

COLLECTIVE AGREEMENT

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BETWEEN

**Sunnybrook Health Sciences Centre
(hereinafter called the "Hospital")**

-AND-

**Service Employees International Union, Local 1.0n
A.F. OF L., C.I.O., C.L.C.,
(hereinafter called the "Union")**

Clerical Full-time and Part-time combined

Expires: October 10, 2009

12982(03)

TABLE OF CONTENTS

ARTICLE		PAGE
Article 1	Purpose	1
Article 2	Scope and Recognition	1
Article 3	Management Rights	1
Article 4	Definitions	2
4.01	Employee Categories	2
4.02	Temporary Employees	2
Article 5	Union Security	3
5.01	Union Dues	3
5.02	Interview	3
5.03	Employee Lists	3
Article 6	No Strike/Lockout	4
Article 7	Union Representation and Committee	4
7.01	Grievance Committee	4
7.02	Union Stewards	4
7.03	Central Negotiating Committee	5
7.04	Local Negotiation Committee	5
7.05	Labour Management committee	6
Article 8	Grievance and Arbitration	6
8.06	Group Grievance	7
8.07	Policy Grievance	7
8.08	Discharge Grievance	7
8.09	Arbitration	8
8.12	Right to Union Steward	9
Article 9	Seniority	9
9.01	Probationary Employees	9
9.02	Definition of Seniority	9
9.03	Transfer of Service and Seniority	10
9.04	Loss of Seniority	10
9.05	Effect of Absence	11
Article 10	Job Security	12
10.01	Staff Planning Committee	12
10.02	Notice of Layoff	13
10.03	Severance and Retirement Options	14
10.04	Regional Staff Planning Committees	16
10.05	Lay-off and Recall	16
10.06	Benefits on Lay-off	18
Article 11	Job Posting	18
Article 12	No Contracting Out	19
Article 13	Work of the Bargaining Unit	20
Article 14	Technological Change	20
Article 15	Leaves of Absence	21
15.01	Bereavement Leave	21
15.02	Education Leave	21
15.03	Jury and Witness Duty	22

	15.04	Pregnancy Leave	22
	15.05	Parental Leave	25
	15.06	Full-time Union Office	27
	15.07	Union Leave	28
	15.08	Personal Leave	28
Article	16	Hours of Work	28
	16.01	Daily and Weekly Hours of Work	28
	16.03	Time off Between Shifts	29
Article	17	Premium Payment	29
	17.01	Definition of Regular Straight Time Rate of Pay	29
	17.02	Definition of Overtime (Overtime Premium)	29
	17.03	Reporting Pay	30
	17.04	Standby	30
	17.05	Call Back	30
	17.06	Shift Premium	31
	17.07	Weekend Premium	31
	17.08	Responsibility Outside the Bargaining Unit	31
	17.09	Overtime – Lieu Time	31
	17.10	Paid time to Working Time	32
	17.11	Pyramiding of Premium Payments	32
Article	18	Allowances	32
	18.01	Meal Allowance	32
	18.02	Uniforms	32
	18.03	Transportation Allowance	32
Article	19	Health and Safety	33
	19.01	Accident Prevention – Health and Safety Committee	33
	19.02	Influenza Vaccine	34
Article	20	Paid Holidays	34
Article	21	Vacations	36
	21.01	Entitlement and Calculation of Payment	36
	21.02	Requests for Vacation	37
	21.03	Approved Leave of Absence During Vacation	37
	21.04	Vacation Advance	38
	21.05	Vacation Pay on Termination	38
	21.06	Vacation Credit Bank	38
Article	22	Health and Insured Benefits	38
	22.01	Insured Benefits	38
	22.02	Benefits in Lieu	39
	22.03	Change of Carrier	39
	22.04	Benefits on Early Retirement	40
	22.05	Pension	40
Article	23	Injury and Disability	40
	23.01	Workplace Safety and Insurance Board Injury	40
Article	24	Sick Leave Insurance Plan and Long Term Disability	41
Article	25	Compensation	42
	25.01	Experience Pay	42
	25.02	Promotion to Higher Classification	42
	25.03	Temporary Transfer	42

	25.04	Job Classification	42
	25.05	Progression on the Wage Grid	43
	25.06	Job Description	43
Article	26	Pay Days	43
Article	27	Bulletin Boards	43
Article	28	Relationship	43
Article	29	Letters of Discipline	44
Article	30	Medical Care and Emergency Leave	44
Article	31	Compassionate Care Leave	45
Article	32	Duration	45
		Letters of Understanding	47
	Appendix 1	LOU Re: Articles 10.01 and 10.04	47
	Appendix 2	LOU Re: Maintenance of Shift and Weekend Premiums at O&A Campus	48
	Appendix 3	LOU Re: Scheduling	50
	Appendix 4	LOU Re: Wage Harmonization and Pay Equity Process	51
	Appendix 5	LOU Re: Wage Increase for Clerical Bargaining Unit	53
	Appendix 6	LOU Re: Distribution of Additional Shifts	54
	Appendix 7	LOU Re: Liability Insurance	55
	Appendix 8	LOU Re: Transformation in Health Care	56
	Appendix 9	LOU Re: Local Health Integration Networks	58
	Appendix 10	LOU Re: Joint Health & Safety Initiatives Council	59
	Wages		61

ARTICLE 1 • PURPOSE

The interest of the parties is to establish a harmonious working relationship between the Hospital and the employees concerned. The parties are committed to the delivery and maintenance of excellence in high quality care to all of our patients, as partners in their care.

The purpose of this agreement is to provide a mechanism for the prompt and equitable disposition of issues and grievances, establish and maintain a safe working environment, hours of work, and wages for all employees within the bargaining unit.

ARTICLE 2 • SCOPE AND RECOGNITION

The Hospital recognizes the Union as the exclusive bargaining agent with respect to all matters properly arising under this Agreement for all office and clerical employees employed by the Hospital in the City of Toronto, save and except supervisors, persons above the rank of supervisor, persons in positions listed in the Clarity Note, persons employed by the Orthopaedic & Arthritic Hospital Foundation, the Sunnybrook Foundation, persons in Research, persons working at the Sunnybrook Estates, persons working at the Sunnybrook Creche, and persons working in Human Resources.

Clarity Note:

The parties agree that the following positions are not included in the bargaining unit: Executive Assistant, Secretary to the Board, Assistant Occupational Health, Secretary to Director, Administrative Assistant, Secretary to Vice-president, Secretary to Medical Chief, Executive Secretary, Data Analyst, Secretary to Chief Financial Officer, Assistant to Chief Nursing Officer, Assistant to Associate Chair Research, Assistant to Director Medical Education.

ARTICLE 3 • MANAGEMENT RIGHTS

The Union acknowledges that it is the exclusive function of the Hospital to:

- (a) maintain order, discipline and efficiency;
- (b) hire, assign, retire, discharge, direct, classify, transfer, promote, demote, layoff and suspend or otherwise discipline employees for just cause;
- (c) establish and enforce rules and regulations to be observed by the employees, provided that they are not inconsistent with the provisions of this Agreement;
- (d) generally to manage and operate the Hospital in all respects in accordance with its obligations and without restricting the generality of the foregoing to determine the kinds and locations of machines, methods and procedures, equipment to be used, the allocation and number of employees required from time to time, overtime, the

standards of performance for all employees and all other matters concerning the Hospital's operations, not otherwise specifically dealt with elsewhere in this Agreement.

ARTICLE 4 - DEFINITIONS

4.01 Employee Categories

A regular full time employee works thirty-seven and one-half (37.5) hours per week, averaged over a bi-weekly period of seventy-five (75) hours, in the job classification in which s/he is hired.

A regular part-time employee normally works up to 24 scheduled hours per week in the classification into which s/he is hired.

A casual employee performs work on an unscheduled, as-needed basis, normally up to twenty-four (24) hours per week. A casual employee is expected to be available for work in accordance with his/her committed availability for casual work with the Hospital. If a casual employee does not work any hours in any three (3) month period, unless the employee is on an authorized absence, she/he will be released from employment by the Hospital.

4.02 Temporary Employees

Temporary employees may be externally hired into the Hospital for a specified term, not to exceed six (6) months (twelve months in the case of a maternity or parental leave), to replace an employee on leave or to perform a special non-recurring task. This term may be extended a further (6) months on mutual agreement of the Union, employee and Hospital. 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 Article 11 in the Collective Agreement and any successful applicant who has completed his/her probationary period will be credited with the appropriate seniority. The Hospital will outline to employees selected to fill such temporary vacancies and the Union, the circumstances giving rise to the vacancy, and the special conditions relating to such employment. The temporary employee's benefits are as per the regular part-time employee category.

- 4.03 The word "employee" or "employees" wherever used in this Agreement shall mean only an employee or employees in the bargaining unit defined above, unless the context otherwise specifically provides.
- 4.04 Where the feminine pronoun is used herein, it shall mean and include the masculine pronoun where the context so provides and vice versa and similarly the singular shall include the plural and vice versa as applicable.

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 and casual 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 within the month shall be remitted to the Union, no later than the first week of the following month in which the dues were deducted. When there are three pays within the month, the dues shall be remitted no later than the second week of the following month in which the dues were deducted.

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

5.02 Interview

It is agreed that arrangements will be made for a Union Representative to interview new employees for thirty minutes, during or following the Hospital's orientation session, for the purpose of informing new employees of the existence of the Union in the Hospital and the benefits accruing from membership in the Union. The Hospital shall advise the Union, prior to the orientation session, as to the names of the new employees scheduled to attend the session.

5.03 Employee Lists

- (a) The Hospital shall supply the Union with up-to-date full-time and part-time/casual seniority lists every six (6) months, such lists to contain the names of employees, job classification and date of employment.
- (b) Dues deducted shall be remitted to the Secretary/Treasurer of the local Union on or before the 25th day, if possible, but not later than the last day of the month in which they were deducted. In remitting such dues, the Hospital shall provide a list of employees from whom deductions were made and their work site (if the bargaining unit covers more than one site) and the employee's social insurance number. The list shall also include deletions and additions from the preceding month highlighting

new hires, resignations, terminations, new unpaid leave of absence of greater than one (1) month and returns from leaves of absence. The Hospital agrees to provide the Union with the information in an electronic format (electronic mail), wherever possible. The parties will meet to discuss the format in which the information will be set out. The Hospital also agrees to provide the Union with employee addresses on an annual basis. The Union agrees to keep the Hospital harmless from any claims against it by an employee which arise out of any deduction or information provided under this article.

ARTICLE 6 - NO STRIKE/LOCKOUT

There shall be no strike or lockout as long as this Agreement continues to operate. The words "strike" or "lockout" shall be as defined by The Labour Relations Act, R.S.O. 1970, c. 232 as amended.

ARTICLE 7 - UNION REPRESENTATION AND COMMITTEES

7.01 Grievance Committee

The Hospital will recognize a Grievance Committee, which shall consist of the Chief Steward, the Local President or Designate, the Filing Steward, and the Union Representative.

7.02 Union Stewards

- (a) The Hospital recognizes the Union's right to represent its members. There will be a Union Steward recognized from each area where members work. There will be no more than one steward from each area.

The Hospital will also recognize a Chief Steward.

- (b) The Hospital shall be advised in writing of the names of the Stewards and the members of the Negotiating and Grievance Committees and shall be notified in writing of any changes made from time to time. To be eligible to be recognized as a Committee member or a Steward an employee must have completed her probationary period and have acquired seniority in the bargaining unit and be employed by the Hospital in a classification within the bargaining unit.
- (c) The Union acknowledges that the Steward has her regular duties to perform on behalf of the Hospital and that she will not leave her regular duties without first receiving permission from her Supervisor or her designate. If it is necessary to leave, the Steward shall state her destination to her Supervisor and report again to her at the time of her return to work. The Union acknowledges that Stewards and Committee members must perform their regular duties and that so far as possible all activities by the Stewards and Committee members will be carried on outside of working hours unless otherwise mutually arranged. The functions of the Steward are to investigate and attempt to settle grievances in accordance with Article 8.01

which arise in the area for which she has been appointed a Steward. If the properly classified Steward for an employee is unavailable, the employee, for the purposes set out in the grievance procedure, may request of her immediate Supervisor that the Chief Steward be permitted to assist the employee with her grievance. If the Chief Steward is unavailable, the employee may request of her immediate Supervisor that another Steward be permitted to assist the employee with her grievance.

- (d) Regular meetings between the Stewards and Management will be held monthly unless otherwise arranged and more frequently if arranged by mutual consent. Minutes will be kept of each meeting and copies will be approved by both parties. A Union representative may, by mutual agreement between the parties, attend such meetings.
- (e) It is understood that the Hospital may bring forward, at any meeting held with the Union Committee, any complaint with respect to the conduct of the Union, its officers, or Committee members, or members and that if such complaint is not settled to the mutual satisfaction of the conferring parties, it may be treated as a grievance and referred directly to arbitration in the same way as the grievance of an employee.

7.03 Central Negotiating Committee

In future central bargaining between Service Employees International Union and the Participating Hospitals, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his/her normal straight time working hours at his/her regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. In addition, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his/her normal straight time working hours at his/her regular rate of pay and without loss of leave credits for two (2) days of preparation time for such central negotiating meetings with the Hospitals' Central Negotiating Committee. Upon reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be eight (8), and in no case will more than one employee from the Hospital be entitled to such payment.

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

7.04 Local Negotiating Committee

- (a) Where the Hospital participates in joint bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined.
- (b) Where the Hospital does not participate in joint bargaining, the purpose of the

negotiating committee shall be to negotiate a renewal of this Collective Agreement.

- (c) 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, but not including arbitration.
- (d) Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Union when negotiating with the Hospital.
- (e) The number of employees in the local negotiating committees shall be five (5).

