needs of employees;
- (iii) identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period.

Composition and Meetings

The Committee shall be comprised of equal number of representatives of the hospital and from the Union. The number of representatives is to be determined locally, and shall consist of at least two representatives from each party.

Meetings of the Committee shall be held during normal working hours. Representatives attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance. The Hospital shall make typing and other such clerical assistance available as required.

Each party shall appoint a co-chair for the Committee. Co-chairs shall chair alternate 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.

Disclosure

To allow the Labour Adjustment Committee to carry out its mandated role under this Article, the Hospital will provide the Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit.

#### Accountability

The Committee shall submit its written recommendations to the Chief Executive Officer of the Hospital and the Board of Trustees. Where there is no consensus within the Committee, the individual members of the committee shall be entitled to submit their own recommendations. Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the other provisions of this agreement.

#### 14.02 Notice of Lay-off

##### (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, who will be laid off with 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 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 employee's skills, abilities, qualification and training or training requirements;
- (ii) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
- (iii) the job to which the employee is reassigned is located at the employees 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 similar shift or shift rotations; 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 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.

#### 14.03 Severance and Retirement Options

- (a)
  - (i) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 14.02 (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.
  - (ii) Where an employee resigns later than 30 days after receiving notice pursuant to article 14.02(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.
- (b) Prior to issuing notice of layoff pursuant to article 14.02(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 14.02(a)(ii).

Within thirty (30) days from the date of notice of layoff, an employee who has received notice of layoff of a permanent or long-term nature may retire provided that the employee is eligible to retire under the terms of the

Hospitals of Ontario Pension Plan. An employee who chooses this option forfeits her right to notice and will receive severance pay on the basis of two (2) weeks' pay for each year of service with the Hospital to a maximum of twenty-six (26) weeks on the basis of the employees normal weekly earnings. In addition, full-time employees will receive a lump sum payment equal to \$1,000.00 for every year less than age 65, to a maximum of \$5,000.00.

Note: The Hospital may offer any employee a retirement option as provided above, in order to avoid potential layoffs in the unit.

- (c) A full-time employee who has completed one year of service and
  - (i) whose lay-off is permanent, or
  - (ii) who is laid off for 26 weeks in any 52 week period, and who has not elected to receive a severance payment under either (a) or (b) of this Article,

shall be entitled to severance pay equal to the greater of two weeks' pay, or one week's pay per year of service to a maximum of 26 weeks' pay. This entitlement shall not be in addition to any entitlement to severance pay under the Employment Standards Act, but at the same time, shall not preclude an employee from claiming any greater entitlement which that Act may at some point come to provide.

An employee may elect to defer receipt of this severance payment while his or her recall rights are still in effect. Once an employee does opt to receive the severance payment, he or she shall be deemed to have resigned, and his or her recall rights shall be extinguished.

#### 14.04 Regional Redeployment Committee

The central parties agree to establish a Regional Redeployment Committee to facilitate the redeployment of laid off employees among the Participating Hospitals between Elliot Lake and Atikokan.

To achieve this objective the Hospital Labour Adjustment Committee will forward to the Regional Redeployment Committee a list of the names and addresses of laid off employees who have expressed an interest in working at other Participating Hospitals and who have undertaken skills assessment procedures provided by any government training agency, such as HTAP, that may be in place.

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

The parties will mutually determine the size, structure composition, and activities of each Committee and application will be made to any available funding source for the funding of administrative expenses. Representatives attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

#### 14.05 Layoff and Recall

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

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

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within 7% of the laid off employee's straight time hourly rate provided he can perform the duties without training other than orientation. Such employee so displaced shall be laid off.

- (iii) The decision of the employee to choose (a) or (b) above shall be given in writing to the designated hospital representative within ten (10) working days (excluding Saturday, Sunday and Holidays) following the notification of lay-off. Employees failing to do so will be deemed to have accepted lay-off.
- (c) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided he 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 completed.
- (d) 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.
- (e) An employee recalled to work in a different classification or who exercised his or her displacement rights to a different classification from which he was laid off shall have the privilege of returning to the position he held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (9) 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.
- (g) It is the sole responsibility of the employee who has been laid off to notify the Hospital of his intention to return to work within five (5) working days (exclusive of Saturdays, Sundays and paid holidays) after being notified to do so by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to have been received on the second day following the date of mailing) and to return to work within ten (10) working days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.
- (h) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies that 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 lay-off.
- (i) 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.

- (j) In the event that a lay-off commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be disentitled thereto solely because of the day on which the lay-off commenced.
- (k) A laid off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of lay-off.

#### 14.06 Benefits on Lay-Off

In the event of a layoff of a full-time employee, the Hospital shall pay its share of insured benefits premium up to three (3) months of the end of the month in the which the layoff occurs or until the laid off employee is employed elsewhere, whichever occurs first.

### **ARTICLE 15 – NO CONTRACTING OUT**

15.01 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.

15.02 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.

15.03 On request by the Union the Hospital will undertake to review contracted services that fall within the work of the bargaining unit. The purpose of the review will be to determine the practicality of increasing the degree to which bargaining unit employees may be utilized to deliver such services in the future. The Hospital further agrees that the results of their review will be submitted to the Labour Adjustment Committee for its consideration.

## **ARTICLE 16 – WORK OF THE BARGAINING UNIT**

### **16.01 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.

Note: The purpose of this clause is the protection of the work of the bargaining unit employees and not the broadening of that work to other areas.

### **16.02 Volunteers**

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

### **16.03 Employment Agencies**

Prior to enlisting the services of an employment agency, the Hospital will attempt to contact part-time staff who would normally perform the duties in question.

### **16.04 Ratio of R.N.'s to R.P.N.'s**

At the time of considering whether or not to alter the ratio of R.N.'s to R.P.N.'s in any department, the Hospital agrees to consult with the Union in advance of any decision being made and, again in advance of any decision being made, the senior administrator of the Hospital agrees to meet with and to entertain submissions from the Union with respect to the merits of maintaining the existing ratio.

In addition to the above process and apart from it where a change in the ratio is planned by the Hospital and it does not arise because of employee retirement, resignation or death then it can only be carried out following a full and complete disclosure to the Union of the plan and the Hospital and the reasons for it. After full and complete disclosure to the Union, the Hospital and Union are to meet and discuss the plan and the reasons with a view to possibly modifying them including maintaining the existing ratio. The planned change in the ratio cannot be implemented by the Hospital for a period of forty-five (45) days from the date of full and complete disclosure to the Union; and only implemented if there has been the consultative process required by this clause carried out in good faith by the Hospital.

## **ARTICLE 17 – TECHNOLOGICAL CHANGE**

- 17.01 Technological Change means the automation of equipment, or the mechanization or automation of operations, or the replacement of existing equipment or machinery with new equipment or machinery that results in the displacement of an employee from her regular job.
- 17.02 Where the Hospital has decided to introduce a technological change that will significantly alter the status of an employee within the bargaining unit, the Hospital undertakes to meet with the Union to consider the minimizing of adverse effects (if any) upon the employees concerned.
- 17.03 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 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 (6) months.
- 17.04 Employees with one (1) or more years of continuous service who are subject to layoff under conditions referred to above, will be given notice of impending change in employee status at the earliest reasonable time in keeping with the notice to the Union as set out above and the requirements of the applicable legislations.
- 17.05 Employees who are pregnant shall not be required to operate VDTs. At their request, the Employer shall temporarily relocate such employees to other appropriate work without loss of employment benefits, but at the wage rate of the job in which the employee is relocated. The determination of the appropriate alternative work shall be at the discretion of the Employer and such discretion shall not be exercised in an arbitrary or discriminatory manner. If such work is not available or if the employee does not wish to accept the alternative work, the employee may be placed on unpaid leave of absence.

## **ARTICLE 18 – JOB POSTING**

- 18.01 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 by the Hospital for a period of seven (7) days, excluding Saturday, Sunday and holidays. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of three (3) consecutive days excluding Saturday, Sunday and holidays. All applications are to be made in writing within the posting period.

- 18.02 The postings referred to in Article .01 shall stipulate the qualifications, classification, rate of pay, and department and shift and a copy shall be provided to the Unit Chairperson.
- 18.03 Employees shall be selected for positions under Article .01 on the basis of their ability, experience and qualifications. Where these factors are relatively equal amongst the employees considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available work. The name of the successful applicant will be provided to the Unit Chairperson and unsuccessful applicants will be notified.
- 18.04 Where there are no successful applicants from within this bargaining unit for positions referred to in Article .01 employees in other CAW service bargaining units at the Hospital will be considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article .01, and selection shall be made in accordance with Article .03 above.
- 18.05 Vacancies that are not expected to exceed six (6) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies, consideration shall be given to part-time employees in CAW service bargaining units who have recorded their interest in writing prior to considering persons not employed by the Hospital. In considering such part-time employees, the criteria for selection in .03 shall apply. Part-time employees selected to fill a vacancy under this Article will continue to maintain their part-time status and upon completion of the assignment the employee will return to her former position.
- 18.06 The Hospital shall have the right to fill any vacancy on an interim basis until the posting procedure herein has been complied with, and arrangements have been made to assign the employee selected to fill the vacancy to the job. No grievance may be filed concerning such temporary arrangements.
- 18.07 The successful applicant will be placed in the vacancy for a trial period not exceeding forty-five (45) working days and if the employee proves satisfactory, then he shall be considered permanently assigned to the vacancy. If the employee proves unsatisfactory during that time, or if the employee feels she is unable to perform the duties of the vacancy to which she is posted, the employee will be returned to her former position at her former salary or rate of pay, as will any other employee in the Bargaining Unit who was promoted or transferred by reason of such placing. Newly hired employees shall be terminated and such termination shall not be subject to the grievance and arbitration procedure. The trial period may be extended upon mutual agreement of both parties.
- 18.08 Successful applicants and newly hired employees will not be permitted to apply for job postings or any subsequent vacancies for a period of six (6) months,

except where a part-time employee is applying for a permanent full-time position or the parties mutually agree otherwise.

## **ARTICLE 19 – LEAVES OF ABSENCE**

### **19.01 Bereavement Leave**

An employee who notifies the Hospital as soon as possible following a bereavement shall be granted up to three (3) consecutive [REDACTED] days off without loss of his regular pay for his scheduled hours from the date of death up to and including the date of the funeral of a member of his immediate family. [REDACTED]

“Immediate family” means parent, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent.

