

**COMBINED FULL-TIME/PART-TIME**

**COLLECTIVE AGREEMENT**

**between**

**HALTON HEALTHCARE SERVICES CORPORATION**

**(hereinafter called the "Hospital")**

**and**

**CUPE LOCAL 815**

**(hereinafter called the "Union")**

**Expiry Date: September 28, 2023**

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## **ARTICLE 1 - PREAMBLE**

### 1.01 - Preamble

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

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

## **ARTICLE 2 - DEFINITIONS**

### 2.01 - Temporary Employee

Employees may be hired for a specific term not to exceed six (6) months, to replace an employee who will be on approved leave of absence, absence due to W.S.I.B. disability, sick leave, long term disability or to perform a special non-recurring task. This term may be extended up to a further six (6) months on mutual agreement of the Union, employee, and Hospital or by the Hospital on its own up to twelve (12) months where the leave of the person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. A temporary employee may be hired for a total of eighteen (18) months to replace a member on extended Parental Leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

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

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

### 2.02 - Part-Time Commitment

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

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

### 2.03 - Part-Time Employee

A part-time employee is one who is normally scheduled for less than the standard hours per week as specified in this Collective Agreement. Commitment for Regular Part-time employees is a declared commitment between 0.1 and 0.8 F.T.E. annually.

### 2.04 - Casual Employee

A casual employee is one who is not regularly scheduled to work and who is employed under an arrangement whereby the person may elect to work or not for a temporary period when requested to do so.

In order to maintain their knowledge and skills and be oriented to the Department and to the Hospital and their needs, all Casual staff must work at least one (1) shift per month, if called.

Casual employees shall not be pre-booked or regularly scheduled on weekly schedules.

### 2.05 - Recognition

The Hospital recognizes the Union as sole and exclusive bargaining agent for all employees of the Hospital in the Towns of Milton and Oakville, Ontario, save and except professional medical staff, graduate and registered nurses employed in a nursing capacity, graduate pharmacists, undergraduate pharmacists, graduate dietitians, student dietitians, technical personnel, physiotherapists, supervisors, persons above the rank of supervisor, chief engineer and office staff.

It is hereby agreed that the term technical personnel as used in the above paragraph, shall include, Physiotherapists, Physiotherapy Technicians, Physiotherapy Assistants, Occupational Therapists, Occupational Therapy Technicians, Speech Language Pathologists, Speech Therapists, Chiropractors, Audiology Technicians, Orthopedic Technicians, Psychologists, Psychometrists, Social Workers, Electroencephalographists, Cardiology Technicians, Medical Laboratory Technologists, Radiological Technicians, Pathological Technicians, Electrocardiogram Technicians, Respiratory Therapists, Respiratory Technicians, Laboratory Technicians, Re-Use Technicians, Renal Assistants, Computer, Information and Communications Systems Technicians and personnel, Audio Visual Technicians, Pharmacy Technicians, and students taking a formal course which leads to their certification in any one of these categories or a Registered Technician.

### 2.06 - Employee

“Employee” means a person employed by the Hospital within the bargaining unit defined in article 2.05, above.

## ARTICLE 3 - RELATIONSHIP

### 3.01 - No Discrimination

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

The Union shall be provided a copy of any written notice provided to an employee that **they** may be subject to termination, demotion, transfer, or other adverse impact for innocent absenteeism.

### 3.02 – Attendance Management

Days of absence arising out of a medically-established serious chronic condition, an on-going course of treatment, a catastrophic event, absence for which WSIB benefits are payable, medically necessary surgical interventions, or days where the employee is asymptomatic and is under a doctor's care from the commencement of symptoms for a confirmed communicable disease (and has provided medical substantiation of such symptoms) but is required to be absent under the Hospital or public health authority protocol, will not be counted for the purposes of being placed on, or progressing through, the steps of an attendance management program.

Leaves covered under the *Employment Standards Act*, and leaves under Article 12 will not be counted for the purposes of being placed on, or progressing through, the steps of an attendance management program.

### 3.03 - Management Rights

The Union acknowledges that, except as expressly modified by this Collective Agreement, it is the exclusive function of the Hospital to manage and direct its operations and affairs in all respects and, without limiting or restricting that function:

- (a) to determine the policy of the Hospital and direct its operations;
- (b) to maintain order, discipline and efficiency, and to make, alter and enforce rules and regulations to be observed by employees;
- (c) to determine the number and location of the Hospital's establishments, the



services to be rendered, the methods, the work procedures, the kinds and locations of machines, tools, instruments and equipment to be used; to select, control and direct the use of all materials required in the operation of the Hospital; to schedule the work and services to be provided and performed, and to make, alter and enforce regulations governing the use of materials, equipment, services and facilities as may be deemed necessary in the interests of the safety and well-being of the Hospital patients and public;

- (d) to hire, classify, direct, promote, demote, transfer, lay-off, discipline, suspend and discharge employees, and to assign employees to shifts, and to increase and decrease the workforces, provided that a claim of discriminatory demotion, transfer, discipline or suspension, or a claim by an employee that **they have** been discharged without reasonable cause may become the subject of a grievance and be dealt with as hereinafter provided.

The Hospital agrees that the rights described in this article shall be exercised in a manner consistent with all provisions of this Agreement.

#### 3.04 - Correspondence

All correspondence between the parties hereto arising out of this agreement or incidental thereto, shall pass to/from the Director, Human Resources of the Hospital or designate and the Recording Secretary of Local Union 815. Letters of discipline and/or discharge shall be copied to the Local Union.

#### 3.05 - Notice of Resignation

An employee who resigns will provide the Hospital with a minimum of two (2) weeks' notice in writing.

### **ARTICLE 4 - STRIKES & LOCKOUTS**

The Union agrees there shall be no strikes and the Hospital agrees there shall be no lockouts so long as this Agreement continues to operate. The terms "strike" and "lockout" shall bear the meaning given them in the *Ontario Labour Relations Act*.

### **ARTICLE 5 - UNION SECURITY**

#### 5.01 - T4 Slips

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

### 5.02 Notification to Union

- a) The Hospital will provide the union with a list, monthly of all hirings, lay-offs, recalls and positions that have been vacated within the bargaining unit where such information is available or becomes readily available through the Hospital's payroll system.
- b) The Hospital will provide the Union with the current mailing address, **personal email addresses if available**, and phone number(s) it has on record of all members of the bargaining unit twice (2) a year in electronic form.

### 5.03 - Employee Interview

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

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

### 5.04 - No Other Agreements

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

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

### 5.05 - Dues Deduction

- (a) All employees in the bargaining unit will have deducted from their pay an amount equal to the Union dues. Such deductions shall be made from each pay as a percentage of earnings and such monies shall be remitted to the National Secretary-Treasurer of the Canadian Union of Public Employees on or before the tenth (10) day of the following month.

Deductions so remitted shall be accompanied by a list of employees specifying the amount deducted for each employee, their classification, phone number and address. A copy of this list will be sent to the Secretary Treasurer of Local 815.

- (b) As a condition of employment, Employees shall become members of the Union on their date of hire.
- (c) In consideration of the deducting and forwarding of Union dues by the Hospital, the

Union shall indemnify and save harmless the Hospital against any claims or liability arising out of the operation of this Article.

## **ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES**

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

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

### 6.02 - Labour-Management Committee

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

An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement. The Hospital agrees to provide the Union with as much notice as reasonable under the circumstances where there is permanent moves of services or programs from site to site or within sites.

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

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

It is also agreed that the topic of the utilization of full-time and part-time staff is an appropriate topic for the Labour-Management Committee. The committee shall have access to work schedules and job postings upon request.

### 6.03 - Bargaining Committee

Hospital agrees to recognize a negotiating committee comprised of not more than six (6) hospital employee representatives of the Union. The Union will endeavour to have at least three (3) from the Milton site and three (3) from the Oakville site, for the purpose of negotiating a renewal agreement. The Hospital agrees to pay members of the negotiating committee for straight time wages lost from their

regularly scheduled working hours spent in direct negotiations for a renewal agreement, up to but not including arbitration. Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Canadian Union of Public Employees when negotiating with the Hospital.