7.05 Labour Management Committee

Any representative(s) attending such meetings shall be deemed to be at work for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

ARTICLE 8 - GRIEVANCE AND ARBITRATION

- 8.01 The Hospital, the Union or any employee has the right to lodge a grievance with respect to any matter arising out of the interpretation, application or alleged violation of this Agreement.
- 8.02 It is the mutual desire of the parties that complaints of the Hospital, the Union or of the employee shall be adjusted as equitably as possible, and it is understood that an employee has no grievance until she has first given her supervisor an opportunity to adjust her complaint.
- 8.03 If an employee has an unsettled complaint within the terms of this Agreement, it may be taken up as a grievance within five (5) working days after the circumstances giving rise to the grievance occur, in the following manner and sequence:

Step 1 - The employee shall submit the grievance in writing, signed by him/her to the immediate supervisor. A meeting will then be held between the employee, the Union Steward, the supervisor and the department manager, within five (5) working days of the submission of the grievance. The Chief Steward or Local Union President and the Human Resources representative may also attend at their discretion. The immediate supervisor will deliver his/her decision in writing within three (3) full working days of the meeting. Failing settlement, then within five (5) working days:

Step 2 - The grievance shall be submitted in writing by the Union Steward to the Manager of Labour Relations or designate. A meeting will be held between the employee, the Union Steward, the Chief Steward or Local Union President, a Local 1.0n Business Agent, the supervisor, the Department Head, the Human Resources Associate, and the Manager of Labour Relations or designate within five (5) working days of the submission of the

grievance at Step 2. The decision of the Hospital shall be delivered in writing within five (5) working days following the date of such meeting.

8.04 Failing a settlement under Step 2 of any difference between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such difference or question may be taken to arbitration as provided in Article 8.08. If no written request for arbitration is received within ten (10) calendar days after the decision in Step 2 is given, it shall be deemed to have been settled or abandoned.

8.05 Any and all time limits fixed by this Article may be at any time extended by written agreement between the Hospital and the Union.

8.06 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 Department Head, or his designate, within ten (10) days after the circumstances giving rise to the grievance have occurred. 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.

8.07 Policy Grievance

A grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of this Agreement shall be originated under Step 2 and the time limits set out with respect to that Step will appropriately apply. It is expressly understood, however, that the provisions of this Section may not be used by the Union to institute an individual grievance with respect to a grievance directly affecting an employee which such employee could herself institute and the regular grievance procedure shall not be thereby bypassed. Any grievance by the Hospital or the Union shall be commenced within ten working (10) days after the circumstances giving rise to the grievance have occurred.

8.08 Discharge Grievance

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

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

- (a) confirming the Hospital's action in 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.

8.09 ARBITRATION

- (a) When either party requests that any matter be submitted to arbitration, it shall make such request in writing to the other party. A single arbitrator, who is acceptable to both parties, shall be selected within thirty (30) calendar days. Upon mutual agreement, the parties may request the single arbitrator to proceed by way of mediation or mediation-arbitration. 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 49 of the Labour Relations Act including the power to impose a settlement and to limit evidence and submissions.
- (b) When either party requests that any matter be submitted to a three-person Arbitration Board, it shall make such request in writing addressed to the other party to this Agreement, and at the same time nominate an Arbitrator. Within five (5) working days, the other party shall nominate an Arbitrator. However, if such party fails to nominate an Arbitrator as herein required, the Minister of Labour for the Province of Ontario shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. The *two* (2) Arbitrators shall attempt to select by agreement a third person to be a member and Chairperson of the Arbitration Board. If they are unable to agree upon a Chairperson within a period of five (5) working days, they may then request the Minister of Labour to assist them in selecting a Chairperson provided that the Chairperson shall be selected from other than the Civil Services and shall be chosen having regard to his impartiality, his qualifications in interpreting collective bargaining agreements and his familiarity with industrial relations.
- (c) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator/arbitrator 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/arbitrator.
- (d) No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- (e) No matter may be submitted to arbitration, which has not been properly carried through all previous steps of the Grievance Procedure.
- (f) The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify or amend any part of this Agreement.
- (g) The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority of such Board will be final and binding upon the parties

hereto and the employee(s) concerned.

- 8.10 In dealing with matters of discipline, disciplinary demotion or transfer, the conferring parties or the Board of Arbitration shall have the power to:
- (i) confirm the Hospital's action:
 - (ii) reverse the Hospital's action:
 - (iii) make any other arrangement, which may be deemed just in the opinion of the conferring parties of the Board of Arbitration.
- 8.11 Each party shall bear the expense of its own appointee and its witnesses and the expense of the Chairperson shall be shared equally by both parties.

8.12 Right to Union Steward

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 his/her steward. In the case of suspension or discharge, the Hospital shall notify the employee of this right in advance.

Where the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing, within three (3) days.

ARTICLE 9 - SENIORITY

9.01 Probationary Employees – Full-Time and Part-Time

For full-time employees, a new employee shall be on probation for a period of sixty (60) days worked.

For part-time employees, a new employee will be considered on probation until she has completed 450 hours of work within any twelve (12) calendar months. Upon completion of the probationary period she shall be credited with seniority equal to 450 worked hours.

With the written consent of the Hospital, the probationary employee, and the President of the local Union or designate, the probationary period may be extended. The extension is not to exceed twenty-one (21) days worked for full-time employees and 150 hours for part-time employees.

Upon completion of the probationary period, the probationary employee shall be credited with seniority equal to the length of the probationary period.

The release, or the matters giving rise to the decision to release, of a probationary employee shall not be subject to the grievance and arbitration procedures.

9.02 Definition of Seniority – Full-Time and Part-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.

Effective December 20, 2001, all 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.

For all purposes of application under this agreement, unless specifically stated otherwise, seniority shall be considered and maintained separate by employee category, i.e. full-time and part-time, and shall include employees at all campuses of the Hospital.

9.03 Transfer of Service and Seniority – Full-Time and Part-Time

- (a) An employee whose status is changed from full-time to part-time shall receive credit for her full service and seniority. 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) Any employee of the Hospital, who is presently in, or who has been in what is now this bargaining unit, and who is or has been transferred to a position outside of the bargaining unit, and who subsequently returns to a position within the bargaining unit within six (6) months, shall be deemed to have continued to accumulate seniority for all purposes under this Agreement, during all the time in which she was employed by the Hospital outside of the bargaining unit.
- (c) An employee in the service bargaining unit who has completed three (3) calendar months of employment and who is transferred into this bargaining unit shall be deemed to have accumulated seniority, since his or her date of hire as if he or she had been a member of this bargaining unit at all times.

9.04 Loss of Seniority – Full-Time and Part-Time

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

- (a) employee quits;
- (b) 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) 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 forty-eight (48) months;

- (f) employee fails upon being notified of a recall to signify his intention to return within five (5) working days after he has received the notice of recall, and fails to report to work within ten (10) working days after he has received the notice of recall;

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

9.05 Effect of Absence – Full-Time

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. or LTD benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in 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 the duration of the absence if an employee's absence is due to a 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.

Part-Time

- (d) Part-time employees shall accrue seniority for the duration of the absence, if an employee's absence is due to a disability resulting in W.S.I.B. benefits.

Part-time employees shall accrue 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.

ARTICLE 10 - JOB SECURITY

10.01 Staff Planning Committee -- Full-Time and Part-Time

- (a) With respect to the development of any operating or restructuring 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) 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 Staff Planning 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 Staff Planning 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 numbers 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 shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable. 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 Staff Planning 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.

It is understood that all of the above shall be completed in a timely manner.

10.02 Notice of Layoff – Full-Time and Part-Time

- (a) 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 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 or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:
 - (i) reassignments will occur in reverse order of seniority;
 - (ii) 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;
 - (iii) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
 - (iv) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the

employee;

- (v) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotations; and
- (vi) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

10.03 Severance and Retirement Options – Full-Time and Part-Time

- (a) Severance Pay
 - i. Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 10.02(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 **sixteen (16)** 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 10.02(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 10.02(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 10.02(a)(ii).

Within thirty (30) days from the date of notice of lay-off, an employee who has received notice of lay-off 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 fifty-two (52) weeks on the basis of the employee's normal weekly earnings.

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

(c) Voluntary Exit Option

If after making offers of early retirement, individual layoff notices are still required, prior to issuing those notices the Hospital will offer a voluntary early exit option in accordance with the following conditions:

- i) The Hospital will first make offers in the classifications within department(s) where layoffs would otherwise occur. If more employees than are required are interested, the Hospital will make its decision based on seniority.
- ii) If insufficient employees in the department affected accept the offer, the Hospital will then extend the offer to employees in the same classification in other departments. If more employees than are required are interested, the Hospital will make its decision based on seniority.
- iii) In no case will the Hospital approve an employee's request under (i) and (ii) above for a voluntary early exit option, if the employees remaining are not qualified to perform the available work.
- iv) The number of voluntary early exit options the Hospital approves will not exceed the number of employees in that classification who would otherwise be laid off. The last day of employment for an employee who accepts a voluntary early exit option will be at the Hospital's discretion and will be no earlier than thirty (30) calendar days immediately following the employee's written acceptance of the offer.

An employee who elects a voluntary early exit option shall receive, following completion of the last day of work, a separation allowance of two (2) weeks' salary for each year of service, to a maximum of fifty-two (52) weeks' pay.

(d) 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 twenty-six (26) weeks in any fifty-two (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 (2) weeks' pay, or one (1) week's pay per year of service to a maximum of twenty-six (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.

10.04 Regional Staff Planning Committees

The central parties agree to establish Regional Staff Planning Committees to facilitate the redeployment of laid off employees among the Participating Hospitals.

To achieve this objective the Hospital Staff Planning Committee will forward to the Regional Staff Planning 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, 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. For benefit-entitlement purposes, it is recognized that Hospitals shall be free to grant to any employees hired through this process full credit for service earned with another Hospital.

The size, structure, composition, and activities of each Committee will be mutually determined by the parties, and application will be made to any available funding source for the funding of administrative expenses.

10.05 Lay-off and Recall – Full-Time and Part-Time

- (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 higher paying classification 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) The Hospital agrees to post vacancies during the recall period, as per the job posting procedure, allowing employees on recall to participate in the posting procedure. Should the position not be filled via the job posting procedure, 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.
- (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 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 which are expected to exceed (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.

10.06 Benefits on Lay-off– Full-Time

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

ARTICLE 11 - JOB POSTING

Full-Time and Part-Time

11.01 Where a 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) calendar days. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of three (3) calendar days. All applications are to be made in writing within the posting period.

The Hospital agrees that it shall post permanent vacant positions within thirty (30) calendar days of the position becoming vacant, unless the Hospital provides the union notice under Article 10.02 (a) of its intention to eliminate the position.

- 11.02 Employees shall be selected for positions under Article 11.01 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 posted on the bulletin board for a period of seven (7) calendar days and unsuccessful applicants will be notified. Note: The postings shall stipulate the qualifications, classifications, rate of pay, work sites, department and shift and a copy shall be provided to the Chief Steward.
- 11.03 It is understood that full-time applicants will be considered for full-time vacancies before part-time applicants, and part-time applicants will be considered for part-time vacancies before full-time applicants.
- 11.04 Temporary vacancies, which are not expected to exceed six (6) months, will not be posted and may be filled at the discretion of the Hospital. The Hospital will endeavour to ask part-time employees in the unit or department with the vacancy, if they have any interest in the temporary vacancy.
- 11.05 The Hospital shall have the right to fill any vacancy on an interim basis until the posting procedure provided 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.

- 11.06 The successful applicant will be placed in the vacancy for a trial period not exceeding sixty (60) working days for full-time employees and 450 hours for part-time employees, 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 he is unable to perform the duties of the vacancy to which he is posted, the employee will be returned to his former position at his 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.
- 11.07 Successful applicants will not be permitted to apply for job *postings* or any Subsequent vacancies for a period of six (6) months, unless otherwise mutually agreed to or an opportunity arises which allows the employee to change his or her permanent status. Newly hired employees to the Hospital will not be permitted to apply for *job postings* or any subsequent vacancies for a period of six (6) months, unless otherwise mutually agreed.

ARTICLE 12 - NO CONTRACTING OUT

Full-Time and Part-Time

- 12.01 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 lay-off of any employees other than casual part-time employees results from such contracting out.
- 12.02 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.
- 12.03 In request by the Union the Hospital will undertake to review contracted services which 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 Staff Planning Committee for its consideration.

ARTICLE 13 - WORK OF THE BARGAINING UNIT

• **Full-Time and Part-Time**

13.01 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.

13.02 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.

13.03 (a) Where a Hospital plans a drive to increase the number of volunteers, the Union must be given at least thirty (30) days' notice of these plans and a special meeting of the local joint job security committee must be convened at least three (3) weeks prior to the initiation of such a drive.

(b) The use of volunteers to perform bargaining unit work shall not be expanded beyond the extent of existing practice as of the date of signing of this collective agreement.

ARTICLE 14 - TECHNOLOGICAL CHANGE

Full-Time and Part-Time

14.01 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 which results in the displacement of an employee from his/her regular job.

• 14.02 Where the Hospital has decided to introduce a technological change, which will significantly alter the status of an employee in the bargaining unit, the Hospital undertakes to meet with the Union to consider the minimizing of adverse effects (if any) upon the employees concerned.

14.03 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 age and previous educational background, during which they may perfect or acquire the skills necessitated

by the new method of operation. The Hospital 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.

- 14.04 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 the impending change in employment status at the earliest reasonable time in keeping with the notification of the Union as set forth above and the requirements of the applicable legislation.

ARTICLE 15 - LEAVES OF ABSENCE

15.01 Bereavement Leave – Full-Time and Part-Time

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for up to four (4) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, or parent. Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for up to three (3) consecutive working days off without loss of regular pay for regularly scheduled hours, in conjunction with the death of a member of his immediate family. "Immediate family" means brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step parent. An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled hours for the death of his or her aunt or uncle, niece, or nephew. The Hospital, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave. For the purpose of bereavement leave, the relationships specified in the preceding clause are deemed to include a common-law spouse and a partner of the same sex.