[REDACTED]

### **19.02 Education Leave**

- (a) If required by the Employer, 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.
- (b) A leave of absence, without pay, to take further education related to the employee's work with the Hospital may be granted upon written application by the employee to the administration of the Hospital. It is further understood and agreed that the Employer will, whenever its operational requirements permit, endeavour to arrange the shifts of employees attending courses or seminars to permit such attendance.
- (c) Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full costs associated with the courses.

### 19.03 Jury & Witness Duty

#### Full-time

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/she 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, traveling and meal allowances and an official receipt thereof.

In addition to the foregoing, where an 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, it being 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/she is required to attend on a regular day off, he/she shall be paid for all hours actually spent at such hearing at the rate of time and one-half his regular straight time hourly rate subject to (a), (b) and (c) above.

Where the employee's attendance is required during a different shift than he/she 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/she is required to attend during other than his regularly scheduled paid hours, he/she shall be paid for all hours actually spent at such hearing at his straight time hourly rate subject to a), b) and c) above.

#### Part-time

*See the Local Provisions Appendix L19.*

19.04 Pregnancy Leave  
Full-Time

- (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) 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. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on pregnancy leave.

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 plan 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 that 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.

#### 19.03 Pregnancy Leave

##### Part-time

- (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) 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 benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal

weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on pregnancy leave.

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 its share of the contributions of the pension plan in which the employee is participating, for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.

The Hospital will also continue to pay the percentage in lieu of benefits and will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

(g) Subject to any changes to the employee's status that 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.

#### 19.05 Parental Leave Full-Time

(a) Parental leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirements 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 at least ~~two~~ (2) weeks in advance of the date of commencement of such leave and the expected date of return.

(c) 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 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.

- (d) 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) 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. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on parental leave.

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.

- (9) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the 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 thirty-five (35) weeks after the parental

leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.

- (h) Subject to any changes to the employee's status which would have occurred had she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.

#### 19.05 Parental Leave

##### Part-time

- (a) Parental leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirements 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 at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- (c) 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 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.
- (d) 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) 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. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks. The employee's regular weekly earnings shall be determined by multiplying her

regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to if she were not on parental leave.

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.

- (f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the 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 its share of the contributions of the pension plan in which the employee is participating for a period of up to eighteen (18) weeks while the employee is on parental leave.

The Hospital will also continue to pay the percentage in lieu of benefits for a period of up to ten (10) weeks. The Hospital will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

- (h) Subject to any changes to the employee's status which would have occurred had he/she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.

#### 19.06 Union Leave

Leave of absence for Union business shall be given without pay up to a maximum of ten (10) days per calendar year provided such leave does not interfere with the continuance of efficient operation of the Hospital.

Such leave shall be subject to the following conditions:

- (a) not more than *(as per the local provisions under L19 – no provision)* employees of the Hospital are absent on any such leave at the same time, and not more than *(as per the local provisions under L19 – no provision)* employee from a department;

- (b) a request must be made in writing at least twenty-one days prior to the commencement of the function for which leave is requested, unless it is not reasonably possible to give such notice;
- (c) such request shall state the general nature of the function to be attended;
- (d) employees on a Union Leave which is approved by the Hospital in accordance with the above conditions shall be paid for such leave by the Hospital. The Hospital shall then forward a statement of such wages paid to the employee affected to the union for reimbursement of the amount stated;
- (e) an employee who is elected or appointed to office with the **CAW**, shall upon application by the Union in writing, be granted a leave of absence without loss of seniority and benefits for up to three (3) years.

During such leaves of absence, salary and benefits shall be kept whole by the Hospital and the Union agrees to reimburse the Hospital for such salary and the Hospital's contribution to said benefits. The employee agrees to notify the Hospital of the employee's intention to return to work within two (2) weeks following the termination of office for which the leave was granted.

At the end of such leave, any employee hired or placed as a substitute for the employee on such absence, may be terminated or laid off by the Hospital as required, or may be transferred to the employee's previous position if the substitution was a transfer. An employee on leave of absence under this provision shall continue to accumulate all rights and privileges under this Agreement.

It is understood that the intent of this article is that it shall normally apply to only one employee at a time per circumstance as noted above, and that the Union shall provide adequate notice prior to an employee commencing Union Leave of Absence. Further applications may be granted consistent with the Hospital's staffing requirements.

In addition, it is understood that any employee so elected or appointed is required to maintain their competence in the event that they are to return to the workplace.

#### 19.07 Pre-Paid Leave Plan

The Hospital agrees to a prepaid 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 (ie. 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 the 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 two pay periods.
- 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 two pay periods. In case of the employee's death, the funds will be paid to the employee's estate.
- k) The Hospital will endeavor 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 at least four **(4)** weeks notice. 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:
  - 1. A statement that the employee is entering the prepaid leave program in accordance with this Article of the collective agreement.
  - 2. The period of salary deferral and the period for which the leave is requested.
  - 3. 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 20 – HOURS OF WORK**

### **20.01 Daily and Weekly Hours of Work**

#### **Full-Time and Part Time**

- a) The following paragraphs and sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per week and shall not apply to the maintenance man.
- b) The regular shift for all employees shall consist of seven and one-half (7-1/2) hours excluding the meal period of one-half hour. This means that employees must report to their respective Supervisors in uniform and remain in uniform for the full working shift.
- c) For the purposes of the Agreement, the Hospital work week commences at 12.01 a.m. on Monday.
- d) The work day shall be a period of twenty-four hours commencing at 12.01 a.m. of the operation as scheduled by the Corporation.

### **20.02 Day-Light Savings**

#### **Full-Time and Part-Time**

It is understood normal hours include those required to accommodate the change from Daylight Saving Time to Standard Time, and vice versa, to which the other provisions of the Articles dealing with Hours of Work and Overtime do not apply. It is further understood that all hours worked will be paid at the regular straight time rate as a result of the changeover to daylight saving from standard time or vice versa.

### **20.03 Rest Period**

#### **Full-Time and Part-Time**

- (a) 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 during their shift.
- (b) 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.

### **20.04 Time Off Between Shifts**

#### **Full-Time**

In the case of Departments where employees are required to rotate on the day, evening and/or night shifts, the Corporation will endeavour to arrange shifts such

that there will be a minimum of 23 hours between the beginning of shifts and change over of shifts and of 39 hours if there is one day off and of 63 hours if there are 2 days off between the change over of shifts.



*See the Local Provisions Appendix L20 for more on Hours of work.*

## **ARTICLE 21 – PREMIUM PAYMENT**

### **21.01 Definition of Regular Straight Time Rate of Pay**

Full-Time/ Part-Time

For the purposes of calculating any benefit or money payment under this Agreement to which an employee is entitled, the regular straight time rate of pay is that prescribed in Wage Schedule “A” of this Agreement.

### **21.02 Definition of Overtime**

(i) Full-Time

- a) Authorized time worked in excess of seven and one-half (7-1/2) hours per day seventy-five (75) hours in a two-week period shall be paid at the rate of one and one half times the employee’s basic hourly straight time rate of pay, provided no overtime premium will be paid for overtime on an exchange of shifts mutually agreed to between two employees where approved by the hospital;
- b) It is understood and acknowledged that the Corporation has the right to require employees to perform reasonable authorized overtime work.
- c) Call back shall not be considered as hours worked for the purpose of this article.
- d) 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 workweek and also as hours for which the overtime premium **is** paid.

(ii) Part-Time

Employees shall be entitled to payment of time and on half the employee's basic straight time hourly rate for all authorized overtime work in excess of seven and one half (7 1/2) hours in a tour of duty or in excess of the average full time hours of work over the period scheduled by the Hospital. Such period for this purpose shall not exceed two (2) weeks.

It is understood and acknowledged that the Hospital has the right to require employees to perform reasonable authorized overtime work.

Callback shall not be considered as hours worked for the purpose of this Article.

Overtime premium will not be duplicated nor pyramided nor shall other premiums 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.

21.03 Reporting Pay  
Full-Time and Part Time

Full-time 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 not less than one hour's prior notice not to report for work.

21.04 Standby  
Full-Time and Part-Time

Effective ~~March 1, 2005~~, 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 \$2.75 per hour for all hours on standby. ~~Effective March 1, 2006 standby pay will increase to \$3.00/hour~~

Standby pay shall, however, cease where an employee is called in to work, and works during the period of standby.

21.05 Weekend Premium  
Full-Time and Part-Time

An employee shall be paid a weekend premium of ~~any time over 40 hours~~ per hour ~~Effective March 1, 2005 \$0.70 per hour Effective March 1, 2006 \$0.75 per~~

[REDACTED] for each hour worked between 2400 hours Friday to 2400 hours Sunday or such forty-eight (48) hour period that the Hospital may establish.

If an employee is receiving premium pay pursuant to a local scheduling regulation with respect to consecutive weekends worked, he/she will not receive weekend premium under this provision.

21.06 Shift Premium  
Full-Time and Part-Time

Employees shall be paid a shift premium of [REDACTED] per hour [REDACTED] for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

21.07 Call-back/Call-in  
Full-Time and Part-Time

- (a) 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 their regular earnings. Where call back is immediately prior to the commencement of their regular shift, the call back pay will only apply to the point of commencement of a regular shift at the rate of time and one-half after which they shall revert back to the regular shift.
- (b) Call back pay shall cover all calls within the minimum four (4) hour period provided for under (a). If a second call takes place after four (4) hours have elapsed from the time of the first call, it shall be subject to a second call back premium, but in no case shall an employee collect two call back premiums within one such four (4) hour period, and to the extent that call back overlaps and extends into the hours of his regular shift, (a) shall apply.
- (c) Notwithstanding the foregoing an employee who has worked his full shift on a holiday and is called back shall receive the greater of 2 1/2 times his regular straight time hourly rate for all hours actually worked on such call-back or four (4) hours pay at time and one-half his straight time hourly rate, subject to the other provisions set out above.

21.08 Responsibility Outside Bargaining Unit  
Full-Time/ Part-Time

When a employer temporarily assigns an employee to carry out the assigned on

responsibilities of a higher paying classification outside of the bargaining unit for a period in excess of one-half of one (1) shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.

21.09 Overtime – Lieu Time  
Full-Time and Part Time

- a) Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays), such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where the applicable rate is time and one half, then time off shall be at one and one half times);
- b) Where an employee chooses the latter option, such time off must be taken within the succeeding two (2) pay periods of the occurrence of the overtime and time mutually agreeable to the Hospital and the employee, or payment in accordance with the former option shall be made.
- c) Employees who work overtime will not be required to take time off during regular hours to make up for overtime worked.