The Union shall keep the Hospital informed, in writing, of the names of such Union Negotiation Committee members. It is understood and agreed that probationary employees shall not be eligible to serve as Union Negotiation Committee members. No two members of the Union Negotiation Committee may be from within the same department in the Hospital.

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

#### 6.04 - Union Stewards

The Hospital agrees to recognize up to eleven (11) Union stewards to be elected or appointed from amongst employees in the bargaining unit (five (5) from the Milton site and six (6) from the Oakville site) who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.

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

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

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

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

### 6.05 - Grievance Committee

The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than six (6) (three (3) from the Milton site and three (3) from the Oakville site) employees selected by the Union who have completed their probationary period. A general representative of the Union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out in this Collective Agreement.

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

A Committee member shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending grievance meetings with the Hospital up to, but not including arbitration.

### 6.06 - Union Leave Days

Having regard to the efficient operation of the Hospital, leave for employees to represent the Union is conditional on the employees not being from the same work area. The total number of days in any one calendar year for leave for Union business for all Union members is not to exceed two hundred and fifty (250) days. 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, unless not reasonably possible to give such notice.

### 6.07 – Central Bargaining Committee

- (a) In central bargaining between the Canadian Union of Public Employees and the participating hospitals, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from **their** normal straight time working hours at **their** 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 **their** normal straight time working hours at **their** regular rate of pay and without loss of leave credits for two (2) days of preparation time for such central negotiating meetings with the Hospital's 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 a hospital be entitled to such payment.

The Union shall advise the Hospitals' Central Negotiating Committee, before negotiations commence, of those employees to be paid under this provision. The Hospitals' Central Negotiating Committee shall advise the eight (8) Hospitals accordingly.

- (b) Vice-Presidents of the Ontario Council of Hospital Unions shall be granted leave of absence by their employers in accordance with (a) above or Article 12.02 as the case may be, in order to fulfil the duties of their position.

## **ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURES**

### 7.01 - Definition of Grievance

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

### 7.02 - Representation at Time of Discipline

At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of **their** steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.

### 7.03 - Adjustment of Grievances

#### Complaint Step - Prior to Submitting a Grievance

It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until **they have** first given **their** immediate supervisor the opportunity of adjusting **their** complaint. The grievor may have the assistance of a union steward if **they** so desire. Such complaint shall be discussed with **their** immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of **their** immediate supervisor's decision in the following manner and sequence:

### Step No. 1

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to the **Manager, HR Solutions or designate**. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Union and the Hospital may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The employee's manager will deliver **their** decision in writing within nine (9) calendar days following the day on which the grievance was presented to him. Failing settlement or response, then:

### Step No. 2

Within nine (9) calendar days following the decision in Step No. 1, the grievance may be submitted in writing to the **Manager, HR Solutions or designate**. A meeting will then be held between the President and CEO and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 2 unless extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further understood that the President and CEO may have such counsel and assistance as **they** may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

### 7.04 - Policy Grievance

A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could themselves institute and the regular grievance procedure shall not be thereby bypassed.

### 7.05 - Group Grievance

Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying and signed by each employee who is grieving to the Department Head or **their** designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

### 7.06 - Discipline and Discharge Grievances

The release, discharge or other disciplining of an employee during the probationary period shall not be the subject of a grievance or arbitration as such a matter is not a difference between the Hospital and the Union or the Hospital and the probationary employee. A claim by an employee who has completed **their** probationary period that **they have** been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Hospital's action in dismissing the employee; or
- (b) reinstating the employee with or without full compensation for the time lost; or
- (c) by any other arrangement which may be deemed just and equitable.

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

### 7.07 - Referral to Arbitration

- a) Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- b) 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 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.

### 7.08 - Settlements

All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and



binding upon the Hospital and the Union and the employees.

#### 7.09 - Appointment of Board of Arbitration

When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

#### 7.10 - Limitation on Appointment to Board of Arbitration

No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.

#### 7.11 - Exhausting Grievance Procedure

No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.

#### 7.12 - Powers of Board of Arbitration

The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

#### 7.13 - Decision of Board of Arbitration

The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chairman will be final and binding upon the parties hereto and the employee or employees concerned.

#### 7.14 - Arbitration Expenses

Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairman of the

Arbitration Board.

#### 7.15 - Mandatory Time Limits

The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48 (16) of the *Labour Relations Act, 1995*.

#### 7.16 - Sole Arbitrator

Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

## **ARTICLE 8 - ACCESS TO FILES**

### 8.01 - Access to Employee File

Each employee shall have reasonable access to **their** employee file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Human Resources or designate. An employee has the right to request copies of any evaluations in this file.

### 8.02 - Clearing of Record

Any letter of reprimand, suspension or any other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such employee's record has been discipline free for one year. All leaves of absence in excess of ten (10) calendar days will not count toward either of the above periods.

## **ARTICLE 9 - SENIORITY**

### 9.01 - Probationary Period

A new employee will be considered on probation until **they have** completed sixty (60) days of work (or four hundred and fifty (450) hours of work for employees whose regular hours of work are other than the standard work day), within any twelve (12) calendar months. Upon completion of the probationary period **they** shall be credited with seniority equal to sixty (60) working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period, or any extension thereto pursuant to this clause, is not a difference between the parties or between the Hospital and the probationary employee and shall not be the subject of a grievance or arbitration unless the probationary employee is released for reasons which are arbitrary, discriminatory, in bad faith, or for exercising a right under this Agreement.

### 9.02 - Definition of Seniority

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

Part-time and Casual Part-time employees, will accumulate seniority on the basis of one (1) year's seniority for each one thousand seven hundred and twenty-five (1725) hours worked in the bargaining unit as of the last date of hire, except as otherwise provided herein.

Seniority will operate on a bargaining unit wide basis.

Effective January 1, 2002, notwithstanding the above, a part-time employee cannot accrue more than one year's seniority in a twelve (12) month period. The twelve month period shall be January 1 to December 31.

### 9.03 - Seniority List

The Hospital shall maintain a seniority list for full-time and part-time employees covered by this Agreement, which will indicate the total hours worked with the Hospital within their classification. Up to date seniority lists will be prepared by the Hospital and sent to the Secretary of the Union in April and October of each year.

### 9.04 - Loss of Seniority

An employee shall lose all seniority and service and shall be deemed to have terminated if **they**:

- (a) resign;
- (b) **are** discharged and not reinstated through the grievance/arbitration procedure;
- (c) **retire**;
- (d) **are** absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) **have** been laid off for forty-eight (48) months;
- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall;
- (g) not meeting availability requirements as indicated on the job posting and/or casual requirements as under Article 2.04.

### 9.05 Effect of Absence

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

Unless otherwise provided in the Collective Agreement:

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.

- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which **they are** participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to eighteen (18) months while an employee is in receipt of WSIB benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in WSIB benefits.

Effective January 24, 2005, the Hospital will continue to pay its share of the premiums up to thirty (30) months while an employee is in receipt of WSIB benefits 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 lay-off 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 WSIB benefits or LTD benefits or while an employee is on paid or unpaid sick leave (including the Employment Insurance Period).
- (d) Part-time employees shall accrue seniority for the duration of the absence if absent due to a disability resulting in WSIB or LTD benefits, or a disability in accordance with the *Human Rights Code*, on the basis of what the employee's normal regular hours of work would have been.

Part-time employees shall accrue service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

#### 9.06 - Job Posting

- (a) Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be submitted via the Halton Healthcare career site within the seven (7) days period referred to herein.
- (b) The postings shall stipulate the qualifications, **status**, classifications, rate of pay, department and shift and an electronic copy shall be provided to the

Union.

- (c) Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.
- (d) The Hospital agrees that it shall post permanent vacant positions within 30 calendar days of the position becoming vacant, unless the Hospital provides the Union notice under Article 9.09 of its intention to eliminate the position.
- (e) In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job. Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to change **their** permanent status.
- (f) The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days with a copy provided to the Union.
- (g) Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with this Article, and selection shall be made in accordance with this Article.
- (h) The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.
- (i) A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the union.
- (j) All temporary vacancies or temporary positions of greater than three months shall be posted and filled as above. A temporary vacancy shall be a vacancy created by an employee who, as permitted herein, will be returning to the vacated position. A temporary position shall be a position created for a limited or non-recurring task.
- (k) A part-time/casual employee may relieve in a full-time position for a period of six (6) months, or such other length of time as may be mutually agreed upon

and still retain **their** part-time status.