15.02 Education Leave – Full-Time and Part-Time

Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the following shall apply:

- (a) The Hospital shall pay the full costs associated with the courses: and
- (b) The employee shall be entitled to leave of absence without loss of regular earnings and without loss of seniority and benefits to attend the course and to write the examinations. It is further understood and agreed that the Hospital will, whenever its operational requirements permit, endeavour to arrange the shifts of employees attending courses or seminars to permit such attendance.
- (c) Where an employee requests, and the manager authorizes, an educational leave of absence without pay for further education related to employment may be granted. Normally, such a leave of absence will not be authorized for a period in excess of one (1) year and is authorized only on the understanding that the employee will return to his/her job with the Hospital. All parties understand that the Hospital will

not pay any costs associated with the course(s).

- (d) Subject to *operational requirements*, the Hospital will *make every reasonable effort* to grant requests for an employee to take an educational leave without pay and *without loss* of seniority of up to twelve (72) months for training related to the employee's employment at the Hospital.

15.03 Jury and Witness Duty – Full-Time and Part-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 will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

In addition to the foregoing, where 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/her 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/her regular straight time hourly rate subject to (a), (b) and (c) above.

Where the employee's attendance is required during a different shift than she/he is scheduled to work that day the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

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

15.04 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 in which the employee is participating for a period of up to seventeen weeks while the employee is on pregnancy leave.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

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.

- (d) 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.
- (e) 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 which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

15.05 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 requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification 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 the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.
- (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.
- (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 he or 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.

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 here regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase of 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.

15.06 Full-time Union Office – Full-Time and Part-Time

Upon application by the Union, in writing, the Hospital will give reasonable consideration to a request for leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if granted, shall be for a period of one (1) calendar year (in the case of the Union President, two (2) calendar

years) from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

15.07 Union Leave – Full-Time and Part-Time

In requesting such leave of absence for an employee or employees, the Union must give at least fourteen (14) days clear notice in writing to the Hospital.

15.08 Personal Leave – Full-Time and Part-Time

1. The Hospital may grant written leave of absence without pay to any employee for legitimate personal reasons including illness and accident. Her seniority shall continue to accumulate during her absence for the balance of the month in which such leave of absence is granted and for the two months following. Personal leave shall not be granted for the purpose of vacation except in exceptional circumstances.
2. Employees needing unpaid personal leave days for appointments with medical practitioners may utilize the personal leave language, and such leave will not be unreasonably denied.

ARTICLE 16 - HOURS OF WORK

16.01 Daily and Weekly *Hours of Work*

The normal hours of work for employees covered by this agreement shall be as follows:

Thirty-seven-and-a-half (37 1/2) hours per week exclusive of meal periods, averaged over a bi-weekly period of seventy-five (75) hours.

These hours are exclusive of meal periods and this Article shall not be construed to be a guarantee as to the hours of work per day nor as to the hours of work per week nor as a guarantee of working schedules. The provisions of this Article are intended only to provide a basis for calculating time worked.

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. The amount of regular pay for a full normal shift worked shall not be affected by reason of the change in the number of normal hours worked in consequence of such change from Daylight Saving Time to Standard Time and vice-versa.

16.02 Rest Periods – Full-Time and Part-Time

- (a) Each employee will be allowed a fifteen (15) minute rest period in each half shift for which she is scheduled to work, without reduction in pay or without increasing the regular working hours except in cases of emergency where the rest period may be delayed.
- (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.
- (d) Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes for each three and one half (3 ½) hours of work during their shift.
- (e) Each employee will be allowed thirty (30) minutes for meals on her own time, which meal time shall be continuous and uninterrupted except in cases of emergency.

16.03 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 Hospital will endeavour to arrange shifts such that there will be a minimum of twenty-three (23) hours between the end and the beginning of shifts and of thirty-nine (39) hours if there is one (1) day off and of sixty-three (63) hours if there are two (2) days off between the change over of shifts.

ARTICLE 17 - PREMIUM PAYMENT

17.01 Definition of Regular Straight Time Rate of Pay

Full-Time and 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 the Wage Schedule of this agreement.

17.02 Definition of Overtime (Overtime Premium) – Full-Time

Authorized time worked beyond the normal daily hours or normal bi-weekly hours of the Hospital shall be paid at the rate of one and one-half (1 1/2) times the employee's basic straight time hourly rate of pay, provided no overtime premium will be paid for overtime on an exchange of shifts mutually agreed to between two (2) employees where approved by the Hospital.

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

Call-back shall not be considered as hours worked for purposes of this Article. Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week

and also **as** hours for which the overtime premium is paid.

Where an employee is required to work additional overtime contiguous to an overtime shift within a twenty-four (**24**) hour period, the employee will be compensated at the rate of double time his or her straight time *hourly rate* for all additional contiguous overtime hours worked.

Overtime premium will not be duplicated nor pyramided with any other premium payable under this Agreement.

Part-Time and Casual

Part-time and casual employees shall be entitled to payment of time and one-half the employee's basic straight time hourly rate for all authorized overtime work in excess of seven and one half (7 ½) 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.

Where an employee is required to work additional overtime contiguous to an overtime shift within a twenty-four (**24**) hour period, the employee will be compensated at the rate of double time his or her straight time *hourly rate* for all additional contiguous overtime hours worked.

17.03 Reporting Pay - Full-Time and Part-Time

Full-time and Part-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.

17.04 Standby – Full-Time and Part-Time

An employee who is required to remain available for duty on standby at any time outside of the scheduled working hours for that particular employee shall receive the amount of *three* dollars (\$3.00) for each hour on standby. When an employee is called in to work the standby allowance per shift shall cease.

Effective October 11, 2008, the allowance shall increase to \$3.20.

17.05 Call Back – Full-Time and Part-Time

- (a) Where employees are called back to work after having completed a regular shift (defined as 7.5 hours), 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 hourly earnings. Where call back is immediately prior to the commencement of their regular shift, the call back pay will apply only 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 of four (4) hours pay at time and one-half his straight time hourly rate, subject to the other provisions set out above.

17.06 Shift Premium— Full-Time and Part-Time

An employee shall be paid a shift premium of *one dollar (\$1.00)* per hour *effective October 11, 2006* for all hours worked where the majority of scheduled hours fall between 1400 and 0600 hours.

17.07 Weekend Premium— Full-Time and Part-Time

Effective October 11, 2006 an employee shall be paid a weekend premium of one dollar (\$1.00) per hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other 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.

17.08 Responsibility Outside the Bargaining Unit

Full-Time and Part-Time

Where the Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit, the employee shall receive an allowance of *four dollars (\$4.00)* for each shift from the time of the assignment.

17.09 Overtime - Lieu Time

Full-Time

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 (1½), then time off shall be at time and one half (1½) times.)

Where an employee chooses the latter option, such time off must be taken within the succeeding ninety (90) calendar days of the work week in which the *overtime* was earned or, with the employee's agreement, within twelve (12) months of that work week.

Part-Time

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

17.10 Paid Time to Working Time – Full-Time

- (a) Employees absent on approved leave, paid by the Hospital or by the Workplace Safety and Insurance Board, shall for the purposes of computing overtime pay during the work schedule in which the absence occurred, be considered as having worked their regularly scheduled hours during such leave of absence. No pyramiding shall result from the application of this provision.
- (b) The foregoing shall also apply in cases of short-term leaves of absence for Union business approved by the Hospital under the applicable provisions of the Collective Agreement where payment is made to the employee by the Union.

17.11 Pyramiding of Premium Payments – Full-Time and Part-Time

Overtime premiums 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. It is understood that both shift and weekend premiums will be paid if both are applicable.

ARTICLE 18 - ALLOWANCES

18.01 Meal Allowance – Full-Time and Part-Time

If an employee is required to work for more than an extra continuous three (3) hours of overtime after his normal shift, he shall be provided with a hot meal or six dollars (\$6.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

18.02 Uniforms – Full-Time and Part-Time

It is mutually agreed that where the Hospital requires uniforms to be worn they will be supplied, repaired and laundered by the Hospital.

18.03 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 of 2400 - 0600 hours, 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 (35 cents) per kilometre (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 employees will provide to the Hospital satisfactory proof of payment of such taxi fare.

Where the Hospital requires the employees to travel between sites, the Hospital will pay for transportation costs of thirty-five (35 cents) cents per kilometre unless the Hospital provides transportation between sites.

ARTICLE 19 - HEALTH AND SAFETY

19.01 Accident Prevention - Health and Safety Committee

Full-Time and Part-Time

- (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, and illness.
- (b) The Hospital agrees to accept as a member of its Joint Health and Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
- (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) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.
- (e) Meetings shall be held every second month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one calendar year from the date of appointment which may be renewed for further periods of one year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable.
- (g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- (h) Pregnant employees may request to be transferred from the current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave

referred to in Article 15.04.

- (i) *Where the Hospital identifies high-risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a vaccine to Hepatitis B surface Antigen.*

19.02 Influenza Vaccine

i *The parties agree that influenza vaccinations may be beneficial for patients and employees. Upon a recommendation pertaining to a facility or a specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:*

- i. Hospitals recognize that employees have the right to refuse any recommended or required vaccination.*
- ii. If an employee refuses to take the recommended or required vaccine required under this provision, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case he or she will be placed on unpaid leave. If an employee is placed on unpaid leave, she or he can use banked lieu time or vacation credits in order to keep her or his pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.*
- iii. If an employee refuses to take the recommended or required vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be placed on paid leave. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.*
- iv. If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.*
- v. If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee's working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.*
- vi. This letter shall be interpreted in a manner consistent with the Ontario Human Rights Code.*

ARTICLE 20 - PAID HOLIDAYS

20.01 Full-Time

The Hospital undertakes to grant the following holidays with pay to all employees covered

by this Agreement:

New Year's Day
Third Monday in February
Good Friday
Victoria Day
Canada Day
Civic (August) Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Holiday

Full-time employees are entitled to two (2) floating holidays in each calendar year for the duration of this agreement. Employees must be on staff before July 1st of each calendar year in order to qualify for the floating holidays in that calendar year. In the event that the Government of Ontario proclaims another day as a statutory holiday, such day shall be substituted for one of the floating holidays.

The Hospital will schedule a paid holiday set out above on a rotating, seniority basis within the job classification within the work unit/department.

20.02 A full-time employee who is required to work on any of the holidays set out in Article 20.01 above shall receive pay for such work on the said holiday at the rate of time and one-half (1/2) the employee's regular rate in addition to either one regular day's wages or a day in lieu of the paid holiday on a day mutually acceptable to the parties. A part time employee shall receive pay at time and one half the employee's regular rate of pay for all hours worked on a paid holiday.

• Where an employee chooses the latter option (day in lieu), such time off must be taken within the succeeding four (4) pay periods of the occurrence of the overtime at a time mutually agreeable to the Hospital and the employee, or payment in accordance with the former option shall be made.

Shifts starting from 2300 hours the day prior to a holiday or on the holiday set out in Article 20.01 shall receive the premium payment set out above provided the majority of hours worked fall on the holiday.

20.03 If one of the above-named holidays occurs during her vacation period, the full-time employee will be paid one regular day's wages for that day.

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

20.05 Any banked lieu time associated with floating holidays or paid holidays must be taken by the following March 31 or payment will be made by the hospital.

ARTICLE 21 - VACATIONS

21.01(a) Entitlement and Calculation of Payment – Full-Time

An employee who has completed less than one (1) year of continuous service as of the anniversary date of hire shall be entitled to 2 weeks' annual vacation. Payment for such vacation shall be pro-rated in accordance with his/her service.

An employee who has completed one (1) year but less than two (2) years of continuous service as of the anniversary date of hire shall be entitled two (2) weeks' annual vacation with pay.

An employee who has completed two (2) years but less than five (5) years of continuous service as of the anniversary date of hire shall be entitled to three (3) weeks' annual vacation with pay.

An employee who has completed five (5) years but less than thirteen (13) years of continuous service as of the anniversary date of hire shall be entitled to four (4) weeks' annual vacation with pay.

An employee who has completed thirteen (13) years but less than twenty-two (22) years of continuous service as of the anniversary date of hire shall be entitled to five (5) weeks' annual vacation with pay.

An employee who has completed twenty-two (22) years but less than *twenty-eight (28)* years as of the anniversary date of hire shall be entitled to six (6) weeks' vacation with pay.

An employee who has completed *twenty-eight (28)* or more years of continuous service as of the anniversary date of hire shall be entitled to seven (7) *weeks' annual* vacation with pay. For clarification, an employee will not be eligible to receive the seventh (7th) week of vacation where they have already received the additional five (5) days of supplemental vacation in the same vacation year.

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

(b) Part-time and Casual

A part-time employee who has completed less than 3,450 hours of continuous service 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 shall receive 6% of gross earnings.

A part-time employee who has completed 8,625 hours but less than 22,425 hours of continuous service shall receive 8% of gross earnings.

A part-time employee who has completed 22,425 hours but less than 37,950 hours of continuous service shall receive 10% of gross earnings.

A part-time employee who has completed 37,950 hours but less than 48,300 hours of continuous service or more shall receive 12% of gross earnings.

A part-time employee who has completed 48,300 hours of continuous service *or more* shall receive 14% vacation pay. For clarification, an employee who has received an additional 2% of gross earnings as a result of completing 51,750 hours or 60,375 hours in the vacation year that this agreement is effective shall *not* be eligible to receive 14% vacation pay until the following vacation year.

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

Vacation pay shall be paid out on each pay stub.

21.02 Requests for Vacation – Full-Time

Vacations may be taken at any time of the year that is mutually acceptable to the parties.