21.10 Paid Time to Working Time  
Full-Time and Part Time

Time paid by the Corporation for bereavement leave, sickness, paid holidays and paid vacations, is to be recognized as time worked for the purpose of calculation of overtime.

21.11 Ambulance Escort

*See the Local Provisions Appendix L21.*

**ARTICLE 22 – ALLOWANCES**

22.01 Meal Allowance

Full-Time and Part Time

- a) It shall be a matter of individual agreement between the employee and the Corporation as to whether the employee occupies a room at the Hospital or purchases meals at the Hospital.
- b) When a employee is required to and does work for three (3) or more hours of overtime after his normal shift, he shall be provided with a hot meal or

five dollars (\$5.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

- c) Notwithstanding the foregoing, where the overtime assignment is for a period of three (3) hours, no more or less, the employee is not required to take a hot meal, if available, and may claim the five dollars (\$5.00) payment.

#### 22.02 Transportation Allowance Full-Time and Part-Time

When an employee is required to travel to the Hospital or to return to her home as a result of reporting to or off work between the hours 2400 – 0600 hours, (other than reporting to or off work for her regular shift) or at any time while on standby, the Hospital will pay transportation costs either by taxi or by her own vehicle at the rate of thirty-five cents (\$0.35) per ~~mile~~ (to a maximum of fourteen dollars (\$14.00) or such greater amount as the Hospital may in its discretion determine for each trip between the aforementioned hours. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

#### 22.03 Uniform Allowance (i) Full-Time

Where uniforms are required, the Hospital shall either supply and launder uniforms or provide a uniform allowance of \$70.00 per year in a lump sum payment in the first pay period of November of each year.

The Hospital will supply the uniforms necessary for the Ambulance Service.

#### (ii) Part-Time

Where uniforms are required, the Hospital shall either supply and launder uniforms or provide a uniform allowance of \$60.00 per year in a lump sum payment in the first pay period of November of each year

The Hospital will supply the uniforms necessary for the Ambulance Service.

#### 22.04 Safety Shoe Allowance (i) Full-Time

Effective September 1, 2002 and on that date for each subsequent year, the Hospital will provide \$80.00 per year to each full time employee who is required by the Hospital to wear safety footwear during the course of his duties.

(ii) Part-Time

Effective September 1, 2002 and on that date for each subsequent year, the Hospital will provide \$45.00 per year to each part time employee who is required by the Hospital to wear safety footwear during the course of his duties.

**ARTICLE 23 – HEALTH AND SAFETY**

Full-Time and Part-Time

23.01 Health & Safety

- (a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury or illness in compliance with the Occupation Health and Safety Act.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Joint Occupational Health & Safety Committee at least one representative selected or appointed by the Union. The number shall be determined locally.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) Meetings shall be held in accordance with the Terms of Reference of the Occupational Health and Safety Committee or more frequently at the call of the chairs if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (e) The union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
- (f) Any representatives appointed or selected in accordance with this Article shall serve for a term of at least one calendar year. A member of the Joint Occupational Health and Safety Committee shall be compensated for their time while attending meetings including preparation time in accordance with the Occupational Health and Safety Act.
- (g) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions. In addition, the Hospital will provide the Committee with access to all accident reports, health and safety records and any other pertinent information in its possession.

- (h) If incidents involving aggressive patient action occur, such action will be recorded and reviewed at the Occupational Health Committee.
- (i) Where the Hospital identifies high-risk areas where employees are exposed to infectious or communicable diseases for which there are available protective medications, such medications shall be provided at no cost to the employees.

23.02 Protective Clothing

Full-Time and Part-Time

The Hospital agrees to continue its present practices with respect to the provision of protective clothing and safety devices to employees, subject to the provision set out above with respect to safety footwear. The Hospital further agrees to meet directly with representative of the Union or through the Accident Prevention Committee to discuss the need for any protective clothing or safety equipment in addition to that which the Hospital is presently providing.

**ARTICLE 24 – PAID HOLIDAYS**

24.01 Paid Holidays

Full-Time

- a) Where a paid holiday falls on an employee's regularly scheduled day off, it shall be deemed to be a paid statutory holiday and the employee will be given another day off at some other mutually agreed time by the Corporation and the employee.
- b) An employee who is absent on a Statutory Holiday after being posted to work forfeits all pay for that day.
- c) If one of the above-mentioned paid holidays occurs during an employee's vacation period, the employee will receive an additional day off in lieu thereof.

24.02 Holiday Pay Qualifiers

Full-Time

[REDACTED]

[REDACTED]

(b) If the employee is not scheduled to work on the holiday,

(c) If the employee is scheduled to work on the holiday,

(d) If the employee is not scheduled to work on the holiday, the employee shall be paid for the holiday.

- i. Upon supervisory scheduling, employees may be allowed to accumulate five (5) statutory holidays, namely, Good Friday, Victoria Day, July 1<sup>st</sup>, Civic Holiday and Thanksgiving Day. These five (5) accumulated days may be taken by the employee in conjunction with the employee's annual vacation, thereby giving the employee an additional one-week's vacation.

#### 24.03 Payment for Working on a Holiday

##### (i) Full-Time

Where supervisory scheduling does not permit employees to accumulate the above noted statutory holidays and for any and all statutory holidays worked and not accumulated, the employee shall be paid time and one half for all hours worked in addition to the regular daily rate

##### (ii) Part Time

If a part time employee is required to work on any of the holidays listed in appendix L 24 the employee shall be paid at the rate of time and one half (1%) her regular straight time hourly rate for all hours worked on such holiday in addition to any holiday pay for which they qualify.

#### 24.04 Payment for Working Overtime on a Holiday

##### Full-Time

Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday (but not including hours on a subsequently regularly scheduled shift) such employee shall receive two and one-half (2-1/2) times his regular straight time hourly rate for such additional authorized overtime.

*See the Local Provisions Appendix L24 for more on Paid Holidays.*

## **ARTICLE 25 – VACATIONS**

### **25.01 Entitlement and Calculation of Payment**

#### **(i) Full-Time**

An employee who has completed less than one (1) year of continuous service as of April 30<sup>th</sup> shall be entitled to two (2) weeks' annual vacation. Payment for such vacation shall be prorated in accordance with his/her service.

An employee who has completed one (1) year but less than two (2) years of continuous services as of April 30<sup>th</sup> shall be entitled to two (2) weeks' annual vacation with pay.

An employee who has completed two (2) years but less than (5) years of continuous service as of April 30<sup>th</sup> shall be entitled to three (3) weeks' annual vacation with pay.

An employee who has completed five (5) years but less than [REDACTED] years of continuous service as of April 30<sup>th</sup> shall be entitled to four (4) weeks' annual vacation with pay.

[REDACTED] shall be entitled to [REDACTED] weeks' annual vacation with pay as of April 30<sup>th</sup>.

[REDACTED] shall be entitled to [REDACTED] weeks' annual vacation with pay as of April 30<sup>th</sup>.

[REDACTED] shall be entitled to [REDACTED] weeks' annual vacation with pay as of April 30<sup>th</sup>.

[REDACTED] shall be entitled to [REDACTED] weeks' annual vacation with pay as of April 30<sup>th</sup>.

Vacation pay shall be calculated on the basis of the employees' regular straight rate of pay times their normal weekly hours of work, subject to the application of the Effect of Absence provision.

(ii) Part-Time

A part-time employee who has completed less than 3,450 hours of continuous services as of May 31<sup>st</sup> shall receive 4% of gross earnings.

A part-time employee who has completed 3,450 hours but less than 8,625 hours of continuous service as of May 31<sup>st</sup> shall receive 6% of gross earnings.

A part-time employee who has completed 8,625 hours but less than 24,150 hours of continuous service as of May 31<sup>st</sup> shall receive 8% of gross earnings.

Effective October 1, 2005  
A part-time employee who has completed 8,625 hours but less than 24,150 hours of continuous service as of May 31<sup>st</sup> shall receive 8% of gross earnings.

A part-time employee who has completed 24,150 hours but less than 37,950 hours of continuous service as of May 31<sup>st</sup> shall receive 10% of gross earnings.

Effective October 1, 2005  
A part-time employee who has completed 24,150 hours but less than 37,950 hours of continuous service as of May 31<sup>st</sup> shall receive 10% of gross earnings.

A part-time employee who has completed 37,950 hours of continuous service as of May 31<sup>st</sup> shall receive 12% of gross earnings.

For the purpose of this Article, gross earnings include, in part, percentage in lieu of benefits and exclude vacation pay.

Employees hired prior to October 10, 1987 will be credited with the service they held under the Agreement expiring November 15, 1985.

25.02 Approved Leave of Absence During Vacation  
Full-Time

Where an employee's scheduled vacation is interrupted due to serious illness, which either commenced prior to or during the scheduled vacation period, the period of such illness shall be considered sick leave.

Serious illness is defined as an illness that requires the employee to receive ongoing medical care and/or treatments resulting in either hospitalization or which would confine the employee to their residence or to bed rest for more than three days.

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

### 25.03 Vacation Scheduling

*See the Local Provisions Appendix L25.*

## **ARTICLE 26 – HEALTH AND INSURED BENEFITS**


**{Articles 26.01 – 26.04 are applicable to Full-Time Only}:**

### 26.01 Insured Benefits

- (a) The Hospital agrees to pay one hundred percent (100%) of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute seventy-five percent (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the amended Blue Cross Extended Health Care benefits or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums are paid by the employee through payroll deductions. In addition to the standard benefits, coverage will include hearing aid allowance (lifetime maximum \$500.00 per individual) and effective April 1, 2002, will include vision care to a maximum of \$150.00 (from 90.00) every 24 months and introduce Generic Drug Substitution unless medically indicated otherwise.



Existing provisions for private duty nursing services contained in present extended health care plans will be amended to reflect that this benefit is limited to a maximum of ninety (90) eight-hour shifts in any calendar year.

- (c) The Hospital agrees to pay one-hundred percent (100%) of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deduction.
- (d) The Hospital agrees to contribute seventy-five percent (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) 

previous year's ODA fee schedule) providing the balance of the monthly premium is paid by the employee through payroll deduction. Effective April 1, 2002, Dental recall including preventative services is every nine (9) months; Blue Cross rider #2 (or equivalent) [complete and partial dentures] at 50/50 co-insurance to \$1000 annual maximum; and Blue Cross rider #4 (or equivalent) [crowns, bridgework, and repairs to same] at 50/50 co-insurance to \$1000 annual maximum.