#### 9.07 - Transfer and Seniority out of the Bargaining Unit

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without **their** consent except in the case of temporary assignments not exceeding six (6) months. This period may be extended a further six (6) months upon the agreement of the employee and the hospital. Such employees on temporary assignments shall remain members of the bargaining unit.
- (b) An employee who is transferred to a position outside the bargaining unit shall not, subject to (c) below, accumulate seniority. In the event the employee is returned by the Hospital to a position in the bargaining unit within twenty-four (24) months of the transfer **they** shall be credited with the seniority held at the time of transfer and resume accumulation from the date of **their** return to the bargaining unit. An employee not returned to the bargaining unit within (24) months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (a) or (b) above is returned to the bargaining unit within a period of twelve (12) calendar months, **they** shall accumulate seniority during the period of time outside the bargaining unit.

#### 9.08 - Transfer of Seniority and Service

- (a) For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (including meeting any waiting period or other entitlement requirements) for purposes of vacation entitlement, HOODIP or equivalent, health and welfare benefit plans, and wage progression:
  - (i) an employee whose status is changed from full-time to part-time shall receive full credit for ~~his~~ **their** seniority and service;
  - (ii) an employee whose status is changed from part-time to full-time shall receive credit for **their** seniority and service on the basis of one (1) year for each one thousand seven hundred and twenty-five (1725) hours worked.

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

(b) Portability of Service

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

(c) Transformation in HealthcareSeniority Recognition

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act, the parties agree that non-unionized employees who are affected (via relocation/transfer\*) shall, when entering the bargaining unit, be afforded seniority and service in accordance with the anniversary of their date of hire (or hours worked) from their original Hospital. Such anniversary date shall be calculated in accordance with the relevant provisions of the relevant collective agreement.

Right to Return or Transfer

Employees who are relocated/transferred\* to another employer by the Hospital will retain their seniority and service at their original hospital for a 48-month period.

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act, employees relocated/transferred\* shall have the right to post for vacancies that arise, prior to or subsequent to the relocation/transfer\*, at their originating Hospital for that 48 month period.

If they are the successful applicant, they will return to the employ of the Hospital with seniority accrued and service intact but not accrued, for the period that the employee was relocated/transferred\* to another employer.

\*Pursuant to a "Sale of Business" under Section 69 of the Labour Relations Act, 1995, as it may be amended from time to time; or to transfer pursuant to the Public Sector Labour Relations Transition Act.

9.09(A) - Notice and Redeployment Committee



(a) Notice

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

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

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

(b) A layoff shall not include a reassignment of an employee from **their** 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 position with the employer having regard to the employees skills, abilities, qualifications 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; 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.

(d) Redeployment Committee

At each Hospital a Redeployment Committee will be established not later than two (2) weeks after the notice referred to in 9.09 and will meet thereafter as frequently as is necessary.

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

(1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;

(2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:

(a) within the bargaining unit; or

(b) within another CUPE bargaining unit; or

(c) not covered by a collective agreement.

(3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.

(4) Subject to article 9.12, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.

(5) Any dispute relating to the foregoing provisions may be filed as a grievance commencing at Step 2.

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union. The number of representatives will be determined locally. Where there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the Redeployment Committee shall serve on any such hospital-wide staffing committee established with the same or similar terms

of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital in relation to other staff groups.

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

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

(iii) Disclosure

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

(iv) Alternatives

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

At the time of submitting any plan concerning rationalization of services and involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union.

9.09 (B) - Retirement Allowance

Prior to issuing notice of layoff pursuant to article 9.09 (a)(ii) in any classification(s), the Hospital will offer early retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.09(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of fifty-two (52) weeks' salary.

### 9.09 (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.

### 9.10 - Layoff and Recall

An employee in receipt of notice of layoff pursuant to 9.09 may:

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.13; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 18.03(b); or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.09.

An employee who chooses to exercise the right to displace another

employee with lesser seniority shall advise the Hospital of **their** intention to do so and the position claimed within seven (7) days after receiving the notice of layoff.

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

- (e) In addition, in combined full-time/part-time collective agreements, a full-time employee shall also be entitled to displace another full-time employee with lesser seniority in a higher-paying classification provided that they are able to meet the normal requirements of the job, with orientation but without additional training, when there are no other full-time employees in the same or a lower or similar-paying classification with lesser seniority, prior to being required to displace a part-time employee.
- (f) An employee who is subject to layoff other than a layoff of a permanent or long-term nature including a full-time employee whose hours of work are, subject to Article 14.01, reduced, shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.
- (g) 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 layoff to an available opening, in order of seniority, provided **they have** the ability to perform the work.
- (h) 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.
- (i) An employee recalled to work in a different classification from which **they were** laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.
- (j) 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.
- (k) The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for ~~his or her~~ **their** proper

address being on record with the Hospital.

- (l) No full-time employee within the bargaining unit shall be laid off by reason of ~~his/her~~ **their** duties being assigned to one or more part-time employees.
- (m) In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the five-month notice period provided for in Article 9.09.

#### 9.11 - Benefits on Layoff

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

In the event of a lay-off of a full-time employee the Hospital shall pay its share of insured benefits premium 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.

#### 9.12 - Retraining

##### (a) Retraining for Positions within the Hospital

Where, with the benefit of retraining of up to six (6) months, an employee who has either accepted the layoff or who is unable to displace any other employee could be redeployed to a hospital position identified by the Redeployment Committee in accordance with Article 9.09(b)(i):

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the availability of any federal or provincial retraining program funds to cover the cost of tuition, books and travel, as well as any wages eligible under the terms of such program.
- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to

undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6) months.

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

(b) Placement

Upon successful completion of **their** training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.12 (a)(i).

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

9.13 - Separation Allowances

- (a) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 9.09 (a)(ii) that **their** position will be eliminated, **they** 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.
- (b) Where an employee resigns later than 30 days after receiving notice pursuant to Article 9.09(a)(ii) that **their** position will be eliminated, **they** 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 (\$1250) dollars.

9.14 - Technological Change

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

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

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

the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

Employees with one (1) or more years of continuous service who are subject to 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 to the Union as above set forth and the requirements of the applicable law.

#### 9.15 – WORK-LOADS

- (a) The parties agree that patient care is enhanced if concerns relating to professional practice, patient acuity, fluctuating Work-Loads and fluctuating staffing are resolved in a timely and effective manner.
- (b) Employees are encouraged to raise their concerns with the immediate supervisor within forty-eight (48) hours. In the event that within ten (10) calendar days the workload concern is not resolved to the employee's satisfaction, the employee, or group of employees, may, within forty-eight (48) hours submit their concerns in writing (with a copy to their immediate supervisor) to either the Joint Health and Safety Committee (as constituted under the collective agreement's local appendix) or the Labour Management Committee (as constituted under Article 6.02) through their union representative using the template workload complaint form attached at appendix B.

#### 9.16 - Professional **Responsibility, Patient Care, Workloads & Staffing**

(The following clause is applicable to **Regulated Health Professionals** only)

- (a) The parties agree that optimal patient care is, and safe working conditions are, enhanced if concerns relating to professional responsibility, patient care, workloads and staffing issues are resolved in a timely and effective manner with communications between the parties being:
  - i) professional;
  - ii) courteous;
  - iii) collegial;
  - iv) respectful; and
  - v) focused on resolving the issue, not on the individuals.
- (b) **In the event that the Hospital assigns a number of patients or a workload to an individual Regulated Health Professional (RHP) or group of RHPs such that they have cause to believe that they are being asked to perform more work than is consistent with proper patient care, they shall:**
  - i) **At the time workload issue occurs, discuss the issue within the unit/program to develop strategies to meet patient care needs**



using current resources.