Requests for vacation shall be submitted in writing to the employee's management supervisor between January 1st and March 1st each year in order for the employee's seniority to prevail for requested vacation until March 31st of the following year. If the hospital cannot approve all requests, the hospital shall grant approval on the basis of seniority. All vacation requests submitted in this period, once approved, shall be posted in the Unit/Department by April 1st.

Thereafter, vacation requests shall be submitted at least six (6) weeks before the time at which the employee proposes to commence his/her vacation and are considered on a first come, first served basis with no regard for seniority. The hospital shall respond within two (2) weeks of receiving the vacation request.

Where an employee has accumulated vacation with pay credits of five (5) weeks or more, the employee may be required to split vacation into three (3) or two (2) week periods and where an employee has accumulated vacation with pay credits of six (6) weeks or more, the employee may be required to split vacation into four (4) or two (2) week periods to be taken at different times in order that the operation of the hospital may not be affected and in order that prime time may be more equitably distributed among all employees.

21.03 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 which requires the employee to receive on-going 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 which is deemed to be sick leave under the above provision will not be counted against the employee's vacation credits.

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave in accordance with Article 15.01. The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

21.04 Vacation Advance – Full-Time

Employees shall be permitted to have advance borrowing of up to five (5) days' vacation credit. Should the employee leave prior to earning these credits, the Hospital shall make a deduction for those credits not yet earned.

21.05 Vacation Pay on Termination – Full-Time and Part-Time

An employee who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which is accrued to her date of separation unless she leaves without giving two (2) weeks' notice of termination in which case she shall be entitled to the vacation pay calculated in accordance with the provisions of The Employment Standards Act, 1974.

21.06 Vacation Credit Bank

Employees may accumulate vacation credits up to a maximum of eighteen (18) months' credit.

ARTICLE 22 - HEALTH AND INSURED BENEFITS

22.01 Insured Benefits - Full-Time Employees

- a) The Hospital shall contribute on behalf of each eligible employee, who have elected to be covered, seventy-five percent (75%) of the billed premium under the Extended Health Care Plan consisting of twenty-two dollars and fifty cents (\$22.50) single and thirty-five dollars (\$35.00) family deductibles. The Hospital shall contribute 100% of the billed premium for a semi-private Hospital insurance plan.

Reimbursement for prescribed drugs covered by the Plan will be based on the cost of the lowest priced therapeutically equivalent generic version of the drug, unless there is a documented adverse reaction to the generic drug.

Services of a chiropractor will be covered up to an annual maximum of \$300; and services of a licensed or registered physiotherapist will be covered up to an annual maximum of \$300.

- b) The Extended Health Care plan shall include a Hearing Aid allowance for

acquisition of up to \$500.00 every 36 months per individual, and Vision Care of \$200.00, plus bi-annual eye exams, every twenty-four months per individual.

- c) Eligible employees, who have elected to be covered, shall be entitled to participate in the group dental plan (Blue Cross #9 Current ODA Schedule, or its equivalent) subject to the terms and conditions of the Plan. Effective December 20, 2001, the plan shall provide for dental recall, including preventative services, to 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. The Hospital shall contribute seventy-five percent (75%) of the billed premium towards coverage of participating employees in the Plan.
- d) The Hospital shall contribute one hundred percent (100%) of the billed premium for group life insurance coverage up to twice annual salary for each eligible full-time employee in the active employ of the Hospital and in this bargaining unit.
- e) All eligible employees must enroll in the Hospitals of Ontario Pension Plan (HOOPP) in accordance with the regulations of the Plan.

22.02 Benefits in Lieu - Part-time and Casual

Part-time, casual, and temporary employees shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or in 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, shift premium, weekend premium, responsibility allowance, jury and witness duty, bereavement pay and pregnancy and parental supplemental unemployment benefits) an amount equal to 14% of his/her regular straight time hourly rate for all straight time hours paid.

22.03 Change of Carrier (Full-time)

A copy of all current master policies of the benefits referred to in this article shall be provided to the Union.

The Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are substantially the same. The Hospital shall notify the Union sixty (60) days in advance of making such a substitution to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein.

The participating hospitals and SEIU agree that the maintenance of *benefits provided* for in this collective agreement at the most cost-effective level is an important objective. Accordingly, the parties agree that a joint investigation of a Benefits Trust is worthwhile in order to determine if significant reductions in costs of benefits can be achieved. The parties are committed to:

- Meet within the first quarter following the ratification of this agreement and every quarter thereafter to determine the following:
 - The methods by which the investigation will take place
 - Identify potential sources of funding for investigation of the benefits Trust
 - *Identification* of the appropriate method to determine the feasibility of the Trust.

22.04 Benefits on Early Retirement – Full-Time

The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees. The early-retired employee's share towards the billed premium of the insured benefit plans will be debited from his or her bank account.

22.05 Pension

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

On date of hire or during appropriate orientation, the Hospital will provide full-time and part-time employees with a copy of the Hospitals of Ontario Pension Plan (HOOPP) benefits booklet.

ARTICLE 23 - INJURY AND DISABILITY

23. Workplace Safety and Insurance Board Injury

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 accident.

The Hospital agrees to provide the employee and the Union with a copy of the Workplace Safety and Insurance Board Form 7 at the time it is sent to the Board.

ARTICLE 24 - SICK LEAVE INSURANCE PLAN AND LONG TERM DISABILITY

Full-Time Employees

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

- 24.02 Effective April 1, 2002, the Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan as described in the August, 1992 booklet (Part B), the employee paying the balance of the premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of April 1, 2002 with three (3) months or more of service shall be deemed to have three (3) months of service.
- 24.03 Effective the first day of the month following the transfer, the existing accumulating sick leave plans shall be terminated and any provisions relating to such plans shall be null and void.
- 24.04 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/her regular straight time hourly rate. The "sick leave bank" shall be utilized to:
- (a) Supplement payment for sick leave days under the new program or paragraph 24.06 below which would otherwise be at less than full wages or no wages and,
 - (b) An employee who, as of April 1, 2002, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety and Insurance Board as compensable within the meaning of the Workplace Safety and Insurance Act, the Hospital, on application from the employee will supplement the award made by the Workplace Safety and Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety and Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.
- 24.05 There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
- 24.06 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.
- 24.07 Any dispute, which may arise concerning an employee's entitlement to any benefits referred to in this Article, including HOODIP and equivalents, may be subject to the grievance and arbitration under the provisions under this collective agreement.
- 24.08 A copy of the current HOODIP plan text or, where applicable, the master policy of the current HOODIP equivalent shall be provided to the Union.
- 24.09 The Hospital shall pay the full cost of any medical certificates required of an employee.

ARTICLE 25 - COMPENSATION

25.01 Experience Pay – Full-time and Part-Time

An employee hired by the Hospital with recent and related clerical experience may claim at the time of hiring on a form supplied by the Hospital consideration of 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 wage progression consistent with one 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 in the Collective Agreement.

25.02 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 rated classification so that she shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of her previous classification (provided that she does not exceed the wage rate of the classification to which she has been promoted.)

25.03 Temporary Transfer – Full-Time and Part-Time

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half 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.

25.04 Job Classification – Full-Time and Part-Time

When a new classification (which is covered by the terms of this Collective Agreement) is established by the Hospital, or the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital shall determine the rate of pay for such new or changed classification and notify the local Union of the same and provide details at least fourteen (14) days prior to posting. If the local Union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the 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 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, and shall be retroactive to the date that notice of the new rate was given by the Hospital.

25.05 Progression on the Wage Grid – Part-Time

Effective December 20, 2001, all part-time employees shall progress on the wage grid on the basis that 1725 hours worked equals one (1) year of service.

25.06 Job Description

A copy of the current job description for a bargaining unit position shall be made available to the Union upon request.

ARTICLE 26 – PAY DAYS

The employee will be paid on a bi-weekly basis every second Thursday. The pay will be computed up to and including the previous Friday. The purpose of this delay is to enable the Hospital to compute the pay, prepare the cheques and designate the deductions. All deductions will be shown on the pay stub.

ARTICLE 27 - BULLETIN BOARDS

The Hospital agrees to supply bulletin boards in strategic locations for the purpose of posting Union notices pertaining to meetings, conventions and other Union activities. Union notices are to be posted at least seven (7) days prior to the date of the meeting providing the Hospital receives such notices fourteen (14) days prior to such meetings. It is agreed that the bulletin boards shall be locked and the keys shall be in the possession of either the Chief Steward or a designated representative of the Hospital.

- Before notices are posted they shall bear the signature of an authorized officer of the Union and the signature or initials of an authorized representative of the Hospital.

ARTICLE 28 - RELATIONSHIP

28.01 The parties agree that, in accordance with the provisions of the Ontario Human Rights Code, there shall be no discrimination against any employee by the Union or the Hospital by reason of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin.

28.02 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practised upon any employees because of membership or lack of membership in the Union which is hereby recognized as a voluntary act on the part of the individual concerned.

ARTICLE 29 - LETTERS OF DISCIPLINE

Full-Time and Part-Time

Any letter of reprimand, suspension or other sanction will be removed from the record of the employee twenty-four months following the receipt of such letter, suspension or other sanction provided that the employee's record has been discipline free for such twenty-four (24) month period.

ARTICLE 30 – MEDICAL CARE AND EMERGENCY LEAVE

An employee is entitled to a leave of absence without pay because of any of the following:

1. A personal illness, injury or medical emergency.
2. The death, illness, injury or medical emergency of an individual described in this Article.
3. An urgent matter that concerns an individual described in this Article.

For the purposes of this Article, the individuals referred to in this Article are:

- The employee's spouse,
- A parent, step-parent or foster parent of the employee or the employee's spouse,
- A child, step-child or foster child of the employee or the employee's spouse,
- A grand-parent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse,
- The spouse of a child of the employee,
- The employee's brother or sister,
- A relative of the employee who is dependent on the employee for care or assistance.

An employee who wishes to take leave under this section shall advise his/her Hospital that he/she will be doing so. If the employee must begin the leave before advising the Hospital, the employee shall advise the Hospital of the leave as soon as possible after beginning it. An employee is entitled to take a total of ten (10) days' leave under this section each year. If an employee takes any part of a day under this section, the Hospital may deem the employee to have taken one day's leave on that day for the purposes of this Article. The Hospital may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

Upon the conclusion of an employee's leave under this Article, the Hospital shall reinstate the employee to the position the employee most recently held with the Hospital, if it still exists, or to a comparable position, if it does not.

ARTICLE 31 – COMPASSIONATE CARE LEAVE

(The following clause is applicable to full-time and part-time employees). The employee and the Hospital will continue to pay their respective shares of the benefits and pension premiums.

Compassionate care leave will be granted to an employee for up to eight (8) weeks within a twenty-six (26) week period to provide care or support to a family member who is at risk of dying within that twenty-six (26) week period in accordance with section 49.1 of the Employment Standards Act.

An employee who is on compassionate leave shall continue to accumulate seniority and service.

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

ARTICLE 32 - DURATION

32.01 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 which have been determined by mutual agreement between the Central Negotiating Committees respectively representing each of the parties to this agreement as being subjects for local bargaining directly between the parties to this agreement. It is also agreed that local bargaining shall be subject to such procedures as may be determined by mutual agreement between the Central Negotiating Committees referred to above.

32.02 Term

Any Article on Term in the expiring Collective Agreement will continue unchanged under 30.02 except amended to provide for the expiry date of **October 10, 2009**.

DATED AT Toronto, this 1st day of November 2007

SIGNED ON BEHALF OF THE
HOSPITAL

[Signature]
[Signature]

[Signature]
[Signature]
[Signature]

LP:ws

SIGNED ON BEHALF OF THE
UNION

[Signature]
[Signature]

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Appendix 1

Letter of Understanding

-between-

Service Employees International Union, Local 1.01
(the "Union")

-and-

Sunnybrook Health Sciences Centre
(The "Hospital")

RE: Articles 10.01 and 10.04

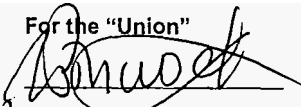
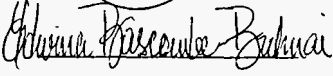
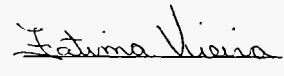
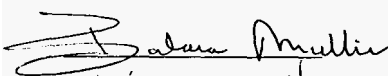
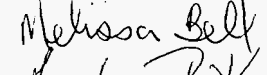
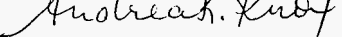
The parties agree that in the event of a dispute between the parties regarding the implementation of Article 10.01 and 10.04, the matter may be submitted to a Board of Arbitration chaired by one of L. Davie, G. Charney, S. Raymond, F. Briggs or such others as determined by the committee referenced below. The Chair shall be appointed on a rotating basis giving due consideration to availability.

The parties agree that in order to address process and implementation issues regarding the application of Article 10.01 and 10.04, a joint committee will be established between the Union and the participating Hospitals to discuss and reach agreement on improvements to the existing process. In reviewing the existing process the committee will be giving consideration to the interest of both parties in a timely resolution to disputes.

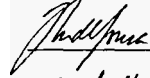


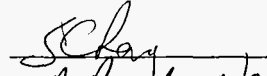
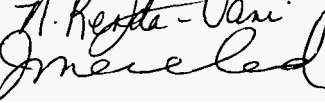
The committee will meet within 90 days of ratification to commence discussions and it is understood that the work of the committee will be completed within 120 days of the ratification date.

DATED AT Toronto, this 1st day of November 2007.

For the "Union"

For the "Hospital"

Appendix 2

**Letter of Understanding
(the "LOU")**

-Between-

**Service Employees International Union, Local 1.0n
(the "Union")**

-And-

**Sunnybrook Health Sciences Centre
(The "Hospital")**

**RE: Maintenance of Shift and Weekend Premiums at the Holland Orthopaedic and
Arthritic Centre**

This letter of understanding shall apply only to the following employees, and only while they remain employed as Communications Operators in the Communications Department at the Orthopaedic and Arthritic campus and represented by the SEIU Clerical Union:

Jennifer Machado
Marie Petrowanczuk
Marlene Budhram

It is agreed that the above employees shall lose all entitlements under this letter of understanding, and shall be removed from this list, when they transfer or are transferred out of the Communications Department at the O&A campus.