Effective January 1, 2002, or photocopies of 50/50 co-insurance to \$1000, at maximum benefit per calendar year.

## 26.02 Change of Carrier

The Hospital may at any time substitute another carrier for any plan (other than OHIP) provided that the benefits provided thereby are substantially the same. The Hospital will inform the Union of its intention to order either a new carrier and will advise the Union of any change in carrier or underwriter at least thirty (30) calendar days prior to implementing such change.

## 26.03 Pension Plan

(a) Full-time Employees  
All present employees enrolled in the Hospital's pension plan shall maintain their enrollment in the plan subject to its terms and conditions. New employees and employees not yet eligible for enrollment in the Plan shall, as a condition of employment, enroll in the Plan when eligible in accordance with its terms and conditions.

The Corporation will contribute for regular full-time employees as follows:

To the Hospitals of Ontario Pension Plan on such basis as may be determined by the Plan.  
To the Canada Pension Plan a amount required by law.

(b) Part-time Employees  
All present employees enrolled in the Hospital's pension plan shall maintain their enrollment in the plan subject to its terms and conditions. New employees and employees not yet eligible for enrollment in the Plan shall, as a condition of employment, enroll in the Plan when eligible in accordance with its terms and conditions.

The Corporation will contribute for part-time employees as follows:

To the Hospitals of Ontario Pension Plan on such basis as may be determined by the Plan.  
To the Canada Pension Plan a amount required by law.

## 26.04 Benefits on Early Retirement

The Hospital will provide equivalent coverage to all employees who retire early and have not 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 benefit plans as it 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.

## 26.05 Benefits for Part-time Employees

**A** part-time employee shall receive in lieu of all fringe benefits (being those 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 fourteen (14%) of his/her regular straight time hourly rate for all straight time hours paid.

[illegible]

## **ARTICLE 27 – INJURY AND DISABILITY**

### **27.01 Workplace Safety and Insurance Injury**

#### **(i) Full-Time**

In the case of an accident that will be compensated by the Workplace Safety and Insurance Board, the Hospital will pay the employee's wages for the day of the accident. The Employer will provide the Union with a copy of any Form 7 that is filed with the Workplace Safety and Insurance Board.

Pursuant to the Workplace Safety Insurance legislation, any position modified or created to accommodate the return to work of an injured employee of the bargaining unit shall not be posted nor made available to any other employee. Nothing in this clause is intended to supercede the layoff and recall language found in this collective agreement.

#### **(ii) Part-Time**

In the case of an accident which will be compensated by the Workplace Safety and Insurance Board, the Hospital will pay the employee's wages for the day of the accident.

The Employer will provide the Union with a copy of any Form 7 that is filed with the Workplace Safety and Insurance Board.

Pursuant to the Workplace Safety Insurance legislation, any position modified or created to accommodate the return to work of an injured employee of the bargaining unit shall not be posted nor made available to any other employee. Nothing in this clause is intended to supercede the layoff and recall language found in this collective agreement.

### **27.02 Disabled Employees**

#### **Full-Time and Part-Time**

If an employee becomes disabled with the result that he is unable to carry out the regular functions of his position, the Hospital may establish a special classification and salary with the hope of providing an opportunity of continued employment.

### **27.03 Modified Work**

Full-Time and Part-Time

*See the Local Provisions Appendix L27*

## **ARTICLE 28 – SICK LEAVE**

Full-time Only

### **28.01 Sick Leave and Long-term Disability**

- a) The Hospital will assume total responsibility for providing and funding a short-term sick leave plan at least equivalent to that described in the 1992 Hospitals of Ontario Disability Plan (HOODIP) brochure.
- b) The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long-term disability portion of the plan (HOODIP or an equivalent plan), 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. For the purpose of transfer to the long-term portion of the disability program, employees will be credited with their actual service.
- c) Effective January 1, 1983 the existing accumulating sick leave plan shall be terminated and any provisions relating to such plan shall be null and void except as to those provisions relating to payout of unused sick leave benefits which are specifically dealt with hereinafter.

Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee at the then current per diem rate of pay based on his regular straight time hourly rate. The "sick leave bank" shall be utilized to supplement payment for sick leave days under the new program or paragraph 5 below which would otherwise be at less than full wages.

- d) There shall be no pay deduction from an employee's regular scheduled shift when the employee has completed any portion of the shift prior to going on sick leave benefits or Workplace Safety and Insurance 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) Absences due to pregnancy related illness shall be considered as sick leave under the sick leave plan.

g) Unemployment Insurance Rebate

The short-term sick leave plan shall be registered with the Unemployment Insurance Commission (UIC). The employee's share of the Employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this Agreement.

h) Any dispute which may arise concerning an employee's entitlement to long-term disability benefits, and which is not covered by the appeal mechanism provided for under the policy of insurance, may be the subject of grievance and arbitration under the provisions of this agreement.

i) Pay for Medical Certificates

The Hospital shall pay the full cost of any medical certificates required of an employee.

.j) Lieu Days while on Sick Leave

Where an employee is on sick leave the Hospital will not schedule a lieu day. A lieu day scheduled prior to the commencement of the paid sick leave shall remain as scheduled.

28.02 Workplace Safety and Insurance Benefits and Sick Leave

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 a claim for Workplace Safety and Insurance 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 if her claim was approved, or the benefit to which she would be entitled under the short term sick portion of the disability income plan (HOODIP or equivalent 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 WSIB. If the claim for WSIB is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the short-term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

## **ARTICLE 29 - COMPENSATION**

### **29.01 Experience Pay** Full-Time and Part-Time

An employee hired by the Hospital with recent and related experience, may claim at the time of hiring on a form supplied by the Hospital consideration for such experience. Any such claim shall be accompanied by verification of previously related experience. The Hospital shall then evaluate such experience during the probationary period. Where, in the Hospital'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) year 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.

### **29.02 Promotion to a Higher Classification** Full-time and Part-time

An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rate 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).

### **29.03 Temporary Transfer** Full-time and Part-time

When 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 of a shift, he shall be paid the rate immediately above his current rate in the higher classification to which he was assigned from the commencement of the shift on which he was assigned the job.

### **29.04 Job Classification** Full-time and Part-time

- a) 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 within seven (7) days. If the local union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavor 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.

- b) When the Hospital makes a substantial change during the term of this agreement 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, to permit the Union to make representation with respect to the appropriate rate of pay.
- c) 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 Arbitrator 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.
- d) 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.

#### 29.05 Progression on the Wage Grid Part-time Only

Collective Agreements currently containing a part-time wage grid shall continue such wage grids in effect. Effective October 10, 1986 employee shall progress on such grid on the basis that 1725 hours worked equals one (1) year of service.

Where, however, part-time employees are on a single rate structure, the full-time wage grid shall apply and progression through the grid shall be in accordance with the foregoing.

Employees hired prior to October 10, 1986 will be credited with the service they held under the Collective Agreement expiring November 15, 1985.

### **ARTICLE 30 – PRINTING OF COLLECTIVE AGREEMENT**

#### 30.01 Printing of Collective Agreement

The Hospital and Union agree that the cost of printing the collective agreements will be shared equally between the parties. The Union will be responsible for

having the collective agreements printed in booklet format within sixty (60) days of its signing by both parties.

## **ARTICLE 31 – GENERAL**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **ARTICLE 32 – RETROACTIVITY**

### **32.01 Retroactivity**

Retroactive pay will be paid on a separate cheque where the existing payroll system allows. Where the existing payroll system does not allow for such separate cheque, the Hospital will supply the employee with a detailed explanation of the retroactive pay calculations.

Retroactivity will be paid for all hours paid by the Employer to all eligible employees on the payroll as of the expiry date of the agreement and to all new such employees hired since that date. Retroactivity will be paid within 90 days of the date of this agreement.

The new rates shall be implemented no later than 2 pay periods (bi-weekly) from the date of this agreement.

If an eligible employee shall have terminated his/her employment since the expiry date of the agreement, the Employer shall advise the employee within 30 days by notice in writing by registered mail to the last known address on the records of the employer and the employee shall have 60 days from the posting within which to claim any payment due to him/her. Retroactivity will be paid within two pay periods (bi-weekly) of the employee making such claim.

## **ARTICLE 33 – DURATION**

### **33.01 Renewal**

If either party desires to terminate or amend this Agreement as of midnight on the 10<sup>th</sup> day of October, 2004 it shall not less than 30 days and not more than 90 days next proceeding the expiry date give written notice to the other of such notice of termination.

### **33.02 Term**

This Agreement shall continue in effect until October 10<sup>th</sup>, 2004 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the Agreement. In all respects, the notice provisions relating to the renewal of the collective agreement shall continue in effect.

## APPENDIX "A"

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2005.

FOR THE PARTICIPATING HOSPITALS    FOR THE UNION

\_\_\_\_\_  
Doug Demeo

\_\_\_\_\_  
Jody McKie

\_\_\_\_\_  
Jeff Lee

\_\_\_\_\_  
Matthew Sutcliffe

\_\_\_\_\_  
Caroline Van Kessel

\_\_\_\_\_  
Krist McQuay

\_\_\_\_\_  
Jim Del Bianco

\_\_\_\_\_  
Pat Gould

\_\_\_\_\_  
Connie Thompson

\_\_\_\_\_  
Barb Maki

\_\_\_\_\_  
Amy Rubino

\_\_\_\_\_  
Michelle Angers-Belanger

\_\_\_\_\_  
Sue Gosselin

\_\_\_\_\_  
Terrie Sanderson

\_\_\_\_\_  
Laurie Lessard

\_\_\_\_\_  
Charlene MacDonald

\_\_\_\_\_  
Ron Burns

\_\_\_\_\_  
Katha Fortier

\_\_\_\_\_  
Andy Savela

\_\_\_\_\_  
Tim Thibault

\_\_\_\_\_  
Tom Murphy

\_\_\_\_\_  
Bob Chernecki

Letter of Understanding

Between

Participating Hospitals

And

CAW

Re: Violence Against Women

The parties hereby recognize and share the concern that women uniquely face situations of violence or abuse in their personal lives that may affect their attendance or performance at work. The parties agree that when there is adequate verification from a recognized professional (i.e. doctor, lawyer, treating health care professional who is regulated under RHPA), a women who is in an abusive or violent personal or domestic situation will not be subjected to discipline without first giving consideration to the facts in each individual case and the circumstances surrounding the incident otherwise supportive of discipline. This statement of intent is subject to a standard of good faith on the part of the Employer, the Union and the affected employees and will not be utilized by the Union or the employees to subvert the application of otherwise appropriate disciplinary measures.