- ii) **If necessary, using established lines of communication as identified by the hospital, seek immediate assistance from an individual(s) (who could be within the bargaining unit) who has responsibility for timely resolution of workload issues.**
  - iii) **Failing resolution of the workload issue at the time of occurrence or if the issue is ongoing the RHP(s) will discuss the issue with their Manager or designate on the next day that the Manager (or designate) and the RHP are both working or within five (5) calendar days whichever is sooner.**
- (c) Upon receipt of a response from the supervisor within five (5) working days, if the employee or group of employees in (b) above are not satisfied, the employee or group of employees may, within forty-eight (48) hours, submit a workload complaint form (attached at Appendix C) to the Chief Nursing Officer **or equivalent in the case of other RHPs**, with a copy to the Union. A meeting shall be held within thirty (30) days of a request from the employee or group of employees, who may be accompanied to this meeting by a Union representative. The Chief Nursing Officer **or equivalent** will respond in writing to the employee, or group of employees, with a copy to the Union if applicable, within fifteen (15) days.
- (d) Upon receipt of a written response from the Chief Nursing Officer **or equivalent**, if the employee or group of employees in (c) above are not satisfied, the employee or group of employees, who may be accompanied by their Union Representative, may, within forty-eight (48) hours, request a meeting with the Chief Executive Officer (or **their** designate) and such meeting shall be held within thirty (30) days. The Chief Executive Officer (or **their** designate) will respond in writing to the employee, or group of employees, within fifteen (15) days of the meeting, with a copy to the Union if applicable.
- (e) It is agreed and understood that an employee or group of employees may in exceptional and urgent cases request an immediate meeting with the Chief Nursing Officer **or equivalent** who will make every reasonable effort to accommodate the request. The timelines provided for in (d) above will apply failing resolution at this meeting.
- (f) Only the timelines set out above are subject to Article 7 – Grievance and Arbitration Process.
- (g) **The Hospital will provide access on the hospital intranet, whereby members will have the ability to access a digital version of the Workload Review Form.**

### 9.17 – RPN Preceptors/Student Supervision/Mentorship

- (a) Nurses may be required, as part of their regular duties, to supervise activities of students in accordance with the current College of Nurses of Ontario Accountability Standards for RN's and RPN's Working with Students.

Nurses will be informed in writing of their responsibilities in relation to these students. An information that is provided to the Hospital by the educational institution with respect to the skill level of the students will be made available to the nurses recruited to supervise the students.

When a nurse is assigned nursing student supervision duties, the Hospital will pay the nurse a premium of sixty cents (\$0.60) per hour for all hours spent supervising nursing students.

- (b) Nurses are expected, as part of their regular duties, to provide guidance and advice to members of the health care team.
- (c) Registered Practical Nurses (RPNs) may, from time to time, be assigned a formal mentorship role for a designated nurse. Mentorship is a formal supportive relationship between two (2) RPNs, which results in the professional growth and development of an individual practitioner to maximize **their** clinical practice. The relationship is time limited and focused on goal achievement. Orientation to the organization or general functioning on the unit does not constitute mentorship.

After consultation with the RPN being mentored and the mentee, the Hospital will identify the experiences required to meet **their** learning needs, will determine the duration of the mentorship assignment and expectations of the mentor, and appropriate training. During the consultation process, the Hospital will review the mentor's workload with the mentor and the RPN being mentored to facilitate successful completion of the mentoring assignment.

The Hospital will provide, on a regular basis, all nurses with an opportunity to indicate their interest in assuming a mentorship role, through a mechanism determined by the local parties. The Hospital selects and assigns the mentor for a given mentoring relationship. At the request of any RPN, the Hospital will discuss with any unsuccessful applicant ways in which **they** may be successful for future opportunities.

The Hospital will pay the RPN for this assigned additional responsibility a premium of sixty cents (\$0.60) per hour, in addition to **their** regular salary and applicable premium allowance.

## **ARTICLE 10 - CONTRACTING OUT**

### 10.01 - Contracting Out

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

### 10.02 - Contracting Out

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

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

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

### 10.03 - Contracting In

Further to Article 9.09 (d)(i)(1) The parties agree that the Redeployment Committee will immediately undertake a review of any existing sub-contract work which would otherwise be bargaining unit work and which may be subject to expiry and open for renegotiation within six (6) months with a view to assessing the practicality and cost effectiveness of having such work performed within the Hospital by members of the bargaining unit.

## **ARTICLE 11 - WORK OF THE BARGAINING UNIT**

### 11.01 - Work of the Bargaining Unit

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

### 11.02 - Volunteers

The use of volunteers to perform bargaining unit work, as covered by this agreement, shall not be expanded beyond the extent of existing practice as of January 25<sup>th</sup>, 2005 at the Milton and Oakville sites.

Effective January 1, 2005, the Hospital shall submit to the Union figures indicating the number of volunteers as of December 20, 2004. Thereafter, the Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked and the duties performed.

## **ARTICLE 12 - LEAVES OF ABSENCE**

### 12.01 - Personal Leave

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

### 12.02 - Union Business

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

In requesting such leave of absence for an employee or employees, the Union must give at least fourteen (14) days clear notice in writing to the Hospital, unless not reasonably possible to give such notice. The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be negotiated locally and are set out in the Local Provisions Appendix. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what **their** normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

Notwithstanding the above, time spent by the eight (8) Executive Board members and seven (7) Alternate Executive Board members of the Ontario Council of Hospital Unions to fulfill the duties of the position shall be in addition to leave for Union Business under this clause.

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

- (b) In addition to the above, a part-time or casual employee who is attending to union business when not regularly scheduled to work shall be deemed to be on union leave and the amount of such leave shall not be deducted from the number of days of absence identified in Article 6.06. Such part-time or casual employee will be credited with seniority for the number of hours of such leave to a maximum of thirty-seven and one-half (37.5) hours per week period. The Union will advise the Hospital of the number of such hours.

#### 12.03(a) - Full-Time Position with the Union

(This clause is applicable to full-time employees only)

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

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

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

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

#### 12.03(b) - Full-Time Position with the Union

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

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

year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week during such leave.

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

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

#### 12.03(c) – Leave for OCHU President and Secretary–Treasurer, and First Vice-President

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

During such leave of absence seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week. In addition, during such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what **their** normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

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

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

#### 12.04 - Bereavement Leave

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for 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 three (3) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of **a sibling, parent-in-law, child-in-law**, grandparent, grandchild, **sibling-in-law** or grandparent of spouse. An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled hours to attend the funeral of **their** 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.

#### 12.05 (a) – Jury & Witness Duty

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

If an employee is required to attend jury selection or 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 in the bargaining unit, 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 **they** will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, traveling and meal allowances and an official receipt thereof.

Where a full-time employee is selected for jury duty, for a period in excess of one (1) week, the employee shall be paid for all hours scheduled and not be expected to attend at work. Upon completion of the process the employee shall be returned to that point on their former schedule that is considered appropriate by the Hospital. It is understood and agreed that the local parties may agree to different scheduling arrangements for the first week of jury and witness duty.

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on **their** regularly scheduled day off, the Hospital will attempt to reschedule the employee's regular day off. Where the employee's

attendance is required during a different shift than **they are** 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, **they are** required to attend during other than **their** regularly scheduled paid hours, **they** shall be paid for all hours actually spent at such hearing at **their** straight time hourly rate subject to (a), (b) and (c) above.

#### 12.05 (b) – Jury & Witness Duty

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

If an employee is required to attend jury selection or 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 in the bargaining unit, 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 **they** will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, traveling and meal allowances and an official receipt thereof.

Where a part-time employee is selected for jury duty, for a period in excess of one (1) week, the employee shall be paid for all hours scheduled and not be expected to attend at work. Upon completion of the process the employee shall be returned to that point on their former schedule that is considered appropriate by the Hospital. It is understood and agreed that the local parties may agree to different scheduling arrangements for the first week of jury and witness duty.

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

#### 12.06 (a) - Pregnancy Leave

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

- (a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.



- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time **they** shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm **their** intention to return to work on the date approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of **their** normal weekly earnings and the sum of **their** weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stubs shall constitute proof that **they are** in receipt of Employment Insurance pregnancy benefits.

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

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of **their** normal weekly earnings during the first **one (1)** 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) Provided that the employee prepays, monthly in advance, **their** share of the billed premiums or contributions the Hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.
- (g) Subject to any changes to the employee's status which would have occurred

had **they** not been on pregnancy leave, the employee shall be reinstated to **their** former duties, on the same shift in the same department, and at the same rate of pay.