The employees listed above shall continue to receive the following shift and weekend premium payments as follows:

Evening Shift Premium

When a majority of the scheduled hours fall between 1500 and 2200, an evening shift premium of \$1.00 per hour will be paid for all hours worked, in addition to the employee's straight time hourly rate of pay.

Night Shift Premium

When a majority of the scheduled hours fall between 2200 and 0800, a night shift premium of \$1.25 per hour will be paid for all hours worked, in addition to the employee's straight time hourly rate of pay.

Weekend Premium

For each hour worked between 2400 hours Friday to 2400 hours Sunday, a weekend premium of \$1.35 per hour will be paid, in addition to the employee's straight time hourly rate of pay.

Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"

[Signature]

Alma Beckwith-Burke

Fatima Vieira

[Signature]

Melissa Bell

Andrea R. Koop

For the "Hospital"

[Signature]
[Signature]

[Signature]

[Signature]

A. Bende-Tau

[Signature]

Appendix 3

Letter of Understanding
(the "LOU")

-Between-

Service Employees international Union, Local 1.0n
(the "Union")

-And-

Sunnybrook Health Sciences Centre
(The "Hospital")

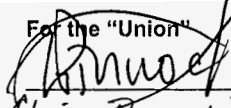
RE: Scheduling

This LOU is intended to address the understanding of the parties with respect to the scheduling of all employees, generally, within this bargaining unit and recognizes that the parties have agreed on specific hours of work and scheduling provisions in this collective agreement.

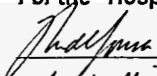
Specifically, it is understood that it is not the intent of the Hospital to change the current scheduling practices so as to impact generally on the bargaining unit.

Signed and dated in Toronto, Ontario this 1st day of November 2007

For the "Union"


Annusof
Christina Barcoche-Bukwa
Fatima Vieira
Rachna Mehta
Melissa Bell
Andrea R. Knof

For the "Hospital"


Jhalpura
Jalpaliste
D.P.
S. Chae
A. Spadekew
Imareled

Appendix 4

**Letter of Understanding
(the "LOU")**

-Between-

**Service Employees International Union, Local 1.0n
(the "Union")**

-And-

**Sunnybrook Health Sciences Centre
(The "Hospital")**

RE: Wage Harmonization and Pay Equity Process

This letter of understanding addresses the understanding of the parties with respect to the process to administer to the harmonization of wage rates and the legislative requirement for a Pay Equity Plan:

1. The parties will establish two committees: a Steering Committee and a Working Committee both with equal membership.
2. The Steering Committee shall be comprised of two senior Union and Human Resources representatives to be designated by the respective parties. It will be the role of the Steering Committee to draft the terms of reference for the Working Committee and to endeavour to resolve any questions, issues or differences, through consensus, that may arise at the Working Committee level.
3. The parties agree to utilize the same job evaluation tool for both wage harmonization and pay equity. The Working Committee may determine that a job evaluation tool is not necessary for purposes of wage harmonization; however, if the parties decide that such a tool is necessary, they agree to select and utilize the same tool for the harmonization and pay equity process.
4. The Working Committee shall identify the same or similar job classifications between campuses. It is agreed that the hourly wage rate for the combined same/similar job classification shall be increased to the highest rate.
5. Failing mutual agreement between the parties, the matter in dispute shall be submitted to a mutually agreed upon Arbitrator. Upon mutual agreement, the parties may agree to a sole arbitrator or a sole arbitrator who shall proceed by way of mediation-arbitration.
6. The implementation of new wage rate shall be implemented no later than two (2) pay periods following completion of the harmonization and pay equity process. Any retroactive pay shall be paid out as early as possible, retroactive to December 20, 2001 (date of Union ratification).

7. The parties may determine that the Pay Equity Plan for Office and Clerical may be done following the Service Plan or, if practical, in parallel with the Service Plan.

Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"

[Signature]

Charmaine B. Bukari

Fatima Vieira

[Signature]

Melissa Bell

Andrea K. Knof

For the "Hospital"

[Signature]

[Signature]

[Signature]

[Signature]

A. Bende Van

[Signature]

Appendix 5

Letter of Understanding

-between-

Service Employees International Union, Local 1.0n
(the "Union")

-and-

Sunnybrook Health Sciences Centre
(The "Hospital")

RE: Wage Increase for Clerical Bargaining Unit Employees

1. All hourly wage rates for clerical job classifications shall be increased retroactively as follows:

Effective October 11, 2006 2.75%

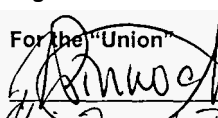
Effective October 11, 2007 3.00%

Effective October 11, 2008 2.60%

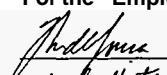
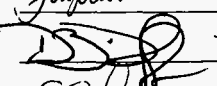
2. Implementation of new wage rates and payment of retroactivity shall commence within three (3) pay periods if possible by the Hospital following sign-off on this LOU by the parties. Retroactivity shall be paid on a separate cheque. Employees who have left the employ of the Hospital shall be notified by registered mail by October 31, 2005 and shall have a further thirty (30) days to claim their retro cheque.

Signed and dated in Toronto, Ontario this 1st day of November 2007.

For the "Union"


Charmia Bismah Bahar
Fatima Vieira
Diana O'Neill
Melissa Bell
Andrea K. Knox

For the "Employer"


Jadavito

SC
A. Sude Jawi
Imreled

Appendix 6

Letter of Understanding
(the "LOU")

-Between-

Service Employees International Union, Local 1.0n
(the "Union")

-And-

Sunnybrook Health Sciences Centre
(The "Hospital")

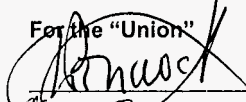
RE: Distribution of Additional Shifts

It is the Hospital's intention that additional shifts be distributed in a fair and equitable manner. It is also our intention to be able to get the work done in the most efficient and cost effective way possible. The intent of any system for distribution of additional shifts is not to put the Hospital in a position of paying overtime premium pay.

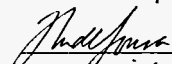


In order to meet these objectives the distribution of additional non-overtime and overtime shifts will be offered on a rotating, seniority basis within the job classification within the work unit/department.

Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"


Thomas Barakat-Buhari
Fatima Vieira
Rahma Malik
Melissa Bell
Andreia K. Kuyf

For the "Hospital"


J. Hall

J. Hall

J. Hall
A. Kerde-Van
J. Kerde-Van

Appendix 7

Letter of Understanding
(the "LOU")

-Between-

Service Employees International Union, Local 1.0n
(the "Union")

-And-

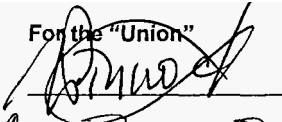
Sunnybrook Health Sciences Centre
(The "Hospital")

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.

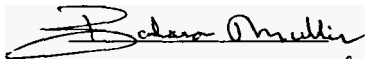
Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"


Alvinna Barcoube-Bahui
Fatima Vieira

For the "Hospital"


Faycello


Belara Mullin
Melissa Bell
Andreia K. Kuaf


S. Cheng
A. Kerde-Jam
D. Merelend

Appendix 8

Letter of Understanding
(the "LOU")

-Between-

Service Employees International Union, Local 1.0n
(the "Union")

-And-

Sunnybrook Health Sciences Centre
(The "Hospital")

collective agreement.

Right to Return on Transfer

Employees who are relocated/transferred* to another employer by the Hospital will retain their seniority and service at their original Hospital, for a 24-month period.

Signed and dated in Toronto, Ontario this 1st day of November 2007.

For the "Union"
[Signature]

[Signature]

[Signature]

[Signature]

[Signature]
[Signature]

For the "Hospital"
[Signature]

[Signature]

[Signature]

[Signature]
[Signature]

Appendix 9

Letter of Understanding
(the "LOU")

-Between-

Service Employees International Union, Local 1.0n
(the "Union")

-And-

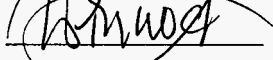
Sunnybrook Health Sciences Centre
(The "Hospital")

RE: Local Health Integration Networks

The parties agree that any LHIN initiative that will have a direct impact on the members of the bargaining unit may be raised through the Staff Planning Committee, in accordance with Article 10.

Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"



Eduma Pascoe-Buhari

Fatima Vieira

Rachna Mullin

Melissa Bell

Andrea K. Knof

For the "Hospital"



Jayalite



N. Kenda Vanj

Meredith

Meredith

Appendix 10

**Letter of Understanding
(the "LOU")**

-Between-

**Service Employees International Union, Local 1.0n
(the "Union")**

-And-

**Sunnybrook Health Sciences Centre
(The "Hospital")**

RE: Joint Health and Safety Initiatives Council

In recognition of the shared interest by Hospitals and SEIU in employee health, safety and wellness, the parties will establish a Joint Council to gather information, discuss and make recommendations on the health, safety and wellness of SEIU represented employees in the workplace. The Council will be comprised of equal representation from the OHA and SEIU.

The parties will invest in this Council the authority and, on a cost shared basis, the funds it needs to fulfill its mandate. Specifically, the mandate of the Council may include, but is not limited to, the following:

- The Council will identify, gather and analyze the information they require to discuss the health and safety risks to employees in the workplace, which may include the commissioning of a study;
- The use of experts in employee health, safety and wellness, if required;
- Make recommendations to the OHA's Health and Safety Advisory Committee on industry health and safety initiatives (e.g. training programs, best practices, etc...);
- For the purposes of this Council, items may include, but are not limited to, discussions on promoting and maintaining healthy workplace initiatives, healthy lifestyles, ergonomics, and early/safe return to work.
- The Council will consist of two members from each party (not including staff members) for a total of four members and will meet on a quarterly basis.
- The parties agree that the Union members on the committee shall suffer no loss of earnings for time spent during their regularly scheduled working hours in attending committee meetings.

The parties will meet within 90 days of the ratification of the Memorandum of settlement to agree on the work of the Council, including costs, and other items as deemed appropriate.

Signed and dated in Toronto, Ontario this 1st day of November, 2007.

For the "Union"

[Signature]

Olivera Farcoube Bukhar

Fatima Vieira

[Signature]

Melissa Bell

Andreia K. Kuyf

For the "Hospital"

[Signature]

[Signature]

[Signature]

[Signature]

N. Kende-Vani

[Signature]

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step 6	Pending Rate
Accounting Clerk OD04	HOAC	11-Oct-06	\$15.529	\$16.462	\$17.348	\$18.303	\$19.211		
		11-Oct-07	\$15.995	\$16.956	\$17.868	\$18.852	\$19.787		
		11-Oct-08	\$16.411	\$17.397	\$18.333	\$19.342	\$20.302		
Accounts Payable Clerk OD03	HOAC	11-Oct-06	\$15.635	\$16.592	\$17.559	\$18.575	\$19.530		
		11-Oct-07	\$16.104	\$17.090	\$18.086	\$19.132	\$20.116		
		11-Oct-08	\$16.523	\$17.534	\$18.556	\$19.630	\$20.639		
Admitting Booking Clerk OD07	HOAC	11-Oct-06	\$15.837	\$16.816	\$17.759	\$18.751	\$19.530		
		11-Oct-07	\$16.312	\$17.320	\$18.292	\$19.314	\$20.116		
		11-Oct-08	\$16.736	\$17.771	\$18.767	\$19.816	\$20.639		
Admitting Clerk OD08	HOAC	11-Oct-06	\$15.506	\$16.462	\$17.348	\$18.315	\$19.211		
		11-Oct-07	\$15.971	\$16.956	\$17.868	\$18.864	\$19.787		
		11-Oct-08	\$16.386	\$17.397	\$18.333	\$19.355	\$20.302		
Clerk Typist OD09	HOAC	11-Oct-06	\$15.754	\$16.579	\$17.406	\$18.279	\$19.128		
		11-Oct-07	\$16.227	\$17.076	\$17.928	\$18.827	\$19.702		
		11-Oct-08	\$16.649	\$17.520	\$18.394	\$19.317	\$20.214		
Clinical Clerk OD13	HOAC	11-Oct-06	\$16.970	\$17.878	\$18.810	\$19.530	\$20.155		
		11-Oct-07	\$17.479	\$18.414	\$19.374	\$20.116	\$20.760		
		11-Oct-08	\$17.934	\$18.893	\$19.878	\$20.639	\$21.299		
Communications Operator OD06	HOAC	11-Oct-06	\$15.860	\$16.768	\$17.665	\$18.550	\$19.412		
		11-Oct-07	\$16.336	\$17.271	\$18.195	\$19.107	\$19.994		
		11-Oct-08	\$16.761	\$17.720	\$18.668	\$19.603	\$20.514		
Diagnostic Imaging Assistant OD14	HOAC	11-Oct-06	\$15.754	\$16.579	\$17.406	\$18.279	\$19.117		
		11-Oct-07	\$16.227	\$17.076	\$17.928	\$18.827	\$19.691		
		11-Oct-08	\$16.649	\$17.520	\$18.394	\$19.317	\$20.202		
Health Records Clerk OD11	HOAC	11-Oct-06	\$15.388	\$16.179	\$17.051	\$17.878	\$18.739		
		11-Oct-07	\$15.850	\$16.664	\$17.563	\$18.414	\$19.301		
		11-Oct-08	\$16.262	\$17.098	\$18.019	\$18.893	\$19.803		