The Employer and the Union will treat such information in a confidential manner unless required by law to report.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2005

FOR THE HOSPITALS

FOR THE UNION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

**Re: Roster of Arbitrators**

The parties hereby agree that a mutually agreed upon roster of at least 6 arbitrators will be reached at each Hospital with its local for the purpose of referring grievances to arbitration which deal with the following issues:

- Job Postings
- Discipline & Discharge
- Scheduling issues
- Entitlement to leaves, including vacation
- Any other issue mutually agreed upon by the parties

Dated this \_\_\_\_ day of \_\_\_\_\_, 2006

FOR THE HOSPITALS

FOR THE UNION

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\_\_\_\_\_  
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**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

**RE: Filling of Positions under the Job Posting Procedure**

When a hospital is unable to transfer a new employee selected in accordance with Article 12 within 90 days of being awarded the position, the hospital's decision shall be nullified on the grounds of the delay.

The hospital agrees that it shall do its maximum effort to fill positions awarded with Article 12 within 90 days of the position becoming vacant. In cases where the hospital is unable to fill the position within 90 days, Article 12 of the contract shall apply to fill the position.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

For the Hospitals

For the Union

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

[REDACTED]

[REDACTED]

[REDACTED]

Dated this \_\_\_\_ day of \_\_\_\_\_, 2005

FOR THE HOSPITALS

FOR THE UNION

## Re: WSIB and Absenteeism Review

[illegible]

After hospitalists and the Ontario Hospital Association agree to meet with the Ontario Health Services to discuss the existing body of legislation on their published issues, hospitalists may be allowed to and control their practice to address the subject of workplace injuries and absenteeism. The topic of how savings in BWH are to be utilized within the health care system will be discussed once it is known whether savings can be made.

The National Union will offer its resources to the Joint Committee in such areas such as ergonomics and workplace health and safety.

the representation of the government of the National Union and its bargaining unit members to working class organizations with working class interests and objectives. The National Union agrees to provide at least three (3) hours of training to each bargaining member of the bargaining unit for full hours work in this category each year (October 1995 - October 1996). The training will be paid for the portion of training time following the expiration of the collective agreement. Furthermore, this training payment shall be deducted into the wage rate of the bargaining unit that received by bargaining employees.

The Hospitals and the Ontario Hospital Association agree to cooperate with representatives from the Canadian Autoworkers within 120 days on the ratification of this agreement.

For the Union

**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

[REDACTED]

[REDACTED]

[REDACTED]

Dated this \_\_\_\_ day of \_\_\_\_\_, 2005

FOR THE HOSPITALS

FOR THE UNION

**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

**Re: Paid Education Leave**

THE PARTICIPATING HOSPITALS TO CAW, FROM THE CAW, ON BEHALF OF ALL HOSPITAL EMPLOYEES, BY AND  
AGREEMENT, BY THE SIGNATURES HEREON, IN THE PRESENCE OF THE FOLLOWING WITNESSES, FOR THE  
PURPOSE OF PAID EDUCATION LEAVE (PEL) on October 10th of each year.

By: \_\_\_\_\_  
St. Joseph's Hospital  
St. Joseph's Care Group, Thunder Bay

By: \_\_\_\_\_  
Windsor General Hospital  
St. Joseph's Hospital, Sault Ste. Marie  
Chandler-Burnham Hospital  
Marquette General Hospital  
Wilson Memorial Hospital, Marathon  
Nelson District Memorial Hospital  
North Algonquin Health Organization, Wawa

Dated this \_\_\_\_ day of \_\_\_\_\_, 2005

FOR THE HOSPITALS

FOR THE UNION

**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Letter of Understanding**  
**Between**  
**The Participating Hospitals**  
**And**  
**CAW**

The parties agree to a joint implementation and collective agreement formatting sub-committee. The committee shall be made up of two representatives of the Hospitals and two representatives of the Union. The committee would meet to finalize the content and format of each collective agreement arising out of the Master Bargaining process between the Participating Hospitals and the CAW. The committee shall also work to resolve any implementation issues that may arise during the construction of the collective agreements.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2003

For the Hospitals

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Union

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **LOCAL PROVISIONS APPENDIX**

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## **ARTICLE L 2        SCOPE & RECOGNITION**

### **L-2.01 Scope And Recognition**

Part-time only:

- (a) The Corporation recognizes the National Automobile, Aerospace, Transportation and General Workers' Union of Canada (CAW-Canada) for the duration of this Agreement as the exclusive bargaining agent of all part time employees of the Atikokan General Hospital at Atikokan Ontario who are employed part time for not more than twenty-four (24) hours per week save and except professional staff, graduate pharmacists, under-graduate pharmacists, graduate dietitians, student dietitians, technical personnel, supervisors, foreman, persons above the rank of supervisor or foreman, chief engineer, stationary engineer, office staff and students hired for the school vacation period.
- (b) **Technical Notes:** The term "technical personnel" comprises physiotherapists, occupational therapists, psychologists, electroencephalographers, electrical shock therapists, laboratory, radiological, pathological and cardiological technicians.

### **L-2.02 Scope And Recognition**

Full-time Only:

- (a) The Corporation recognizes the for the National Automobile, Aerospace, Transportation and General Workers' Union of Canada (CAW-Canada) for the duration of this Agreement as the sole and exclusive bargaining agent of all employees of Atikokan General Hospital at its hospital at Atikokan save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, undergraduate pharmacists, graduate dietitians, student dietitians, technical personnel, supervisors, foreman, persons above the rank of supervisor or foreman, chief engineer, stationary engineer, office staff, persons employed for not more than 24 hours per week, and students hired for the school vacation period.
- (b) **Technical Notes:** The term "technical personnel" comprises physiotherapists, occupational therapists, psychologists, electroencephalographers, electrical shock therapists, laboratory, radiological, pathological and cardiological technicians.

## **ARTICLE L 3        MANAGEMENT RIGHTS**

### **L-3.01 Rights of the Corporation**

Full & Part Time:

The Union acknowledges that it is the exclusive function of the Corporation:

- a) to maintain order, discipline, and efficiency and to establish and from time to time alter rules and regulations to be observed by employees after reasonable notice of such alterations in the rules and regulations has been given to the Union Committee, to decide on the number of employees needed by the Corporation at any time, and to decide to use improved or changed methods and equipment;
- b) to hire, transfer, promote, demote, lay-off, recall, assign duties, and to suspend, discipline, or discharge any employee for just cause, provided that a claim that an employee has been unjustly discharged or disciplined may be the subject of a grievance and dealt with under Article 11 of this Agreement.

#### **ARTICLE L 4        DEFINITIONS**

##### **L-4.01 Temporary employees**

Full & Part time:

Employees may be hired for a specified term, not to exceed six (6) months, to replace an employee on leave or to perform a special non-recurring task. This term may be extended for a further six (6) month intervals on mutual agreement of the Union, employee and the 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.

For the purposes of this article Employees who are on a medical return to work program shall be considered on leave until they return to their primary duties.

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.

##### **L-4.02 Definition of Employee:**

- a) "Employee" shall include only such persons coming within the scope of the bargaining unit described in Article L2.
- b) "Regular Part Time Employee" is an employee who makes a predetermined commitment to work up to twenty-four (24) hours per week in accordance with Article L 20 of this agreement.
- c) "Student Employee" is a student employed with the Hospital from about May to September each year, and who indicates she will return to school in September.
- d) "Administrator" shall mean the Executive Director or his appointee of the Atikokan General Hospital.

## **ARTICLE L 5        UNION SECURITY**

### **L-5.05 Seniority Lists**

Full time only:

Employee Lists: Upon the signing of the Agreement the Corporation will furnish the Union with a copy of the employee's seniority list and revised copies will be posted and supplied at least at 6-month intervals thereafter. No objection may be taken by the Union unless notice of objection is given by the Union to the Hospital within one month after the Union has been furnished with the seniority list in which the item first appeared.

### **L-5.05 Seniority Lists**

Part time only

Employee Lists: A seniority list for part time employees covered by this agreement indicating total hours worked shall be posted within two months of the signing of this Agreement, and in January of each year thereafter.

### **L-5.06 Bulletin Boards**

Full & Part time:

- (a) Bulletin Boards: The Hospital shall provide a Union Bulletin Board in a suitable location.
- (b) The Union shall have the right to post notices of meetings and such notices as may be of interest to the employees on such bulletin board provided that all such notices are submitted to the Administrator for approval before posting. All out-dated notices shall be removed by the Union forthwith.

## **ARTICLE L 9 COMMITTEE NUMBERS**

Full & Part time:

L-9.02 Grievance Committee – three (3) members

L-9.03 Union Stewards - # not defined

L-9.05 Local Negotiating Committee – Three (3) members

## **ARTICLE L 13 SENIORITY**

### **L-13.08 Transfer at the Request of Employee**

Full & Part time:

- (a) If an employee at his own request or to avoid being laid-off is transferred to another classification, the employee shall immediately be paid the starting rate for the classification to which the employee is transferred and shall progress within the scale for that classification according to the length of service within that classification, subsequent to the date of the transfer.
- (b) If an employee, having at least twelve (12) months seniority, at his own request or to avoid being laid off is transferred to another classification of equal or lower pay, the employee will start in the new classification at not less than the one year rate.

## **ARTICLE L 19 LEAVE OF ABSENCE**

### **L-19.03 Jury Witness Duty**

Part time 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:

- i) Notifies the Hospital immediately on the employee's notification that he will be required to attend at court;
- ii) Presents proof of services requiring the employee's attendance

- iii) 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 an 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 re-schedule the employee's regular day off it being understood that any re-scheduling 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 on a regular day off, he shall be paid for all hours actually spent at such hearing at the rate of time and one half his regular straight time hourly rate subject to (a), (b) and (c) above.

#### **L-19.06 Union Leave**

Full & Part time:

Union Leave - maximum ten (10) days of leave per contract year.