#### 12.06(b) - Pregnancy Leave

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

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

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

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of **their** normal weekly earnings during the first **one (1)** week period of the leave while waiting to receive Employment Insurance benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred

remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

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

#### 12.07(a) - Parental Leave

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

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as **their** own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

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

- (e) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding eleven (11) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of **their** weekly Employment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of **their** normal weekly earnings during the first **one (1)** 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) For an employee who also took pregnancy leave, credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks while the employee is on parental leave. For an employee who did not take pregnancy leave, credits for service and seniority shall accumulate for a period of up to sixty-three (63) weeks while the employee is on parental leave.
- (g) Provided that the employee prepays, monthly in advance, **their** share of the billed premiums or contributions the Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating. Such payments will continue, while the employee is on parental leave, for a period of up to sixty-one (61) weeks, if the employee also took pregnancy leave, or for a period of up to sixty-three (63) weeks if the employee did not take pregnancy leave.
- (h) Subject to any changes to the employee's status which would have occurred had **they** not been on parental leave, the employee shall be reinstated to **their** former duties, on the same shift in the same department, and at the same rate of pay.

12.07(b) - Parental Leave

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

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

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

- (e) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding eleven (11) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of **their** weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of employment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on **their** last day worked prior to the

commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if **they** were not on parental leave.

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of **their** normal weekly earnings during the first one (1) week period of the leave while waiting to receive Unemployment 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) For an employee who also took pregnancy leave, credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks while the employee is on parental leave, on the basis of what the employee's normal regular hours of work would have been. For an employee who did not take pregnancy leave, credits for service and seniority shall accumulate for a period of up to sixty-three (63) weeks 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 the percentage in lieu of benefits for a period of up to eleven (11) weeks while the employee is on parental leave. Provided that the employee prepays, monthly in advance, **their** share of pension contribution the Hospital will continue to pay its share of the pension contribution while the employee is on parental leave, for up to sixty-one (61) weeks if the employee also took pregnancy leave, or for up to sixty-three (63) weeks if the employee did not take pregnancy leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- (h) Subject to any changes to the employee's status which would have occurred had **they** not been on parental leave, the employee shall be reinstated to **their** former duties, on the same shift in the same department, and at the same rate of pay.

#### 12.08 - Education Leave

If required by the Hospital, an employee shall be entitled to leave of absence with pay and with full credit for service and seniority and benefits to take courses and to write examinations to upgrade **their** employment qualifications. Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable

attendance at a recognized upgrading course or seminar related to employment with the Hospital. If requested, the Hospital will meet with the employee and their Union steward to review any schedule changes that are required to accommodate attendance at such courses.

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 (12) months for training related to the employee's employment at the Hospital.

#### 12.09 - Pre-Paid Leave Plan

Effective the date of ratification, the Hospital agrees to introduce a pre-paid leave program, funded solely by the employee subject to the following terms and conditions:

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral.

During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.

- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to **their** former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
  - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
  - (ii) The period of salary deferral and the period for which the leave is requested.
  - (iii) The manner in which the deferred salary is to be held.

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



### 12.10 – Medical Care and Emergency Leave

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

A personal illness, injury or medical emergency.

The death, illness, injury or medical emergency of an individual described in this Article.

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 grandparent, step-grandparent, grandchild or step-grandchild of the employee or of 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 **their** Hospital that **they** 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 10 days' leave under this section each year. If an employee takes any part of a day as leave 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.

### 12.11 – 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 26-week period in accordance with section 49.1 of the *Employment Standards Act*.

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

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

The employee and the Hospital will continue to pay their respective shares of the benefits and pension premiums.

## **ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY**

### 13.01 - SICK LEAVE

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

The former sick leave bank system formerly in place at the Milton site shall cease to operate at the start of the pay period which commences thirty-one (31) days after the date of ratification and sick banks then in existence will be frozen.

Except for dismissal due to theft or damage to Hospital property, an employee (or the estate of an employee) who has completed two (2) years of continuous service shall, on termination of employment (or death) receive one half (1/2) of **their** frozen and unused sick leave credits at the employee's current rate of pay up to a maximum of sixty-nine (69) days. In the case of a full-time employee hired after October 2, 1979, the provisions of payout of frozen and unused sick days only apply after completion of five (5) or more years of full-time service. It is understood that this payout applies to the Milton site frozen bank only. The Bank is frozen at the dollar value in effect on the date on which it is frozen.

#### Attendance At Work

Employees are responsible for maintaining their health and providing the highest level of quality care to the community. However, in the event an employee becomes sick and incapable of reporting to work because they are unable to perform their job, the Hospital provides programs such as Short Term Disability and Long Term Disability. Additionally, the Hospital may attempt to accommodate the employee's disability in returning the employee to **their** regular position or suitable position given medical restrictions.

## Short Term Disability Benefit

### Benefit

The Short Term Sick Pay Benefit coverage is effective after 3 months of full-time service. The rate of sick pay is determined by the following service schedule:

<u>Service</u>	<u>Rate of Sick Pay</u>
Three or more months but less than 1 year	66 2/3% of regular straight time hourly rate
One year but less than two years	70% of regular straight time hourly rate
Two years but less than three years	80% of regular straight time hourly rate
Three years but less than four years	90% of regular straight time hourly rate
Four or more years	100% of regular straight time hourly rate

Entitlement to short term disability benefits for absences beyond three days are adjudicated by the benefit carrier and are not differences between the parties or between the Hospital and the Employee. The maximum period for which short term disability benefits are payable is fifteen (15) weeks. Short term disability benefits are based upon the duration of the employee's scheduled shift.

### Entitlement

In order to receive Short Term Disability benefits, an employee must be totally disabled by medical restriction from performing the essential duties of their regular position, after considering any accommodation offered by the Hospital, or be disabled by medical restriction from performing the essential duties of any modified work and must comply with the Short Term Disability Reporting Procedure contained in the Hospital's Short/Long Term Disability Management Policy dated May 11, 1999 and must meet any other requirements under the Short Term Disability policy of insurance purchased by the Hospital.

It is further understood and agreed that on an employee's fourth and subsequent absences in any calendar year, the employee will not be entitled to Short Term Disability benefits for the first two days of each such fourth and subsequent absences.

An employee who has unused credits in a frozen Milton site sick bank and who is entitled to benefits under this clause may use the content of their sick bank to extend

their Short Term Disability benefits. In the event that such benefits are used to extend their Short Term Disability benefits the content of the frozen sick bank shall be reduced accordingly.

Premium Costs

The Hospital will pay 100% of the billed premium cost for the Short Term Disability policy of insurance and this shall be the Hospital's sole obligation with respect to short term disability.

Long Term Disability Benefit

The Hospital shall purchase a Long Term Disability (LTD) policy of insurance which shall provide:

1. Coverage for absences due to medical disability from the employee's own occupation from the thirtieth week of absence to the twenty-fourth month;
2. Coverage for medical disability from any occupation after the twenty-fourth month of absence;
3. All LTD coverage shall cease upon the employee's sixty-fifth birthday;
4. LTD salary continuance shall be based upon the following service schedule:

<u>Service</u>	<u>LTD Benefit Rate</u>
Six or more months of service but less than 20 years of service	65% of regular straight time hourly rate
20 years of service but less than 30 years	70% of regular straight time hourly rate
30 or more years of service	75% of regular straight time hourly rate

5. The Hospital shall pay 75% of the billed premium for the LTD policy of insurance and the employee shall pay 25% of the billed premium.
6. The employee must meet all qualification and reporting requirements established under the LTD policy of insurance some of which are set out in the Short/Long Term Disability Management Policy dated May 11, 1999.

13.02 - Injury Pay

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

### 13.03 - Payment Pending Determination of Workplace Safety and Insurance Claims (FT)

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

### 13.04 - Notification of Intention to Intervene or Dispute a WSIB Claim

When the Hospital intervenes in or disputes a Workplace Safety and Insurance Board claim, the Hospital shall so notify the employee and the Union.

### 13.05 – Medical Documentation

The cost for the completion of requested medical documentation shall be paid by the Employer.

### 13.06 - Modified Work and Return to Work of Disabled Employees

#### Program Goals

1. To provide a comprehensive team approach that will facilitate early and safe integration of an injured or ill employee back to work without unnecessary lost time from work.
2. To provide a successful Return to Work Program that is productive for both the employee and the hospital.
3. To minimize the negative impact of disability or injury on employees.