Position	Site	Effective Date	Step1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Intermediate Secretary OD16	HOAC	11-Oct-06	\$16.603	\$17.429	\$18.244	\$19.070	\$19.530		
		11-Oct-07	\$17.101	\$17.952	\$18.791	\$19.642	\$20.116		
		11-Oct-08	\$17.546	\$18.419	\$19.280	\$20.153	\$20.639		
Junior Clerk Buyer OD20	HOAC	11-Oct-06	\$21.017						
		11-Oct-07	\$21.648						
		11-Oct-08	\$22.210						
Medical Dicta Typist OD10	HOAC	11-Oct-06	\$17.159	\$17.665	\$18.184	\$18.692	\$19.530		
		11-Oct-07	\$17.674	\$18.195	\$18.730	\$19.253	\$20.116		
		11-Oct-08	\$18.133	\$18.668	\$19.216	\$19.753	\$20.639		
Office Co-ordinator OD17	HOAC	11-Oct-06	\$20.108	\$20.757	\$21.441	\$22.150			
		11-Oct-07	\$20.711	\$21.380	\$22.084	\$22.815			
		11-Oct-08	\$21.250	\$21.936	\$22.658	\$23.408			
Payroll Clerk OD04	HOAC	11-Oct-06	\$15.529	\$16.462	\$17.348	\$18.303	\$19.211		
		11-Oct-07	\$15.995	\$16.956	\$17.868	\$18.852	\$19.787		
		11-Oct-08	\$16.411	\$17.397	\$18.333	\$19.342	\$20.302		
Receptionist/Clerk Outpatient OD14	HOAC	11-Oct-06	\$15.754	\$16.579	\$17.406	\$18.279	\$19.117		
		11-Oct-07	\$16.227	\$17.076	\$17.928	\$18.827	\$19.691		
		11-Oct-08	\$16.649	\$17.520	\$18.394	\$19.317	\$20.202		
Receptionist Clerk II/Outpatient OD13	HOAC	11-Oct-06	\$16.970	\$17.878	\$18.810	\$19.530	\$20.155		
		11-Oct-07	\$17.479	\$18.414	\$19.374	\$20.116	\$20.760		
		11-Oct-08	\$17.934	\$18.893	\$19.878	\$20.639	\$21.299		
Receptionist Clerk - Physiotherapy OD09	HOAC	11-Oct-06	\$15.754	\$16.579	\$17.406	\$18.279	\$19.128		
		11-Oct-07	\$16.227	\$17.076	\$17.928	\$18.827	\$19.702		
		11-Oct-08	\$16.649	\$17.520	\$18.394	\$19.317	\$20.214		
Records Technician OD18	HOAC	11-Oct-06	\$19.483	\$19.612	\$20.214	\$20.805	\$21.406		
		11-Oct-07	\$20.067	\$20.200	\$20.820	\$21.429	\$22.048		
		11-Oct-08	\$20.589	\$20.726	\$21.362	\$21.986	\$22.621		

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Secretary OD01	HOAC	11-Oct-06	\$17.335	\$18.433	\$19.530	\$20.108	\$21.171		
		11-Oct-07	\$17.855	\$18.986	\$20.116	\$20.711	\$21.806		
		11-Oct-08	\$18.319	\$19.480	\$20.639	\$21.250	\$22.373		
Section Leader - Communications OD19	HOAC	11-Oct-06	\$19.305	\$19.930	\$20.591	\$21.217	\$21.808		
		11-Oct-07	\$19.884	\$20.528	\$21.209	\$21.854	\$22.462		
		11-Oct-08	\$20.401	\$21.062	\$21.760	\$22.422	\$23.046		
Senior Accounting Clerk OD02	HOAC	11-Oct-06	\$19.058	\$19.294	\$19.530	\$20.108	\$20.757		
		11-Oct-07	\$19.630	\$19.873	\$20.116	\$20.711	\$21.380		
		11-Oct-08	\$20.140	\$20.390	\$20.639	\$21.250	\$21.936		
Senor Diagnostis Imaging Assistant OD15	HOAC	11-Oct-06	\$17.678	\$18.397	\$18.481	\$19.530	\$20.084		
		11-Oct-07	\$18.208	\$18.949	\$19.035	\$20.116	\$20.687		
		11-Oct-08	\$18.682	\$19.442	\$19.530	\$20.639	\$21.224		
Senior Secretary OD01	HOAC	11-Oct-06	\$17.335	\$18.433	\$19.530	\$20.108	\$21.171		
		11-Oct-07	\$17.855	\$18.986	\$20.116	\$20.711	\$21.806		
		11-Oct-08	\$18.319	\$19.480	\$20.639	\$21.250	\$22.373		
Student Accounting Clerk OD04	HOAC	11-Oct-06	\$15.529	\$16.462	\$17.348	\$18.303	\$19.211		
		11-Oct-07	\$15.995	\$16.956	\$17.868	\$18.852	\$19.787		
		11-Oct-08	\$16.411	\$17.397	\$18.333	\$19.342	\$20.302		
Transcriptionist OD10	HOAC	11-Oct-06	\$17.159	\$17.665	\$18.184	\$18.692	\$19.530		
		11-Oct-07	\$17.674	\$18.195	\$18.730	\$19.253	\$20.116		
		11-Oct-08	\$18.133	\$18.668	\$19.216	\$19.753	\$20.639		
Unit Secretary OD12	HOAC	11-Oct-06	\$15.494	\$16.438	\$17.348	\$18.267	\$19.211		
		11-Oct-07	\$15.959	\$16.931	\$17.868	\$18.815	\$19.787		
		11-Oct-08	\$16.374	\$17.371	\$18.333	\$19.304	\$20.302		
Accounts Payable Clerk CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Admitting Clerk PC15	SB	11-Oct-06	\$18.065	\$18.571	\$19.095	\$19.637			
		11-Oct-07	\$18.607	\$19.128	\$19.668	\$20.226			
		11-Oct-08	\$19.091	\$19.625	\$20.179	\$20.752			
Appointments Clerk CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			
Capital Equipment Clerk CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			
Clerk Cashier PC04	SB	11-Oct-06	\$18.023	\$18.525	\$19.039	\$19.561			
		11-Oct-07	\$18.564	\$19.081	\$19.610	\$20.148			
		11-Oct-08	\$19.046	\$19.577	\$20.120	\$20.672			
Clerk Messenger PC01	SB	11-Oct-06	\$16.374	\$16.850	\$17.332	\$17.833			
		11-Oct-07	\$16.865	\$17.356	\$17.852	\$18.368			
		11-Oct-08	\$17.304	\$17.807	\$18.316	\$18.846			
Clerk Receptionist PC06	SB	11-Oct-06	\$17.934	\$18.407	\$18.912	\$19.415			
		11-Oct-07	\$18.472	\$18.959	\$19.479	\$19.997			
		11-Oct-08	\$18.952	\$19.452	\$19.986	\$20.517			
Clerk Typist PC09	SB	11-Oct-06	\$17.879	\$18.375	\$18.875	\$19.395			
		11-Oct-07	\$18.415	\$18.926	\$19.441	\$19.977			
		11-Oct-08	\$18.894	\$19.418	\$19.947	\$20.496			
Department Clerk CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			
Department Clerk (Nursing) PC17	SB	11-Oct-06	\$18.567	\$19.106	\$19.657	\$20.204			
		11-Oct-07	\$19.124	\$19.679	\$20.247	\$20.810			
		11-Oct-08	\$19.621	\$20.191	\$20.773	\$21.351			

Position	Site	Effective	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Pending Rate
		Date							
Forms Design Clerk CL05	SB	11-Oct-06	\$18,358	\$18,894	\$19,445	\$19,993			
		11-Oct-07	\$18,909	\$19,461	\$20,028	\$20,593			
		11-Oct-08	\$19,400	\$19,967	\$20,549	\$21,128			
Health Records Technician CL06	SB	11-Oct-06	\$18,757	\$19,309	\$19,858	\$20,410			
		11-Oct-07	\$19,320	\$19,888	\$20,454	\$21,022			
		11-Oct-08	\$19,822	\$20,405	\$20,986	\$21,569			
Hostel Receptionist PC13	SB	11-Oct-06	\$17,838	\$18,347	\$18,871	\$19,415			
		11-Oct-07	\$18,373	\$18,897	\$19,437	\$19,997			
		11-Oct-08	\$18,851	\$19,389	\$19,942	\$20,517			
Insurance Clerk PC11	SB	11-Oct-06	\$18,023	\$18,525	\$19,039	\$19,561			
		11-Oct-07	\$18,564	\$19,081	\$19,610	\$20,148			
		11-Oct-08	\$19,046	\$19,577	\$20,120	\$20,672			
Intermediate Clerk PC07	SB	11-Oct-06	\$18,047	\$18,542	\$19,043	\$19,561			
		11-Oct-07	\$18,588	\$19,098	\$19,614	\$20,148			
		11-Oct-08	\$19,072	\$19,595	\$20,124	\$20,672			
Junior Clerk PC02	SB	11-Oct-06	\$16,374	\$16,850	\$17,332	\$17,833			
		11-Oct-07	\$16,865	\$17,356	\$17,852	\$18,368			
		11-Oct-08	\$17,304	\$17,807	\$18,316	\$18,846			
Junior Clerk Typist PC03	SB	11-Oct-06	\$17,953	\$18,429	\$18,915	\$19,415			
		11-Oct-07	\$18,492	\$18,982	\$19,482	\$19,997			
		11-Oct-08	\$18,972	\$19,475	\$19,989	\$20,517			
Medical Stenographer CL05	SB	11-Oct-06	\$18,358	\$18,894	\$19,445	\$19,993			
		11-Oct-07	\$18,909	\$19,461	\$20,028	\$20,593			
		11-Oct-08	\$19,400	\$19,967	\$20,549	\$21,128			
Medical Transcriptionist CL5A	SB	11-Oct-06	\$18,541	\$19,085	\$19,638	\$20,185			
		11-Oct-07	\$19,097	\$19,658	\$20,227	\$20,791			
		11-Oct-08	\$19,594	\$20,169	\$20,753	\$21,331			

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Office Assistant CL06	SB	11-Oct-06	\$18.757	\$19.309	\$19.858	\$20.410			
		11-Oct-07	\$19.320	\$19.888	\$20.454	\$21.022			
		11-Oct-08	\$19.822	\$20.405	\$20.986	\$21.569			
Order Processing Clerk PC17	SB	11-Oct-06	\$18.567	\$19.106	\$19.657	\$20.204			
		11-Oct-07	\$19.124	\$19.679	\$20.247	\$20.810			
		11-Oct-08	\$19.621	\$20.191	\$20.773	\$21.351			
O.R. Booking Clerk PC14	SB	11-Oct-06	\$18.065	\$18.571	\$19.095	\$19.637			
		11-Oct-07	\$18.607	\$19.128	\$19.668	\$20.226			
		11-Oct-08	\$19.091	\$19.625	\$20.179	\$20.752			
O.R. Booking Clerk 2 (PAA) CL06	SB	11-Oct-06	\$18.757	\$19.309	\$19.858	\$20.410			
		11-Oct-07	\$19.320	\$19.888	\$20.454	\$21.022			
		11-Oct-08	\$19.822	\$20.405	\$20.986	\$21.569			
Patient Admin. Associate CL07	SB	11-Oct-06	\$19.171	\$19.720	\$20.269	\$20.820		\$18.023	
		11-Oct-07	\$19.746	\$20.312	\$20.877	\$21.445		\$18.564	
		11-Oct-08	\$20.260	\$20.840	\$21.420	\$22.002		\$19.046	
Payroll Clerk CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			
Porter Escort CL02	SB	11-Oct-06	\$16.354	\$16.828	\$17.331	\$17.833			
		11-Oct-07	\$16.845	\$17.333	\$17.851	\$18.368			
		11-Oct-08	\$17.283	\$17.783	\$18.315	\$18.846			
Public Information Assistant CL04	SB	11-Oct-06	\$17.454	\$17.962	\$18.486	\$19.032			
		11-Oct-07	\$17.978	\$18.501	\$19.041	\$19.603			
		11-Oct-08	\$18.445	\$18.982	\$19.536	\$20.113			
Receptionist(SCIL) PC16	SB	11-Oct-06	\$18.011	\$18.519	\$19.042	\$19.585			
		11-Oct-07	\$18.551	\$19.075	\$19.613	\$20.173			
		11-Oct-08	\$19.034	\$19.571	\$20.123	\$20.697			

Position	Site	Effective Date	Step1	Step2	Step 3	Step4	Step5	Step6	Pending Rate
Records Clerk PC05	SB	11-Oct-06	\$17,934	\$18,407	\$18,912	\$19,415			
		11-Oct-07	\$18,472	\$18,959	\$19,479	\$19,997			
		11-Oct-08	\$18,952	\$19,452	\$19,986	\$20,517			
Section Leader CL07	SB	11-Oct-06	\$19,171	\$19,720	\$20,269	\$20,820		\$18,023	
		11-Oct-07	\$19,746	\$20,312	\$20,877	\$21,445		\$18,564	
		11-Oct-08	\$20,260	\$20,840	\$21,420	\$22,002		\$19,046	
Secretary to Head of Service CL07	SB	11-Oct-06	\$19,171	\$19,720	\$20,269	\$20,820		\$18,023	
		11-Oct-07	\$19,746	\$20,312	\$20,877	\$21,445		\$18,564	
		11-Oct-08	\$20,260	\$20,840	\$21,420	\$22,002		\$19,046	
Secretary to Medical Staff CL06	SB	11-Oct-06	\$18,757	\$19,309	\$19,858	\$20,410			
		11-Oct-07	\$19,320	\$19,888	\$20,454	\$21,022			
		11-Oct-08	\$19,822	\$20,405	\$20,986	\$21,569			
Secretary to Medical Staff (cost shared only) PC18	SB	11-Oct-06	\$18,891	\$19,410	\$19,993	\$20,546			
		11-Oct-07	\$19,458	\$19,992	\$20,593	\$21,162			
		11-Oct-08	\$19,964	\$20,512	\$21,128	\$21,713			
Secretary Stenographer CL05	SB	11-Oct-06	\$18,358	\$18,894	\$19,445	\$19,993			
		11-Oct-07	\$18,909	\$19,461	\$20,028	\$20,593			
		11-Oct-08	\$19,400	\$19,967	\$20,549	\$21,128			
Secretary Stenographer2 CL06	SB	11-Oct-06	\$18,757	\$19,309	\$19,858	\$20,410			
		11-Oct-07	\$19,320	\$19,888	\$20,454	\$21,022			
		11-Oct-08	\$19,822	\$20,405	\$20,986	\$21,569			
Senior Accounting Clerk CL06	SB	11-Oct-06	\$18,757	\$19,309	\$19,858	\$20,410			
		11-Oct-07	\$19,320	\$19,888	\$20,454	\$21,022			
		11-Oct-08	\$19,822	\$20,405	\$20,986	\$21,569			
Senior Accounts Payable Clerk CL06	SB	11-Oct-06	\$18,757	\$19,309	\$19,858	\$20,410			
		11-Oct-07	\$19,320	\$19,888	\$20,454	\$21,022			
		11-Oct-08	\$19,822	\$20,405	\$20,986	\$21,569			