### **ARTICLE L 20 HOURS OF WORK**

#### **L-20.05 Weekends off**

Full time only:

In scheduling shifts the Hospital will endeavour to arrange schedules so as to provide a minimum of eight **(8)** weekends off in every twenty-four **(24)** week period, and, in any event, at least one weekend off in each three-week period. Where a weekend off is not granted within a three-week period, time worked on such third weekend but not subsequent weekends shall be paid at the rate of time and one half unless the Hospital notwithstanding its best efforts was unable to meet this standard. This standard shall not apply where:

- i. Such weekend work was performed by the employee to satisfy specific days off requested by such employee; or
- ii. Such employee has requested weekend work, or was advised at the time of hire or when the job was posted that the regular schedule normally requires continuous weekend work; or
- iii. Such weekend is worked as a result of an exchange of shifts with another employee; or

- iv. The Hospital is unable to comply due to a prohibition against scheduling split days off.

It is understood and agreed that there shall be no pyramiding of overtime premiums under the provision of the collective agreement arising out of the foregoing undertaking.

The foregoing shall have no application where other scheduling arrangements are provided acceptable to the Employer and the employees affected and approved by the Union.

#### L-20.06 Scheduling

Full time only:

Four-week schedules for work shall be posted not later than 2 weeks in advance of the commencement of the schedule. Requests for specific days off are to be submitted in writing at least 2 weeks in advance.

A schedule may be established to provide for more than 5 consecutive days of work, but not more than 7 consecutive days of work without 2 days off and as long as 10 days off are scheduled in a 5 week rotation period except in the cases of emergency or requested for the convenience of the employee with the approval of the Department Head.

The Hospital will provide a minimum of ~~twenty-four (24) hours notice~~ of any scheduled shift change to all effected employees.

#### L-20.07 Scheduling

Part time only:

Part time employees will not normally be scheduled for more than seven (7) consecutive days, subject to the exigencies of patient care including staff shortages.

The Hospital will provide a minimum of twenty-four (24) hours of any scheduled shift change to all effected employees.

#### L-20.08 Exchange of Shifts

Full & Part time:

- a) No employee shall exchange all or any part of his shift with another employee without first obtaining approval from his supervisor.
- b) Requests for change in posted time schedules must be submitted in writing and co-signed by an employee willing to exchange days off with the employee in the same classification requesting the change. Any

such change in a scheduled shift initiated by the employee and approved by the Employer shall not result in overtime payment.

L-20.09 Scheduling – Sick Call – in

Full time only:

Should a C.A.W. member call in sick, another C.A.W. member must replace that person.

L-20.10 Scheduling Overtime

Full time only:

Overtime shifts to be scheduled by seniority rotation.

L-20.11 Christmas & New Years Schedule

Full time only:

The Hospital will schedule employees off work for not less than three (3) consecutive days at either Christmas or New Year's. The Hospital will endeavour to give Christmas Eve off with Christmas day and New Year's Eve off with New Year's Day.

Employees who normally work Monday to Friday will have the option to request to make alternative arrangements for time off at Christmas and New Years in accordance with past practise.

L-20.12 Christmas & New Years Schedule

Part time only:

The Hospital will endeavour to schedule part time employees off work for not less than three (3) consecutive days at either Christmas or New Year's.

L-20.13 Commitment of Regular Part Time RPN and HCA

Part time only:

A regular part time RPN and HCA must make the following commitment to be available to work on a regular predetermined basis as referred to in Article L 4 of the collective agreement and subject to the provisions as determined by Article 20 – Hours of Work:

- a) At least two (2) weekends in three (3)

- b) At least two (2) shifts per week
- c) Over either Christmas or New Years
- d) During eleven (11) months of the year when not on vacation or approved leave
- e) On four (4) paid holidays in addition to either Christmas or New Years

## **ARTICLE L 21 PREMIUM PAYMENT**

### **L-21.11 Ambulance Escort**

Full & Part time:

Where an employee is assigned to provide patient care for a patient in transit, the following provisions shall apply:

- a) Where such duties extend beyond her regular shift, the hospital will not require an employee to return to regular duties at the Hospital without at least eight (8) hours of time off. Where such time off extends into her next regularly scheduled shift she will maintain her regular earnings for that full shift.
- b) Hours spent between the time the employee is relieved of patient care responsibilities and the time the employee returns to the Hospital or to such other location agreed upon between the hospital and the employee will be paid at straight time or at appropriate overtime rates, if applicable under Article 21.02. It is understood that the employee shall return to the Hospital or to such other location agreed upon between the Hospital and the employee at the earliest opportunity. Prior to the employee's departure on escort duty, or at such other time as may be mutually agreed upon between the Hospital and the employee, the Hospital will establish with the employee arrangements for return travel.
- c) The employee shall be reimbursed for reasonable out of pocket expenses including room, board, and return transportation and consideration will be given to any special circumstances not dealt with under the foregoing provisions.

## **ARTICLE L 24 PAID HOLIDAYS**

### **L-24.01 Paid Holidays**

a) Full-time only:

The Corporation recognizes the following days as paid holidays:

New Year's Day	Good Friday
Victoria Day	July 1 <sup>st</sup>
Labour Day	Thanksgiving Day
Christmas Day	Boxing Day (Dec. 26 <sup>th</sup> )
Remembrance Day	Third Monday in February
1 <sup>st</sup> Friday in June	
Civic Holiday (1 <sup>st</sup> Monday in August)	

**L-24.01 Paid Holidays**

b) Part-time only:

The following twelve (12) holidays shall be recognized:

New Year's Day	Good Friday
Victoria Day	July 1 <sup>st</sup>
Labour Day	Thanksgiving Day
Christmas Day	Boxing Day (Dec. 26 <sup>th</sup> )
Remembrance Day	Third Monday in February
1 <sup>st</sup> Friday in June	
Civic Holiday (1 <sup>st</sup> Monday in August)	

**ARTICLE L 25 VACATION SCHEDULING**

**L-25.01 Vacation Scheduling Full and Part-time**

[REDACTED]

[REDACTED]

[REDACTED]

of receipt of the request. Such requests shall be at the sole discretion of the Hospital.

It is recognized that by mutual agreement between the employee concerned and the Hospital, a change in the vacation schedule can be made after the Hospital.

## **ARTICLE L 27 MODIFIED WORK**

### **L-27.03**

When it has been medically determined that an employee is unable to return to the full duties of their position due to a disability, the Hospital and the Union have a mutual commitment towards early intervention and assessment.

Pursuant to Workplace Safety and Insurance Board legislation, any position modified or created to accommodate the return to work of an injured employee of the Hospital shall not be used to fill any other available position.

## **ARTICLE L 28 SICK LEAVE**

### **L-28.01 When on Sick Leave**

Full time only:

Employees on sick leave shall maintain an ongoing liaison with the Hospital and confirm their date of return to work from such sick leave with the Hospital to the extent necessary to accommodate scheduling arrangements.

## **ARTICLE L 29 COMPENSATION**

### **L-29.06 Payment of Wages**

Full & Part time:

The Corporation agrees that wages shall be paid bi-weekly on Thursday.

## **ARTICLE L 31 GENERAL ARTICLE**

### **L-31.01 General Clause**

Full & Part time:

The Corporation will continue to establish and maintain conditions of employment superior to minimum conditions established herein whenever possible and will continue to reward employees for ability and faithful service by the payment of salaries in excess of the minimum established herein if possible.

L-31.02 Physical Examinations

Full & Part time:

Employees shall be required to undergo routine medical examinations from time to time as designated by the Corporation such examinations to be conducted by a physician appointed by the Corporation and at its expense.



L-31.03 Notice of Termination

Full & Part time:

Every employee shall give at least one week's notice of termination or shall pay two (2) days' earnings for failure to give such notice of termination.

The Corporation shall give one week's notice of termination of employment or shall pay one week's wages in lieu of notice, except in cases of dismissal for cause or of termination during probationary period. The Corporation may compulsorily retire an employee in accordance with the Ontario Hospital Association Pension Plan and no grievance may be lodged in connection therewith.

L-31.04 Prohibition of Union Activity

Full & Part time:

The Union agrees that neither it, nor its officers, agents, representatives and members, will engage in Union activities on Corporation time or on Corporation property except as authorized by this agreement.

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

RE: LIABILITY INSURANCE

Upon request of the Local Union, and with reasonable notice, the Hospital will provide a union representative the opportunity to read the provisions of the insurance policy or policies as to employee liability insurance coverage for the classifications of employees represented by the Union.

Effective Date: Effective upon the signing of this letter of understanding.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2005

Atikokan General Hospital

C.A.W. Local 229

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

**Re: Roster of Arbitrators**

The parties hereby mutually agree upon the roster of six (6) arbitrators as submitted:

Gerald Charney  
Gail Brent  
Wes Rayner

Jane Devlin  
Victor Solomatenko  
Bill Kaplan

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005

For the Hospital

For the Union

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

Regarding Premium Pay for RPN  
Working in the Extended Care Wing

The following will be appended to and form part of the Collective Agreement:

Objective: To compensate one RPN in the extended care wing **7.50** per hour as a "team leader" when an RN is not directly working in that specified area on the evening and night shift.

Condition:

1. Premium will not form part of the employee's straight time hourly rate.
2. RPN continues to report to the RN on the active wing who is ultimately responsible for the hospital on evening and night shift.
3. Option of hospital to employ an RN in the extended care wing at which time such RN will be designated "Team Leader".

Effective Date: Effective upon the signing of this letter of understanding.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2005

Atikokan General Hospital

C.A.W. Local 229

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

The parties agree to the following terms and conditions that will govern the scheduling of Paramedics (**EMCA's, EMA's**) working **EXTENDED TOURS of 12 hr. shifts.**

1. Introduction and Discontinuation Language:

- a. **A** compressed work week shall be introduced into any unit when:
  - i. One hundred percent (100%) of the Paramedics so indicate by secret ballot:
  - ii. The Hospital agrees to implement the compressed workweek; such agreement shall not be withheld in an unreasonable or arbitrary manner.
- b. **A** compressed work week may be discontinued in any unit when:
  - i. Fifty percent (50%) plus one of the Paramedics in the unit so indicate by secret ballot; or
  - ii. The Hospital because of
    - 1. Adverse effects on patient care, or
    - 2. Inability to provide a workable staffing schedule, or
    - 3. Financial constraints
    - 4. **A** wish to do so for other reasons which are neither unreasonable nor arbitrary

States its intention in writing to the Union to discontinue the compressed workweek.

- c. When notice of discontinuation is given by either party in accordance with paragraph (b) above:
  - i. The parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and
  - ii. Where it is determined that the compressed workweek will be discontinued, affected Paramedics shall be given forty-five (**45**) days' notice before the schedules are so amended.