#### POLICY

1. The hospital will comply with the *Workplace Safety and Insurance Act* and applicable legislation pertaining to the employer's obligation to accommodate and re-employ injured workers that are capable of returning to some form of work.
2. The Chief Human Resource Officer and the Occupational Health Coordinator/Nurse will oversee the Return to Work Program.
3. The Occupational Health Coordinator/Nurse will be responsible for co-ordinating Workplace Safety and Insurance Board (WSIB) claims, processing and follow up.
4. The Return to Work Program will adopt a multi-disciplinary team approach. The team members may be:
  - Occupational Health Nurse
  - Ergonomic Safety Coordinator
  - Department Supervisor/Manager
  - Employee
  - CUPE Representative
  - Other healthcare professionals as indicated (physiotherapist, Physicians, etc.)
5. Written permission to return to work will be obtained from an attending physician or specialist and this will include functional abilities or restrictions. The return to work document will remain in the employee's occupational health file. All occupational health information will remain confidential. Functional abilities or restrictions will be released from the record to the team members only after the employee has signed a written release.
6. The Return to Work Team Members will assess and develop individualized modified work programs which will include realistic goals, target dates, and assessments. This may include intervention by the Workplace Safety and Insurance Board or Insurance carrier.
7. Each program will be funded by the appropriate source i.e. Halton Healthcare Services, Workplace Safety and Insurance Board, Insurance Carrier.
8. Each department manager will be responsible for the investigation of appropriate modified work in **their** department for **their** injured employee.
9. If a suitable modified work position is not available in the injured employee's regular department, modified work or alternate work elsewhere will be investigated by Occupational Health in conjunction with Human Resources.
10. Modified work must be productive and make a useful contribution to the hospital.

## PROCEDURES

### Assessment:

1. The Occupational Health Nurse will maintain regular contact with injured employees. When it is evident that the employee will be able to return to work, written permission and written functional abilities and restrictions will be obtained from the Physician. The team members will be notified where appropriate. All occupational health information will remain confidential. The functional abilities and restrictions will be released from the record to the team only after the employee has signed a written release.
2. The department manager is responsible for modifying positions in **their** department in order to facilitate the employee's early return to work.

### Plan and Implementation

1. The team members will evaluate the accumulated information and develop an appropriate modified work program with realistic target dates. The modified work program will be tailored to meet the needs of the injured or ill worker so that re-injury or exacerbation of the condition can be avoided.

The program will specify:

- a) the functional abilities or restrictions
  - b) the acceptable modified duties
  - c) the parameters of the work schedule:
    - number of hours to be worked
    - type or number of shifts
    - consecutive or non-consecutive days
    - department worked
  - d) the start dates and target dates
2. The Occupational Health Coordinator/Nurse, Manager and Employee may have a written copy of the modified work program and the functional abilities and restrictions. All other medical information will remain confidential.
  3. The Occupational Health Coordinator/Nurse, the Department Manager and the Employee will discuss the employee's progress on a regular basis.
  4. If after the appropriate intervention, it becomes apparent that the employee will be unable to perform the essential duties of the pre-illness/pre-injury position, the team in co-operation with the Workplace Safety and Insurance Board or the Insurance carrier will make every effort to find an alternative position for the employee.

### 13.07 - Workplace Safety and Insurance Board

The Hospital will notify the President of the Local of the names of all members off work due to a work related injury (whether or not the employee is in receipt of WSIB

benefits) and those on L.T. D. by the 15<sup>th</sup> of each month.

The Hospital agrees to supply the employee with a copy of the Workplace Safety and Insurance Board's Form 7 at the same time as the Form is sent to the Board.

## **ARTICLE 14 - HOURS OF WORK**

### 14.01 - Scheduling

1. **Standard Hours**  
Are 37.5 hours/week which are 75.0 hours in 2 weeks and are 150 hours in 4 weeks and are 1950 hours per year. 1 F.T.E. is 1950 hours/year.

There is no guarantee of hours of work in a day, week or year.

We will have both 7.5 hour and 11.25 hour shifts and scheduling rules should reflect the difference between 7.5 hour and 11.25 hour shifts. In order to facilitate the scheduling of 11.25 hour shifts, the Hospital may schedule 4 hour shifts.

2. In units/departments where as of August 1, 2000, there currently exist hours of work that are 2.25 hours, 2.75 hours, 5 hours, 5.5 hours, 6 hours or 7 hours in length, these may continue. The current units are Food Services at both sites, and 2 Centre OTMH site. If a unit/department that does not currently schedule the aforementioned hours wishes to do so, this must be brought forward to the Union/Management meeting for review prior to its initiation.
3. It is understood that the following areas of the Hospital have flexible starting and stopping times. Surgical Day Care (OTMH site), Mat/Child (OTMH site), Ambulatory Clinics (OTMH site). In these units/departments, employees will be given as much notice as possible regarding their starting and stopping times of work.

Employees in units/departments where flexible starting and stopping times are required, will scheduled starting and stopping times of work, and the scheduled hours are exceeded either at the beginning or the end of the scheduled shift, employees will be paid time and one half (1 1/2) for hours in excess of the normal standard tour length in the department/unit.

4. Management will be responsible for preparing the master work schedules. It is not a responsibility that shall be part of any bargaining unit member's job descriptions and/or functions other than in situations where employees do self-scheduling.
5. **Weekend Scheduling**
  - a. Weekend is 48 hours from 23:30 hours Friday to 23:30 hours Sunday.



- b. A weekend shift is a shift that has the majority of its hours in the "Weekend" period.
- c. All employees must work 4 in 8 weekends, where required by the Hospital to do so. Where scheduling is by master rotation, the Hospital will endeavour to schedule weekends worked and weekends off on a fair and equitable basis. Where there is self-scheduling, employees are to self-schedule so that weekends worked and weekends off are scheduled as equally as practicable between full time and part time employees.
- d. For a 11.25 hour tour, employees working a weekend means working at least 22.5 hours of shifts which have the majority of their hours in the weekend period.
- e. For a 7.5 hour tour employee, working a weekend means working at least 15 hours of shifts which have the majority of their hours on the weekend period.
6. Patient care units/departments may elect to use a self-scheduling model or to have a master rotation. In non-patient care areas, scheduling shall be by master rotation.
7. The election of self-scheduling or master rotation shall be made by vote of the affected employees. The determination of which employee group or groups will vote will be made by the manager of the affected unit, taking into consideration the expressed wishes of the employees and the operational needs of the Hospital. Vote results shall be determined by simple majority of the ballots cast.
- 8a) Once an election is made, the employees may not elect to change the scheduling method until after at least 4 complete 4 week scheduling periods have been completed.
- 8b) Where the Hospital determines that self-scheduling is not meeting the patient care and operational needs of the Hospital, it may discontinue self-scheduling upon giving 90 days notice to the affected employees.
9. Schedules shall be for 4 week periods.
10. Where master rotation is the scheduling method, the Hospital shall post the final schedule at least 4 weeks prior to the commencement of the 4 week scheduled period.
11. a. For all employees:
  - i. Where, due to reduced need for non-day shift non-weekday work, the Hospital may be able to relax certain scheduling requirements, the benefit of such improvement in scheduling rules shall be shared in by all employees in the affected area to the extent practicable;
  - ii. Employees must request scheduling changes or trades in writing and these must be approved by the unit manager or designate, every effort will be made to have trades occur within the same pay period;