Position	Site	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Pending Rate
Senior Administrative Clerk CL06	SB	11-Oct-06	\$18.757	\$19.309	\$19.858	\$20.410			
		11-Oct-07	\$19.320	\$19.888	\$20.454	\$21.022			
		11-Oct-08	\$19.822	\$20.405	\$20.986	\$21.569			
Senior Admitting Clerk CL06	SB	11-Oct-06	\$18.757	\$19.309	\$19.858	\$20.410			
		11-Oct-07	\$19.320	\$19.888	\$20.454	\$21.022			
		11-Oct-08	\$19.822	\$20.405	\$20.986	\$21.569			
Senior Billing Clerk CL06	SB	11-Oct-06	\$18.757	\$19.309	\$19.858	\$20.410			
		11-Oct-07	\$19.320	\$19.888	\$20.454	\$21.022			
		11-Oct-08	\$19.822	\$20.405	\$20.986	\$21.569			
Senior Clerk Cashier CL05	SB	11-Oct-06	\$18.358	\$18.894	\$19.445	\$19.993			
		11-Oct-07	\$18.909	\$19.461	\$20.028	\$20.593			
		11-Oct-08	\$19.400	\$19.967	\$20.549	\$21.128			
Senior Telephone Operator CL04	SB	11-Oct-06	\$17.454	\$17.962	\$18.486	\$19.032			
		11-Oct-07	\$17.978	\$18.501	\$19.041	\$19.603			
		11-Oct-08	\$18.445	\$18.982	\$19.536	\$20.113			
Telephone Operator PC08	SB	11-Oct-06	\$18.047	\$18.542	\$19.043	\$19.561			
		11-Oct-07	\$18.588	\$19.098	\$19.614	\$20.148			
		11-Oct-08	\$19.072	\$19.595	\$20.124	\$20.672			
Customer Service PC10	SB	11-Oct-06	\$17.853	\$18.355	\$18.868	\$19.393			
		11-Oct-07	\$18.389	\$18.906	\$19.434	\$19.975			
		11-Oct-08	\$18.867	\$19.397	\$19.939	\$20.494			
Unit Clerk PC12	SB	11-Oct-06	\$18.023	\$18.525	\$19.039	\$19.561			
		11-Oct-07	\$18.564	\$19.081	\$19.610	\$20.148			
		11-Oct-08	\$19.046	\$19.577	\$20.120	\$20.672			
Admitting Clerk (Acting Supervisor) SC15	SB	11-Oct-06	\$19.165	\$19.673	\$20.195	\$20.738			
		11-Oct-07	\$19.740	\$20.263	\$20.801	\$21.360			
		11-Oct-08	\$20.253	\$20.790	\$21.342	\$21.916			

Position	Site	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Pending Rate
Appointments Clerk (Acting Supervisor) SL05	SB	11-Oct-06	\$19.458	\$19.997	\$20.546	\$21.094			
		11-Oct-07	\$20.042	\$20.597	\$21.162	\$21.727			
		11-Oct-08	\$20.563	\$21.132	\$21.713	\$22.292			
Capital Equipment Clerk (Acting Supervisor) SL05	SB	11-Oct-06	\$19.458	\$19.997	\$20.546	\$21.094			
		11-Oct-07	\$20.042	\$20.597	\$21.162	\$21.727			
		11-Oct-08	\$20.563	\$21.132	\$21.713	\$22.292			
Clerk Cashier (Acting Supervisor) SC04	SB	11-Oct-06	\$19.124	\$19.627	\$20.141	\$20.663			
		11-Oct-07	\$19.698	\$20.216	\$20.745	\$21.283			
		11-Oct-08	\$20.210	\$20.741	\$21.285	\$21.836			
Clerk Messenger (Acting Supervisor) SC01	SB	11-Oct-06	\$17.475	\$17.951	\$18.434	\$18.934			
		11-Oct-07	\$17.999	\$18.490	\$18.987	\$19.502			
		11-Oct-08	\$18.467	\$18.970	\$19.481	\$20.009			
Clerk Receptionist (Acting Supervisor) SC06	SB	11-Oct-06	\$19.034	\$19.507	\$20.014	\$20.516			
		11-Oct-07	\$19.605	\$20.092	\$20.614	\$21.131			
		11-Oct-08	\$20.115	\$20.615	\$21.150	\$21.681			
Clerk Typist (Acting Supervisor) SC09	SB	11-Oct-06	\$18.980	\$19.477	\$19.976	\$20.496			
		11-Oct-07	\$19.549	\$20.061	\$20.575	\$21.111			
		11-Oct-08	\$20.058	\$20.583	\$21.110	\$21.660			
Department Clerk (Acting Supervisor) SL05	SB	11-Oct-06	\$19.458	\$19.997	\$20.546	\$21.094			
		11-Oct-07	\$20.042	\$20.597	\$21.162	\$21.727			
		11-Oct-08	\$20.563	\$21.132	\$21.713	\$22.292			
Department Clerk (Nursing) (Acting Supervisor) SC17	SB	11-Oct-06	\$19.669	\$20.206	\$20.758	\$21.304			
		11-Oct-07	\$20.259	\$20.812	\$21.381	\$21.943			
		11-Oct-08	\$20.786	\$21.353	\$21.937	\$22.514			
Forms Design Clerk (Acting Supervisor) SL05	SB	11-Oct-06	\$19.458	\$19.997	\$20.546	\$21.094			
		11-Oct-07	\$20.042	\$20.597	\$21.162	\$21.727			
		11-Oct-08	\$20.563	\$21.132	\$21.713	\$22.292			

Position	Site	Effective Date	Step1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Health Records Technician (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Hostel Receptionist (Acting Supervisor) SC13	SE	11-Oct-06	\$18,939	\$19,447	\$19,972	\$20,516			
		11-Oct-07	\$19,507	\$20,030	\$20,571	\$21,131			
		11-Oct-08	\$20,014	\$20,551	\$21,106	\$21,681			
Insurance Clerk (Acting Supervisor) SC11	SB	11-Oct-06	\$19,124	\$19,627	\$20,141	\$20,663			
		11-Oct-07	\$19,698	\$20,216	\$20,745	\$21,283			
		11-Oct-08	\$20,210	\$20,741	\$21,285	\$21,836			
Intermediate Clerk (Acting Supervisor) SC07	SB	11-Oct-06	\$19,148	\$19,643	\$20,145	\$20,663			
		11-Oct-07	\$19,722	\$20,232	\$20,749	\$21,283			
		11-Oct-08	\$20,235	\$20,758	\$21,289	\$21,836			
Junior Clerk (Acting Supervisor) SC02	SB	11-Oct-06	\$17,475	\$17,951	\$18,434	\$18,934			
		11-Oct-07	\$17,999	\$18,490	\$18,987	\$19,502			
		11-Oct-08	\$18,467	\$18,970	\$19,481	\$20,009			
Junior Clerk Typist (Acting Supervisor) SC03	SB	11-Oct-06	\$19,055	\$19,530	\$20,015	\$20,516			
		11-Oct-07	\$19,627	\$20,116	\$20,615	\$21,131			
		11-Oct-08	\$20,137	\$20,639	\$21,151	\$21,681			
Medical Transcriptionist (Acting Supervisor) SL5A	SB	11-Oct-06	\$19,642	\$20,186	\$20,739	\$21,286			
		11-Oct-07	\$20,231	\$20,792	\$21,361	\$21,925			
		11-Oct-08	\$20,757	\$21,332	\$21,917	\$22,495			
Medical Stenographer (Acting Supervisor) SL05	SB	11-Oct-06	\$19,458	\$19,997	\$20,546	\$21,094			
		11-Oct-07	\$20,042	\$20,597	\$21,162	\$21,727			
		11-Oct-08	\$20,563	\$21,132	\$21,713	\$22,292			
O.R. Booking Clerk (Acting Supervisor) SC14	SB	11-Oct-06	\$19,165	\$19,673	\$20,195	\$20,738			
		11-Oct-07	\$19,740	\$20,263	\$20,801	\$21,360			
		11-Oct-08	\$20,253	\$20,790	\$21,342	\$21,916			

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step 5	Step6	Pending Rate
O.R. Booking Clerk 2 (Acting Supervisor) SLOB	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Payroll Clerk (Acting Supervisor) SL05	SB	11-Oct-06	\$19,458	\$19,997	\$20,546	\$21,094			
		11-Oct-07	\$20,042	\$20,597	\$21,162	\$21,727			
		11-Oct-08	\$20,563	\$21,132	\$21,713	\$22,292			
Porter Escort (Acting Supervisor) SL02	SB	11-Oct-06	\$17,455	\$17,928	\$18,433	\$18,934			
		11-Oct-07	\$17,979	\$18,466	\$18,986	\$19,502			
		11-Oct-08	\$18,446	\$18,946	\$19,480	\$20,009			
Receptionist(SCIL) (Acting Supervisor) SC16	SB	11-Oct-06	\$19,111	\$19,620	\$20,144	\$20,686			
		11-Oct-07	\$19,684	\$20,209	\$20,748	\$21,307			
		11-Oct-08	\$20,196	\$20,734	\$21,288	\$21,861			
Records Clerk (Acting Supervisor) SC05	SB	11-Oct-06	\$19,034	\$19,507	\$20,014	\$20,516			
		11-Oct-07	\$19,605	\$20,092	\$20,614	\$21,131			
		11-Oct-08	\$20,115	\$20,615	\$21,150	\$21,681			
Secretary to Head of Service (Acting Supervisor) SL07	SB	11-Oct-06	\$20,271	\$20,820	\$21,370	\$21,922			
		11-Oct-07	\$20,879	\$21,445	\$22,011	\$22,580			
		11-Oct-08	\$21,422	\$22,002	\$22,583	\$23,167			
Secretary to Medical Staff (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Secretary to Medical Staff (Acting Supervisor)Cost Shared only SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Secretary Stenographer (Acting Supervisor) SL05	SB	11-Oct-06	\$19,458	\$19,997	\$20,546	\$21,094			
		11-Oct-07	\$20,042	\$20,597	\$21,162	\$21,727			
		11-Oct-08	\$20,563	\$21,132	\$21,713	\$22,292			

Position	Site	Effective Date	Step1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Secretary Stenographer 2 (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Section Leader (Acting Supervisor) SL07	SB	11-Oct-06	\$20,271	\$20,820	\$21,370	\$21,922			
		11-Oct-07	\$20,879	\$21,445	\$22,011	\$22,580			
		11-Oct-08	\$21,422	\$22,002	\$22,583	\$23,167			
Senior Accounting Clerk (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Senior Administrative Clerk (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Senior Admitting Clerk (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Senior Billing Clerk (Acting Supervisor) SL06	SB	11-Oct-06	\$19,860	\$20,410	\$20,959	\$21,512			
		11-Oct-07	\$20,456	\$21,022	\$21,588	\$22,157			
		11-Oct-08	\$20,988	\$21,569	\$22,149	\$22,733			
Senior Clerk Cashier (Acting Supervisor) SL05	SB	11-Oct-06	\$19,458	\$19,997	\$20,546	\$21,094			
		11-Oct-07	\$20,042	\$20,597	\$21,162	\$21,727			
		11-Oct-08	\$20,563	\$21,132	\$21,713	\$22,292			
Senior Telephone Operator (Acting Supervisor) SL04	SB	11-Oct-06	\$18,555	\$19,062	\$19,586	\$20,133			
		11-Oct-07	\$19,112	\$19,634	\$20,174	\$20,737			
		11-Oct-08	\$19,609	\$20,144	\$20,698	\$21,276			
Telephone Operator (Acting Supervisor) SC08	SB	11-Oct-06	\$19,148	\$19,643	\$20,145	\$20,663			
		11-Oct-07	\$19,722	\$20,232	\$20,749	\$21,283			
		11-Oct-08	\$20,235	\$20,758	\$21,289	\$21,836			