## 2. Trial Period

The parties agree that a trial period for the compressed workweek will be no longer than six (6) months. During or before the end of the trial period, the two parties will evaluate the schedule and the system. The compressed workweek will be continued if one-hundred percent (100%) of the Paramedics affected so indicate by secret ballot cast at the end of the trial period and upon agreement of the Hospital; such agreement shall not be withheld in an unreasonable or arbitrary manner.

## 3. Participation

All full-time and part-time Paramedics falling within the bargaining units will, as a condition of employment, be required to work extended tours on a rotating basis in accordance with the unit's posted schedules.

## 4. Hours of Work

Normal hours will be from:

- a. Dayshift – 0700 hr to 1900 hr
- b. Nightshift – 1900 hr to 0700 hr

All employees will work the additional one-half (1/2) of an hour during an eight (8) hour shift and the additional three-quarters (3/4) of an hour during a twelve (12) hour shift at straight time.

The starting and stopping times of the tours may be amended by mutual agreement between the parties.

## 5. Meal and Rest Periods

Normally the meal and rest periods will be scheduled as follows:

Two (2) fifteen (15) minute paid rest periods and two (2) thirty (30) minute paid meal periods

## 6. Scheduling – 12 hr Shifts:

The following regulations shall govern the scheduling of work for Paramedics working a compressed workweek:

- a. The Employer shall schedule each full-time Paramedic two weekends off an eight-week period, however this will be increased to three weekends off in an eight-week period if a mutually agreeable schedule is developed.

- b. Paramedics will not be required to work more than four (4) consecutive tours, unless otherwise mutually agreed to between the employer and the employee.
- c. All other scheduling regulations that apply to Paramedics working the regular tour as provided in Article 20 of the Collective Agreement.

7. The probationary period: will be 337.5 hours.

8. Overtime: Employees will be paid only after (12) hours per day for all staff or after three hundred and thirty – six (336) hours in an eight (8)-week scheduling period

9. Sick Leave: For the purposes of HOODIP, an employee working extended tours shall be paid in accordance with seniority for 562.5 hours, which is equivalent to 15 weeks as per Article 28.

10. Paid Holiday: Employees who work on a paid holiday will be paid time and one half for hours worked on that day and full-time employees will receive a lieu day, paid at eight (8) hours.

11. Vacations: Employees' vacation allotment shall be converted to hours and shall follow the terms of Article 25. However, the vacation period shall be the same as Article 25.

12. Bereavement Leave: Employees shall be entitled to three days off and shall be paid eight (8) hour or the equivalent of two (2) 12-hour shifts.

13. Jury and Witness Duty: Employees shall be paid at (12) hours in accordance with Article 19.03.

14. Shift/Weekend Premium: Employees shall be paid in accordance with Article 21.06.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005

FOR THE CAW UNION:

FOR THE HOSPITAL:

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

The parties agree to the following terms and conditions that will govern the scheduling of Health Care Aids (HCA's) working **EXTENDED TOURS of 12 hr. shifts.**

1. Introduction and Discontinuation Language:

- a. A compressed workweek shall be introduced into any unit when:
  - i. One-hundred percent (100%) of the employee so indicate by signing a letter of agreement; and
  - ii. The Hospital agrees to implement the compressed workweek. Such agreement shall not be withheld in an unreasonable or arbitrary manner.
- b. A compressed workweek may be discontinued in any unit when:
  - i. Fifty percent (50%) of the employees in the unit so indicate by secret ballot; or
  - ii. The Hospital because of
    - 1. Adverse effects on patient care, or
    - 2. Inability to provide a workable staffing schedule, or
    - 3. Financial constraints
    - 4. A wish to do so for other reasons which are neither unreasonable nor arbitrary.

states its intention in writing to the Union to discontinue the compressed workweek.
- c. When notice of discontinuation is given by either party in accordance with paragraph (b) above:
  - i. The parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and
  - ii. Where it is determined that the compressed workweek will be discontinued, affected employees shall be given forty-five (45) days' notice before the schedules are so amended.

2. Trial Period

The parties agree that a trial period for the compressed workweek will be no longer than six (6) months. During or before the end of the trial period, the schedule and they system will be evaluated by nursing administration, the Registered Practical

Nurses and Health Care Aides. The compressed workweek will be continued if one-hundred percent (100%) of the Registered Practical Nurses affected ~~so~~ indicate by secret ballot cast at the end of the trial period and upon agreement of the Hospital. Such agreement shall not be withheld in an unreasonable or arbitrary manner.

### 3. Participation

All full-time Registered Practical Nurses falling within the bargaining units will, as a condition of employment, be required to work extended tours on a rotating basis in accordance with the unit's posted schedules.

### 4. Hours of Work

Normal hours on the nursing floor will be from 0715 to 1915 and 1915 to 0715. Should a seven and one-half hour tour be scheduled, the normal tour hours will be:

0715 – 1515  
1515 – 2315  
2315 – 0715

There is a four **(4)** hour evening shift from 1515 to 1915 and/or 1915 to 2315. The starting and stopping times of the tours may be amended by mutual agreement between the parties.

### 5. Meal and Rest Periods

Normally the meal and rest periods will be scheduled as follows:

Two (2) fifteen (15) minute paid rest periods; and

Two (2) thirty (30) minute meal periods of which forty-five **(45)** minutes is unpaid.

Employees working four **(4)** hour shifts will receive a paid fifteen (15) minutes coffee break.

### 6. Scheduling – 12 Hour Shifts

The following regulations shall govern the scheduling of work for Employees working a compressed workweek:

- a. The Employer shall schedule each full-time Employees two weekends off in an eight week period, however this will be increased to three weekends off in an eight week period if a mutually agreeable schedule is developed;
- b. Employees will not be required to work more than three (3) consecutive tours, unless otherwise mutually agreed to between the employer and the employee;
- c. The Hospital will endeavour to provide that a employees who normally rotates shall be scheduled to work at least fifty percent (50%) of her work tours on day shift averaged over an eight **(8)** week period;

d. All other scheduling regulations that apply to employees working the regular daily tour as provided in Article 20 of the Collective Agreement.

7. The probationary period will be 337.5 hours.
8. Overtime will be paid only after 11.25 hours per day for full-time staff (or 300 hours in an 8 week period). Part-time employees who continue to regularly work 7.5-hour shifts shall receive overtime in accordance with Article 21 of the Collective Agreement.
9. Sick Leave – For the purpose of HOODIP, an employee working extended tours shall be paid in accordance with seniority for 562.5 hours.
10. Paid Holiday – Employees who work on a paid holiday will be paid time and a half for hours worked on that day and full-time employees will receive a lieu day, paid at 7.5 hours.
11. Vacations – Vacation allotment shall be converted to hours and shall follow the terms of Article 25. However, the vacation period shall be the same as Article 25.
12. Bereavement Leave – Shall be paid as three (3) 7.5-hour shifts or two (2) 11.25-hour scheduled shifts.
13. Jury and Witness Duty – Shall be paid at 11.25 hours in accordance with Article 19.03.
14. Shift Premium – Shall be paid in accordance with Article 21.06 for all hours worked from 1515 to 0715.

Shift premium will also be paid for all hours worked on the 12-hour night shift commencing at 1845 hours and for the last three (3) hours of the 12-hour day shift that commences at 0645.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

The parties agree to the following terms and conditions that will govern the scheduling of Registered Practical Nurses (RPN's) working **EXTENDED TOURS of 12 hr. shifts.**

1. Introduction and Discontinuation Language:

- a. A compressed workweek shall be introduced into any unit when:
  - i. One-hundred percent (100%) of the employee **so** indicate by signing a letter of agreement; and
  - ii. The Hospital agrees to implement the compressed workweek. Such agreement shall not be withheld in an unreasonable or arbitrary manner.
- b. A compressed workweek may be discontinued in any unit when:
  - i. Fifty percent (50%) of the employees in the unit so indicate by secret ballot; or
  - ii. The Hospital because of
    - 1. Adverse effects on patient care, or
    - 2. Inability to provide a workable staffing schedule, or
    - 3. Financial constraints
    - 4. A wish to do **so** for other reasons which are neither unreasonable nor arbitrary.

states its intention in writing to the Union to discontinue the compressed workweek.
- c. When notice of discontinuation is given by either party in accordance with paragraph (b) above:
  - i. The parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and
  - ii. Where it is determined that the compressed workweek will be discontinued, affected employees shall be given forty-five **(45)** days' notice before the schedules are **so** amended.

2. Trial Period

The parties agree that a trial period for the compressed workweek will be no longer than six (6) months. During or before the end of the trial period, the schedule and the system will be evaluated by nursing administration, the

Registered Practical Nurses and Health Care Aides. The compressed workweek will be continued if one hundred percent (100%) of the Registered Practical Nurses affected **so** indicate by secret ballot cast at the end of the trial period and upon agreement of the Hospital. Such agreement shall not be withheld in an unreasonable or arbitrary manner.

### 3. Participation

All full-time Registered Practical Nurses falling within the bargaining units will, as a condition of employment, be required to work extended tours on a rotating basis in accordance with the unit's posted schedules.

### 4. Hours of Work

Normal hours on the nursing floor will be from 0715 to 1915 and 1915 to 0715. Should a seven and one-half hour tour be scheduled, the normal tour hours will be:

0715 – 1515  
1515 – 2315  
2315 – 0715

There is a four **(4)** hour evening shift from 1515 to 1915 and/or 1915 to 2315. The starting and stopping times of the tours may be amended by mutual agreement between the parties.

### 5. Meal and Rest Periods

Normally the meal and rest periods will be scheduled as follows:

Two (2) fifteen (15) minute paid rest periods; and

Two **(2)** thirty (30) minute meal periods of which forty-five (45) minutes is unpaid.

Employees working four **(4)** hour shifts will receive a paid fifteen (15) minutes coffee break.

### 6. Scheduling – 12 Hour Shifts

The following regulations shall govern the scheduling of work for Employees working a compressed workweek:

- a. The Employer shall schedule each full-time Employees two weekends off in an eight week period, however this will be increased to three weekends off in an eight week period if a mutually agreeable schedule is developed;
- b. Employees will not be required to work more than three (3) consecutive tours, unless otherwise mutually agreed to between the employer and the employee;
- c. The Hospital will endeavour to provide that a employees who normally rotates shall be scheduled to work at least fifty percent (50%) of her work tours on day shift averaged over an eight **(8)** week period;

d. All other scheduling regulations that apply to employees working the regular daily tour as provided in Article 20 of the Collective Agreement.