- iii. Scheduling activities will be done on the employees' own time or on breaks and shall not impact upon patient care;
- iv. For twelve (11.25) hour shifts, the day shift shall be considered to be a day shift in entirety for the purpose of calculating that ratio of day shifts to non-day shifts as required under the Scheduling Rules. It is understood, however, that shift premiums will be paid at the applicable rate on the applicable hours within the 12 hour "day" shift, notwithstanding the foregoing;
- v. An employee may request to work a permanent night shift or a permanent evening shift subject to the Hospital being prepared to grant such request. Once an employee's request to work a permanent night or evening shift has been granted, the employee may only revert to "full shift rotation" on the next posting of the master rotation or the next selection of self-scheduling after written notice to the Hospital. Notwithstanding the foregoing, the Hospital may schedule a permanent shift employee to the day shift for a minimum of 150 hours every six (6) months for the purposes of evaluation, education and training;
- vi. Except as provided in Article 14.01, respecting permanent evening and night shifts, all employees will rotate equally through all shifts to the extent practicable. Full time employees will be scheduled no more than 50% of their shifts on other than the day shift, unless the manager and the employee agree otherwise.
- vii. An employee may request to work permanent weekends subject to the Hospital being prepared to grant such a request. Once an employee's request to work permanent weekends has been granted, the employee may only revert to a "non permanent weekend rotation" on the next posting of the rotation following 90 days written notice to the manager or department head. Notwithstanding the foregoing, the Hospital may schedule a permanent weekend employee on weekday day tours for a minimum of 150 hours every six (6) months for the purposes of evaluation, education and training.
- viii. It is understood that when an employee who requested and was granted permanent shift or weekend work has given ninety days notice in writing to the manager/department head that they wish to return to a "regular rotation of tours" that the responsibility for the additional shift work and weekend work in a unit/department will be equitably distributed among all employees in the department/unit to the extent practicable.
- ix. For employees working 7.5 hour tours, the employee shall not be scheduled or self-scheduled to work a tour on more than 7 consecutive days. A tour is considered to be worked entirely on the day in which the majority of its hours fall;
- x. For employees working 11.25 hour tours, the employee shall not be scheduled or self-scheduled to work a tour on more than 4 consecutive days. A tour is considered to be worked entirely on the day in which the majority of its hours fall;
- xi. When scheduling or self-scheduling for employees working 7.5 hour tours there shall

be at least 12 hours between the end of one tour and the start of the next, except where the Hospital and the Employee mutually agree to the contrary.

- xii. When scheduling or self-scheduling for employees working 11.25 hour tours, there shall be at least 11.25 hours between the end of one tour and the start of the next, except where the Hospital and the Employee mutually agree to the contrary;
- xiii. Where at least 2 employees request to exchange shifts for their own reasons, and where the change would otherwise result in work which would attract an overtime premium, approval of the change by the Hospital may be made conditional upon the employee(s) waiving said overtime premium entitlement and such agreement is binding upon the affected employee. Such changes shall not result in any additional cost to the Hospital. It is understood that this clause does not operate so as to relieve the Hospital of the obligation to pay Holiday Premium to an employee who actually works on a Paid Holiday under a shift exchange arrangement.

#### xiv. Vacation Scheduling

- 1) When an employee schedules vacation, 50% of the vacation time shall be deemed to have been day shift time and 50% of the vacation time shall be deemed to be non-day shift time for the purpose of the scheduling rule requiring a 50%/50% split of day shift to non-day shift.
- 2) When an employee schedules a week of vacation, the week of vacation shall be deemed to satisfy 25% of the employee's weekend commitment under the Scheduling Rules.
- 3) Summer peak period as defined from Canada Day to Labour Day of the same year.
- 4) Employees are entitled to a maximum of two (2) weeks' vacation during the peak vacation period and such (2) weeks may be consecutive. Subject to the operational and patient care needs of the Hospital, the Hospital will, consider individual requests in excess of those permitted under this clause.

#### xv. Holiday Scheduling

- 1) Vacations may not be granted during the period from December 15 to January 5 in order to maintain operational requirements.
- 2) Each employee shall work one of the two December holiday periods. The two December holiday periods are:
  - a) December 24, 25 and 26 (Christmas Period); and
  - b) December 31, January 1 and one of December 27, 28, 29 or 30 (New Year's Period).

An employee who is scheduled and works the Christmas Period, they shall be scheduled off duty over the New Year's Period. Whenever possible, the following year, the reverse shall apply. If an employee requests and the Hospital agrees, the employee may work the Christmas Period and New Year's Period as long as there is an operational requirement and it does not interfere with the exigencies of Hospital operations.

- 3) In addition to Christmas/New Year's commitment, employees shall work 4 of the remaining 7 paid holidays (Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day and Thanksgiving Day) at least one of these shall be in August or September and two of these shall be on a shift other than days.
  - 4) The Hospital may suspend or modify the Scheduling Rules for the period from the start of the pay period preceding Christmas Day to the end of the pay period following New Years Day.
  - 5) On those holidays listed in 16.01, whenever an employee is pre-scheduled off on a weekend on which a paid holiday falls on the Friday or Monday, whenever possible, the employee will be given that Holiday off in conjunction with the weekend. Conversely, if an employee is pre-scheduled to work on a weekend on which a paid holiday falls on the Friday or Monday, whenever possible, the employee will work the Holiday in conjunction with the weekend.
  - 6) For regular part time employees who have a commitment of less than 0.4 FTE, the obligation to work paid holidays is the same as for all other employees. Notwithstanding the above, part time employees who have a commitment of less than 0.4 FTE need only select 3 of the remaining paid holidays specified in clause 3 above.
12. Where self-scheduling is the scheduling method, the following principles apply:
- Full-time employees in initially selecting their work (i.e. during week 10) full-time employees shall select shifts with a total value of 1.0, F.T.E.'s being 75 hours over 2 weeks and being 150 hours over the 4 week schedule.
- a. The scheduling process will start 10 weeks before the commencement of the 8 week schedule;
  - b. The full-time employees will be distributed among up to 4 teams, subject to unit specific agreement;
  - c. Regular part-time employees will be distributed among up to 4 teams, subject to unit specific agreement;
  - d. During week 10 the employees on full-time teams will select their work subject to the Scheduling Rules;

- e. From scheduling period to scheduling period, the teams shall rotate the order in which they select shifts;
- f. Within each team, the team shall determine the order in which they shall select work;
- g. Absent employees shall have the responsibility of ensuring that a team member select their shifts for them;
- h. At the end of week 10, any full-time employee who has not selected their shifts shall have their shifts assigned by the Hospital - the Hospital shall make one attempt to contact the employee to determine their shift desire before scheduling the employee's shifts;
- i. During week 9, the employees on regular part-time teams will select their work, subject to the Scheduling Rules, up to their level of F.T.E. commitment;
- j. At the end of week 9, any regular part-time employee who has not selected their shifts shall have their shifts assigned by the Hospital - the Hospital shall make one attempt to contact the employee to determine their shift desire before scheduling the employee's shift;
- k. At the end of week 9, the Hospital shall identify any holes in the schedule and post same. Regular part-time employees may, during week 8, submit Declared Availability slips identifying the additional open shifts which they wish to work;
- l. At the end of week 8, the Hospital shall fill the open shifts from the Declared Availability slips in rotation in descending order of seniority until all shifts for which regular part-time employees have declared availability provided, however, that the Hospital shall not be required to schedule a regular part-time employee for more than 1.0 F.T.E.s in total;
- m. If holes remain in the schedule at the end of week 8, the Hospital will assign the shifts to regular part-time employees in reverse order of seniority, considering the other Scheduling Rules and considering the skills, ability, qualification and experience of the other employees on the shift in which the hole exists provided, however, that the Hospital shall not be required to schedule a regular part-time employee for more than 1.0 F.T.E.s in total. These assignments shall be made during week 7;
- n. The Hospital will post the final schedule at least 4 weeks before the commencement of the 8 week scheduled period;
- o. Where employees fail to meet the Scheduling Rules, the Hospital reserves the right to change the employee's schedule to comply with the rules;
- p. Once the final four week schedule is posted, regular part time employees who are scheduled for less than 1.0 F.T.E. may advise the Hospital of any additional periods

during which the employee will accept additional work. Prior to calling in a casual employee, the Hospital may assign a shift for which it requires coverage to a regular part time employee who has indicated **their** availability as described in this clause and who has not worked, and will not as a result of the assignment work, more than 1.0 F.T.E.

- q. Employees may not self-schedule any shift which would result in any overtime premiums. Hours or tours which attract overtime may only be scheduled by the Hospital;
- r. In selecting shifts under clause 12 (d), above, each full-time employee must select 1 F.T.E. of work from the available shifts at the time of **their** sign-up;
- s. In selecting shifts under clause 12 (i) above, each part-time employee must select work equivalent to the employee's commitment level from the available shifts at the time of **their** sign-up.