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Customer Service (Acting Supervisor) SC10	SB	11-Oct-06	\$18.956	\$19.144	\$19.455	\$20.494			
		11-Oct-07	\$19.525	\$19.718	\$20.039	\$21.109			
		11-Oct-08	\$20.032	\$20.231	\$20.560	\$21.658			
Unit Clerk (Acting Supervisor) SC12	SB	11-Oct-06	\$19.124	\$19.627	\$20.141	\$20.663			
		11-Oct-07	\$19.698	\$20.216	\$20.745	\$21.283			
		11-Oct-08	\$20.210	\$20.741	\$21.285	\$21.836			
Accounting Clerk WD04	WC	11-Oct-06	\$17.047	\$17.608	\$18.180	\$18.740	\$19.274		
		11-Oct-07	\$17.558	\$18.136	\$18.725	\$19.302	\$19.852		
		11-Oct-08	\$18.015	\$18.608	\$19.212	\$19.804	\$20.368		
Accounts Payable Clerk WD04	WC	11-Oct-06	\$17.047	\$17.608	\$18.180	\$18.740	\$19.274		
		11-Oct-07	\$17.558	\$18.136	\$18.725	\$19.302	\$19.852		
		11-Oct-08	\$18.015	\$18.608	\$19.212	\$19.804	\$20.368		
Administrative Assistant WD13	WC	11-Oct-06	\$20.641	\$21.354	\$22.012	\$22.683	\$23.284		
		11-Oct-07	\$21.260	\$21.995	\$22.672	\$23.363	\$23.983		
		11-Oct-08	\$21.813	\$22.566	\$23.262	\$23.971	\$24.606		
Administrative Clerk - Breast Feeding Centre WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Administrative Secretary WD12	WC	11-Oct-06	\$18.949	\$19.658	\$20.323	\$21.003	\$21.603		
		11-Oct-07	\$19.517	\$20.248	\$20.933	\$21.633	\$22.251		
		11-Oct-08	\$20.025	\$20.774	\$21.477	\$22.196	\$22.830		
Admitting Clerk WD03	WC	11-Oct-06	\$16.676	\$17.191	\$17.741	\$18.261	\$18.779		
		11-Oct-07	\$17.176	\$17.707	\$18.273	\$18.809	\$19.342		
		11-Oct-08	\$17.623	\$18.167	\$18.748	\$19.298	\$19.845		
Cashier WD04	WC	11-Oct-06	\$17.047	\$17.608	\$18.180	\$18.740	\$19.274		
		11-Oct-07	\$17.558	\$18.136	\$18.725	\$19.302	\$19.852		
		11-Oct-08	\$18.015	\$18.608	\$19.212	\$19.804	\$20.368		

Position	Site	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Pending Rate
Clerk Typist WD04	WC	11-Oct-06	\$17,047	\$17,608	\$18,180	\$18,740	\$19,274		
		11-Oct-07	\$17,558	\$18,136	\$18,725	\$19,302	\$19,852		
		11-Oct-08	\$18,015	\$18,608	\$19,212	\$19,804	\$20,368		
Client Intake Worker WD07	WC	11-Oct-06	\$17,734	\$18,348	\$18,993	\$19,608	\$20,502		
		11-Oct-07	\$18,266	\$18,898	\$19,563	\$20,196	\$21,117		
		11-Oct-08	\$18,741	\$19,390	\$20,071	\$20,721	\$21,666		
Clinic Secretary WD07	WC	11-Oct-06	\$17,734	\$18,348	\$18,993	\$19,608	\$20,502		
		11-Oct-07	\$18,266	\$18,898	\$19,563	\$20,196	\$21,117		
		11-Oct-08	\$18,741	\$19,390	\$20,071	\$20,721	\$21,666		
Communications Operator WD09	WC	11-Oct-06	\$18,153	\$18,740	\$19,356	\$19,941	\$20,502		
		11-Oct-07	\$18,698	\$19,302	\$19,937	\$20,539	\$21,117		
		11-Oct-08	\$19,184	\$19,804	\$20,455	\$21,073	\$21,666		
Computer & Administrative Support WD15	WC	11-Oct-06	\$23,140	\$23,835	\$24,550	\$25,287	\$26,045		
		11-Oct-07	\$23,834	\$24,550	\$25,287	\$26,046	\$26,826		
		11-Oct-08	\$24,454	\$25,188	\$25,944	\$26,723	\$27,524		
Co-ordinating Clerk WD04	WC	11-Oct-06	\$17,047	\$17,608	\$18,180	\$18,740	\$19,274		
		11-Oct-07	\$17,558	\$18,136	\$18,725	\$19,302	\$19,852		
		11-Oct-08	\$18,015	\$18,608	\$19,212	\$19,804	\$20,368		
Data Entry Clerk WD05	WC	11-Oct-06	\$18,023	\$18,247	\$18,469	\$18,666	\$18,877		
		11-Oct-07	\$18,564	\$18,794	\$19,023	\$19,226	\$19,443		
		11-Oct-08	\$19,046	\$19,283	\$19,518	\$19,726	\$19,949		
File Clerk WD02	WC	11-Oct-06	\$16,460	\$16,953	\$17,476	\$17,972	\$18,342		
		11-Oct-07	\$16,954	\$17,462	\$18,000	\$18,511	\$18,892		
		11-Oct-08	\$17,395	\$17,916	\$18,468	\$18,992	\$19,383		
Health Records Clerk WD03	WC	11-Oct-06	\$16,676	\$17,191	\$17,741	\$18,261	\$18,779		
		11-Oct-07	\$17,176	\$17,707	\$18,273	\$18,809	\$19,342		
		11-Oct-08	\$17,623	\$18,167	\$18,748	\$19,298	\$19,845		

Position	Site	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Pending Rate
Health Records Technician WD14	WC	11-Oct-06	\$21.266	\$21.904	\$22.560	\$23.237	\$23.935		
		11-Oct-07	\$21.904	\$22.561	\$23.237	\$23.934	\$24.653		
		11-Oct-08	\$22.473	\$23.148	\$23.841	\$24.556	\$25.294		
Inventory Co-ordinator WD04	WC	11-Oct-06	\$17.047	\$17.608	\$18.180	\$18.740	\$19.274		
		11-Oct-07	\$17.558	\$18.136	\$18.725	\$19.302	\$19.852		
		11-Oct-08	\$18.015	\$18.608	\$19.212	\$19.804	\$20.368		
Medical Dicta Typist WD11	WC	11-Oct-06	\$18.643	\$19.274	\$19.760	\$20.182	\$20.502		
		11-Oct-07	\$19.202	\$19.852	\$20.353	\$20.787	\$21.117		
		11-Oct-08	\$19.702	\$20.368	\$20.882	\$21.328	\$21.666		
Medical Secretary WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Payroll Clerk WD11	WC	11-Oct-06	\$18.643	\$19.274	\$19.760	\$20.182	\$20.502		
		11-Oct-07	\$19.202	\$19.852	\$20.353	\$20.787	\$21.117		
		11-Oct-08	\$19.702	\$20.368	\$20.882	\$21.328	\$21.666		
Receptionist WD01	WC	11-Oct-06	\$16.281	\$16.800	\$17.341	\$17.860	\$18.376		
		11-Oct-07	\$16.769	\$17.304	\$17.861	\$18.396	\$18.927		
		11-Oct-08	\$17.205	\$17.754	\$18.326	\$18.874	\$19.419		
Registration Secretary WD09	WC	11-Oct-06	\$18.153	\$18.740	\$19.356	\$19.941	\$20.502		
		11-Oct-07	\$18.698	\$19.302	\$19.937	\$20.539	\$21.117		
		11-Oct-08	\$19.184	\$19.804	\$20.455	\$21.073	\$21.666		
Reservation Clerk WD09	WC	11-Oct-06	\$18.153	\$18.740	\$19.356	\$19.941	\$20.502		
		11-Oct-07	\$18.698	\$19.302	\$19.937	\$20.539	\$21.117		
		11-Oct-08	\$19.184	\$19.804	\$20.455	\$21.073	\$21.666		
Secretary WD07	WC	11-Oct-06	\$17.734	\$18.348	\$18.993	\$19.608	\$20.502		
		11-Oct-07	\$18.266	\$18.898	\$19.563	\$20.196	\$21.117		
		11-Oct-08	\$18.741	\$19.390	\$20.071	\$20.721	\$21.666		

Position	Site	Effective Date	Step1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Senior Accounts Payable Clerk WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Senior Health Records Clerk WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Senior Medical Transcriptionist WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Senior Microfilm Clerk WD06	WC	11-Oct-06	\$17.620	\$18.273	\$18.886	\$19.507	\$20.058		
		11-Oct-07	\$18.149	\$18.821	\$19.453	\$20.092	\$20.660		
		11-Oct-08	\$18.620	\$19.311	\$19.958	\$20.615	\$21.197		
Service Co-ordinator, SACC WD15	WC	11-Oct-06	\$23.140	\$23.835	\$24.550	\$25.287	\$26.045		
		11-Oct-07	\$23.834	\$24.550	\$25.287	\$26.046	\$26.826		
		11-Oct-08	\$24.454	\$25.188	\$25.944	\$26.723	\$27.524		
Surgical Suite Booking Officer WD13	WC	11-Oct-06	\$20.641	\$21.354	\$22.012	\$22.683	\$23.284		
		11-Oct-07	\$21.260	\$21.995	\$22.672	\$23.363	\$23.983		
		11-Oct-08	\$21.813	\$22.566	\$23.262	\$23.971	\$24.606		
Team Secretary WD07	WC	11-Oct-06	\$17.734	\$18.348	\$18.993	\$19.608	\$20.502		
		11-Oct-07	\$18.266	\$18.898	\$19.563	\$20.196	\$21.117		
		11-Oct-08	\$18.741	\$19.390	\$20.071	\$20.721	\$21.666		
Team Secretary Leader - Family Practice WD10	WC	11-Oct-06	\$18.437	\$18.987	\$19.577	\$20.192	\$20.779		
		11-Oct-07	\$18.990	\$19.557	\$20.164	\$20.798	\$21.402		
		11-Oct-08	\$19.484	\$20.065	\$20.689	\$21.339	\$21.959		
Unit Co-ordinator WD11	WC	11-Oct-06	\$18.643	\$19.274	\$19.760	\$20.182	\$20.502		
		11-Oct-07	\$19.202	\$19.852	\$20.353	\$20.787	\$21.117		
		11-Oct-08	\$19.702	\$20.368	\$20.882	\$21.328	\$21.666		

Position	Site	Effective Date	Step 1	Step2	Step3	Step4	Step5	Step6	Pending Rate
Unit Facilitator WD11	WC	11-Oct-06	\$18.643	\$19.274	\$19.760	\$20.182	\$20.502		
		11-Oct-07	\$19.202	\$19.852	\$20.353	\$20.787	\$21.117		
		11-Oct-08	\$19.702	\$20.368	\$20.882	\$21.328	\$21.666		
Ward Clerk WD08	WC	11-Oct-06	\$17.991	\$18.325	\$18.662	\$18.983	\$19.277		
		11-Oct-07	\$18.531	\$18.875	\$19.222	\$19.552	\$19.855		
		11-Oct-08	\$19.013	\$19.365	\$19.722	\$20.061	\$20.372		

			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
			<u>Annual</u>	<u>Annual</u>	<u>per hour</u>	<u>per hour</u>
Accounting Clerk 1 TD01	EO	11-Oct-06	\$27,521	\$35,777	\$14.11	\$18.35
		11-Oct-07	\$28,347	\$36,850	\$14.54	\$18.90
		11-Oct-08	\$29,084	\$37,808	\$14.91	\$19.39
Accounting Clerk 2 TD02	EO	11-Oct-06	\$30,274	\$39,359	\$15.53	\$20.18
		11-Oct-07	\$31,182	\$40,540	\$15.99	\$20.79
		11-Oct-08	\$31,993	\$41,594	\$16.41	\$21.33
Administrative Secretary TD04	EO	11-Oct-06	\$36,631	\$47,621	\$18.79	\$24.42
		11-Oct-07	\$37,730	\$49,050	\$19.35	\$25.15
		11-Oct-08	\$38,711	\$50,325	\$19.85	\$25.81
Co-Ordinator TD03	EO	11-Oct-06	\$33,311	\$43,303	\$17.08	\$22.21
		11-Oct-07	\$34,310	\$44,602	\$17.60	\$22.87
		11-Oct-08	\$35,202	\$45,762	\$18.05	\$23.47
Health Records Clerk 1 TD01	EO	11-Oct-06	\$27,521	\$35,777	\$14.11	\$18.35
		11-Oct-07	\$28,347	\$36,850	\$14.54	\$18.90
		11-Oct-08	\$29,084	\$37,808	\$14.91	\$19.39
Health Records 2 TD02	EO	11-Oct-06	\$30,274	\$39,359	\$15.53	\$20.18
		11-Oct-07	\$31,182	\$40,540	\$15.99	\$20.79
		11-Oct-08	\$31,993	\$41,594	\$16.41	\$21.33
Medical Secretary TD03	EO	11-Oct-06	\$33,311	\$43,303	\$17.08	\$22.21
		11-Oct-07	\$34,310	\$44,602	\$17.60	\$22.87
		11-Oct-08	\$35,202	\$45,762	\$18.05	\$23.47
Medical Transcriptionist TD02	EO	11-Oct-06	\$30,274	\$39,359	\$15.53	\$20.18
		11-Oct-07	\$31,182	\$40,540	\$15.99	\$20.79
		11-Oct-08	\$31,993	\$41,594	\$16.41	\$21.33
Receptionist 2 TD02	EO	11-Oct-06	\$30,274	\$39,359	\$15.53	\$20.18
		11-Oct-07	\$31,182	\$40,540	\$15.99	\$20.79
		11-Oct-08	\$31,993	\$41,594	\$16.41	\$21.33

			<u>Minimum Annual</u>	<u>Maximum Annual</u>	<u>Minimum per hour</u>	<u>Maximum per hour</u>
Receptionist/Booking Clerk TD02	EO	11-Oct-06	\$30,274	\$39,359	\$15.53	\$20.18
		11-Oct-07	\$31,182	\$40,540	\$15.99	\$20.79
		11-Oct-08	\$31,993	\$41,594	\$16.41	\$21.33
Senior Clerk TD03	EO	11-Oct-06	\$33,311	\$43,303	\$17.08	\$22.21
		11-Oct-07	\$34,310	\$44,602	\$17.60	\$22.87
		11-Oct-08	\$35,202	\$45,762	\$18.05	\$23.47
Unit Clerk TD03	EO	11-Oct-06	\$33,311	\$43,303	\$17.08	\$22.21
		11-Oct-07	\$34,310	\$44,602	\$17.60	\$22.87
		11-Oct-08	\$35,202	\$45,762	\$18.05	\$23.47

83