7. The probationary period will be 337.5 hours.
8. Overtime will be paid only after 11.25 hours per day for full-time staff (or 300 hours in an 8 week period). Part-time employees who continue to regularly work 7.5-hour shifts shall receive overtime in accordance with Article 21 of the Collective Agreement.
9. Sick Leave – For the purpose of HOODIP, an employee working extended tours shall be paid in accordance with seniority for 562.5 hours.
10. Paid Holiday – Employees who work on a paid holiday will be paid time and a half for hours worked on that day and full-time employees will receive a lieu day, paid at 7.5 hours.
11. Vacations – Vacation allotment shall be converted to hours and shall follow the terms of Article 25. However, the vacation period shall be the same as Article 25.
12. Bereavement Leave – Shall be paid as three (3) 7.5-hour shifts or two (2) 11.25-hour scheduled shifts.
13. Jury and Witness Duty – Shall be paid at 11.25 hours in accordance with Article 19.03.
14. Shift Premium – Shall be paid in accordance with Article 21.06 for all hours worked from 1515 to 0715.

Shift premium will also be paid for all hours worked on the 12-hour night shift commencing at 1845 hours and for the last three (3) hours of the 12-hour day shift that commences at 0645.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

FOR THE HOSPITAL

FOR THE UNION

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LETTER OF UNDERSTANDING

BETWEEN

THE PARTICIPATING HOSPITALS

AND

CAW

RE: SIGNING SECONDARY VEHICLE

When starting the secondary vehicle during the Manager-required scheduled shift, the participant will be the primary participant on the unit and CAW participant will be assigned the secondary position as established by CAW call rotation schedule.

Participants will inform the Manager of any shift when the participant will be called in sick or on vacation. Following that the established hospital call rotation schedule will apply.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

RE: COMPUTER PURCHASE PLAN

The Hospital will set up a payroll deduction plan for employees interested in purchasing a computer from a sole vendor selected by the Union/Management Committee. The Hospital will not be required to cash flow the purchases, but as part of the vendor selection process, vendors will be asked to quote only on the basis of providing the necessary credit.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

The parties agree to the following terms and conditions with the Atikokan Ambulance Service. This letter of understanding can be reviewed, revised and/or amended only by mutual agreement between both parties.

**(Calling-in/Replacing of C.A.W. Union Paramedics)**

**Relief of Staff:**

The following procedure will be followed for all part-time or full-time Paramedics. When a shift/call-in becomes available, these steps are to be followed by using the Seniority by Rotation list:

- STEP ONE:** The shift/call-in will be offered to part-time Paramedics.  
If the shift/call-in is not filled by part-time staff,
- STEP TWO:** then the shift/call-in will be offered to the full-time Paramedics.  
If the shift/call-in is not filled by full-time staff,
- STEP THREE:** then the shift/call-in will be offered to part-time staff as premium pay.  
If staff are not available after all three steps,
- STEP FOUR:** then the shift/call-in may be offered to the Manager.

Under STEP FOUR, if a Paramedic becomes available before the start of the shift, the manager shall turn over the shift or as mutually agreed to between both parties.

The above procedure applies to call-ins for the primary vehicle.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005.

FOR THE HOSPITAL:

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FOR THE UNION:

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

Re: **JOB SHARING**

Job sharing is defined as an arrangement whereby two employees share the hours of work of what would otherwise be one full-time position. Only full-time positions shall be considered for job sharing.

Job sharing requested with respect to full-time positions shall be considered on an individual basis. There shall be only one (1) job shared position on any department/unit.

If the Hospital agrees to a job-sharing arrangement, the following conditions shall apply unless otherwise agreed to by the parties:

1. Job sharing requests with regard to full-time positions shall be considered on an individual basis.
2. The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of the Part-time Collective Agreement.
3. Total hours worked by the job sharer shall equal one (1) full-time position. The division of these hours on the schedule shall be determined by mutual agreement between the two (2) employees, the supervisor and the Union.
4. The above schedules shall conform to the scheduling provisions of the Full-time Collective Agreement.
5. Each job sharer may exchange shifts with her partner, as well as with other employees as provided by the Collective Agreement.
6. The job sharers involved will have the right to determine which partner works on scheduled paid holidays and job sharers shall only be required to work the number of paid holidays that a full-time employee would be required to work.
7. Coverage
  - a. It is expected that both job sharers will cover each other's incidental illnesses. If, because of unavoidable circumstances, one cannot cover for the other, the unit supervisor must be notified to book coverage. Job sharers are not required to cover for their partner in the case of prolonged or extended absences.

b. Vacation, Maternity Leave, and other Leaves Pursuant to Article 11 of the Central Full-time and Part-time Agreements:

In the event that one member of the job-sharing arrangement goes on any of the above leaves of absence, the coverage will be negotiated with the supervisor, and union, but it is hoped that the remaining member of the position would be prepared to cover the leave of absence as much as possible.

Implementation

8. Any incumbent full-time employee wishing to share her position may do so without having her half of the position posted. The other half of the job-sharing position will be posted and selection will be made on the criteria set out in the Collective Agreement.
9. If one of the job sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the shared position must revert to a full-time position. The remaining employee will have the option of continuing the full-time position or reverting to a part-time position for which she is qualified. If she does not continue full-time, the position must be posted in accordance with the Collective Agreement.

Discontinuation

The Hospital or the Union may discontinue the job-sharing arrangement with sixty (60) days notice. Upon receipt of such notice, a meeting shall be held between the parties within fifteen (15) days to discuss the discontinuation. It is understood and agreed that such discontinuation shall not be unreasonable or arbitrary.

Should either party choose to terminate the job sharing agreement, both employees will revert to their former status (immediately prior to the job sharing agreement) subject to any changes that would have occurred had she not been in a job sharing position.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE PARTICIPATING HOSPITALS**  
**AND**  
**CAW**

**Paid Education Leave**

The hospital will make a lump sum payment of \$250 payable to its CAW Local on October 10, 2004 for the purposes of paid education leave.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005

FOR THE HOSPITAL:

FOR THE UNION:

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**Position: Paramedic (Ambulance Full-Time)**

	Rate as of Oct 10/04	increase \$.75 + 2% Oct 11/04	increase 1% Apr 11/05	Rate as of \$.75 + 2% Oct 11/05	Rate as of \$.75 Oct 11/06
Start	22.82	24.04	24.28	25.53	26.28
975 hrs.	23.54	24.78	25.02	26.29	27.04
3900 hrs.	24.22	25.47	25.72	27.00	27.75

**Position: E.M.T. (Ambulance Part-Time)**

	Rate as of Oct 10/04	Increase \$.75 + 2% Oct 11/04	Increase 1% Apr 11/05	Rate as of \$.75 + 2% Oct 11/05	Rate as of \$.75 Oct 11/06
Start	20.472	21.65	21.86	23.07	23.82
975 hrs.	20.938	22.12	22.34	23.55	24.30
3900 hrs.	21.555	22.75	22.98	24.20	24.95

**SEA WY NEW RATE SCHEDULE (Job Title - 10/04)**

Job Title	Rate as at Oct 10/04	New Rate 2% Oct 11/04	New Rate 1% Apr 11/05	New Rate 2% Oct 11/05	
<b>HCA</b>					
Start	16.773	17.108	17.280	17.625	
975 Hours	16.853	17.190	17.362	17.709	
1950 Hours	16.927	17.266	17.438	17.787	
3900 Hours	17.025	17.366	17.539	17.890	
<b>RPN</b>					
Start	20.703	21.270	21.483	22.065	22.215
975 Hours					
1950 Hours	20.870	21.440	21.655	22.241	22.391
3900 Hours	21.058	21.632	21.848	22.438	22.588
<b>OT/PT Aide / CSR</b>					
Start	16.199	16.523	16.688	17.022	
975 Hours	16.278	16.604	16.770	17.105	
1950 Hours	16.350	16.677	16.844	17.181	
3900 Hours	16.429	16.758	16.925	17.264	
<b>First Cook/Lead Hand</b>					
Start	19.244	19.629	19.825	20.222	
975 Hours	19.360	19.747	19.945	20.344	
1950 Hours	19.477	19.867	20.065	20.467	
3900 Hours	19.589	19.981	20.181	20.584	
<b>First Cook</b>					
Start	18.684	19.058	19.248	19.633	
975 Hours	18.798	19.174	19.368	19.753	
1950 Hours	18.915	19.293	19.486	19.876	
3900 Hours	19.028	19.409	19.603	19.995	
<b>Second Cook</b>					
Start	16.601	16.933	17.102	17.444	
975 Hours	16.717	17.051	17.222	17.566	
1950 Hours	16.838	17.175	17.347	17.693	
3900 Hours	16.952	17.291	17.464	17.813	
<b>HBK/LWA/Diet Aides</b>					
Start	16.022	16.342	16.506	16.836	
975 Hours	16.099	16.421	16.585	16.917	
1950 Hours	16.179	16.503	16.668	17.001	
3900 Hours	16.256	16.581	16.747	17.082	

Job Title	Rate as at Oct 10/04	New Rate 2% Oct 11/04	New Rate 1% Apr 11/05	New Rate 2% Oct 11/05	
<b>Recreationist/ Volunteer Coordinator</b>					
Start	20.703	21.117	21.328	21.755	
975 Hours					
1950 Hours	20.870	21.287	21.500	21.930	
3900 Hours	21.058	21.479	21.694	22.128	
<b>Maintenance I</b>					
Start	22.282	22.728	22.955	23.414	
975 Hours	22.393	22.841	23.069	23.531	
1950 Hours	22.504	22.954	23.185	23.647	
3900 Hours	22.617	23.069	23.300	23.766	
<b>Maintenance II</b>					
Start	16.925	17.264	17.436	17.785	
975 Hours	17.040	17.381	17.555	17.906	
1950 Hours	17.156	17.499	17.674	18.028	
3900 Hours	17.276	17.622	17.798	18.154	
<b>Maintenance Engineer</b>					
Start	24.410	24.898	25.147	25.650	
Year 1	24.668	25.161	25.413	25.921	
Year 2	24.915	25.413	25.667	26.181	
Year 3	25.150	25.653	25.910	26.428	
Year 4	25.408	25.916	26.175	26.699	
Year 5	25.643	26.156	26.417	26.946	
Year 6	25.900	26.418	26.682	27.216	
Year 7	26.147	26.670	26.937	27.475	

NOTE: Premium for Lead Hand for Laundry, Housekeeping, and CSR Aide add \$.75/hour.

Note: When calculating seniority Part time to Full time for C.A.W. use 1725 hours/year.