### 13. Shift Cancellation

The Hospital will provide at least four (4) hours notice of the cancellation of a tour. Whenever possible, the Hospital will provide as much additional notice of the cancellation of a shift as possible.

If four (4) hours of notice of cancellation is not given to an employee, the employee will be entitled to reporting pay of four (4) hours at straight time for a cancelled tour of 7.5 hours or greater. For tours of less than 7.5 hours which are cancelled without four (4) hours of notice, employees will receive reporting pay of a maximum of one half (1/2) of the total hours cancelled, at straight time.

It is the responsibility of all employees to provide the manager of any department/unit where they work, with a profile of contact numbers that may be used to contact the employee in the event of cancellation. It is also the responsibility of every employee to review their posted schedule on each tour that they work to identify any changes that are made.

An employee will be deemed to be cancelled where:

- a) the employee has been notified in person or by telephone; or
- b) by leaving a message with a responsible person; or
- c) a message has been left on the voice mail at the telephone number designated by the employee; or
- d) an attempt is made to contact the employee by other means identified by the employee (e.g. fax, pager, cellular phone, alternate numbers).

An attempt to contact will be regarded as one call to the number(s) provided by the employee. One call is deemed as allowing the telephone to ring at least six (6) times, sending one (1) fax or paging one (1) time. Once such an attempt is made this attempt to

contact will be documented on the employee's schedule and/or the unit/department work sheet with the time the contact attempt was made and the initials of the individual attempting to make contact.

#### 14.02(a) - Rest Periods

##### *For Eight (8) Hour Tours*

The Hospital will schedule one paid fifteen (15) minute rest period for each full scheduled half shift. The Hospital will also schedule one (1) unpaid thirty (30) minute lunch period within the first five (5) hours of a tour where an employee is scheduled to work more than five (5) hours on a tour.

Within a Department, the Hospital may schedule the two (2) fifteen (15) minute rest periods in a full shift together as one (1) rest period of thirty (30) minutes.

##### *For Twelve (12) Hour Tours*

Within a Department declared by the Hospital to be operating on twelve (12) hour tours the Hospital shall provide three (3) fifteen (15) minute paid breaks and forty-five (45) minutes of unpaid meal time.

Within a Department, the foregoing breaks may be aggregated by the Hospital and provided in fewer larger blocks of time.

#### 14.02(b) - Rest Periods (PT)

##### *(This clause is applicable to part-time employees only)*

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

Within a Department, where a part-time employee is entitled to two (2) fifteen (15) minute rest periods in a full shift, the rest periods may be scheduled together for one (1) rest period of thirty (30) minutes.

#### 14.03 - Additional Rest Periods

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

#### 14.04 - Extended Tours

Where a desire of employees of the Hospital/department on a particular unit to

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

- i) Eighty percent (80%) of the employees in the unit/department indicate by secret ballot their desire to work extended shifts.
- ii) Employees working extended tours shall receive every second week-end off, unless otherwise agreed to between the employee and the Hospital;
- iii) The meal periods and rest periods will be as per 14.02.
- iv) This clause will not affect the validity of existing Extended Tours.

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

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

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

1. the parties shall meet within two (2) weeks of giving of notice to review the request for discontinuation;
2. where it is determined that the extended tours will be discontinued, affected employees shall be given sixty (60) days' notice before the schedules are so amended.

#### 14.05 - Mandatory Training

**The Hospital will endeavour to schedule mandatory in-service programs during an employee's regular working hours. When an employee is on duty and authorized to attend any in-service program within the Hospital and during their regularly scheduled working hours the employee shall suffer no loss of regular pay. When an employee is required by the Hospital to engage in any learning opportunities outside of their regularly scheduled working hours, the employee shall be paid for all time spent on such learning opportunities at their regular straight time hourly rate of pay.**

**Where the hospital requires e-learning, it will make reasonable efforts to enable hospital e-learning requirements during an employee's regular working hours. Where an employee is unable to complete required hospital e-learning during regular working hours and is required to complete hospital e-learning outside of their regular working hours, the hospital will identify in advance the time that will be paid at their regular straight time hourly rate of pay.**



**Part-time employees will be credited with seniority and service for all such hours paid as provided above while engaged in such learning opportunities.**

## **ARTICLE 15 - PREMIUM PAYMENT**

### 15.01 - Definition of Regular Straight Time Rate of Pay

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

### 15.02 - Definition of Overtime

Overtime shall be payable for all hours worked in excess of seventy-five (75) hours averaged over two (2) weeks or eight (8) hours in a day for employees on eight (8) hour tours or twelve (12) hours in a day for employees on twelve (12) hour tours. Overtime shall not include hours of work which exceed the foregoing limits which result from mutual agreements between employees to change shifts which have been approved by the Hospital.

In a department where overtime is available, overtime shall be offered first to full time and then to part time employees. Overtime shall be offered on a rotating basis in descending order of seniority ensuring fair and equitable distribution.

### 15.03 - Overtime Premium and No Pyramiding

The overtime rate shall be time and one-half (1-1/2) the employee's straight-time hourly rate.

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~~ **their** straight time hourly rate for all additional contiguous overtime hours worked.

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

### 15.04 - Time Off in Lieu of Overtime

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

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within ninety (90) calendar days of the work

week in which the overtime was earned or, with the employee's agreement, within 12 months of that work week.

#### 15.05 - Reporting Pay

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7.5) hours per day will receive a pro-rated amount of reporting pay.

#### 15.06 - Call-Back

Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of **double** their regular hourly earnings **effective the date of June 13, 2023**.

#### 15.07 - Standby

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of three dollars and twenty cents (\$3.20) per hour for all hours on standby.

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

Effective September 29, 2016, where such standby duty falls on a paid holiday, the employee shall receive standby pay in the amount of \$4.90 per hour.

- (a) **The Hospital will notify the Bargaining Unit President prior to initiating ongoing standby assignments on any unit.**
- (b) **Scheduled standby assignments will be distributed equitably amongst the employees in any unit utilizing by mutual agreement at the unit level.**
- (c) **Ongoing standby assignments shall be posted at the same time as the tours of duty schedules. Employees shall be permitted to exchange their standby assignments where submitted electronically and approved by the Manager or designate. Such exchange will not be result in additional cost to the Employer. In the event that Article 15 d) below is triggered due to exchange of stand-by assignments, the employee called in from standby is responsible for ensuring coverage should they choose not to return**

**within the eleven (11) hour period.**

- (d) **Where an employee has been called in from standby and worked the hours after 2400 hours, such employee will not be required to report to work within eleven (11) hours unless they do so by mutual agreement between the employee and the hospital. Should the employee choose not to work during the eleven (11) hour period, they shall be granted time off without pay, or they may choose to use lieu time, vacation or statutory holidays.**

#### 15.08 - Temporary Transfer

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit, **they** shall be paid the rate in the higher salary range immediately above **their** current rate for all hours worked in the higher paying position.

Where a 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 **\$1.00** for each **hour** from the time of the assignment.

**Effective date November 3, 2022.**

#### 15.09 - Shift and Weekend Premium

Employees shall be paid a shift premium of **two dollars and twenty-six cents (\$2.26)** per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours **effective June 13, 2023.**

The **amount of two dollars and seventy-seven cents (\$2.77)** will be paid as weekend premium for all hours worked between 2330 hours Friday and 2330 hours Sunday **effective June 13, 2023.**

#### 15.10 - In-Charge Premium

Whenever an employee is assigned by the Hospital to be in charge of the day-to-day operations of the department or area, the employee shall be paid a premium of one dollar and five cents (\$1.05) per hour, in addition to their regular hourly rate, for those hours for which they are specifically assigned the additional responsibility.

#### 15.11 – Charge Nurse Premium

- (a) **Whenever a nurse is assigned overall responsibility for patient care on**

**the unit, ward, or area, the nurse shall be paid a premium of two dollars (\$2.00) per hour in addition to their regular salary and applicable premium allowance.**

- (b) Before assigning a nurse to be in charge of a unit, the nurse will receive orientation to the role of the charge nurse on that unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in this Collective Agreement.**

## **ARTICLE 16 - HOLIDAYS**

### 16.01 - Number of Holidays

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

The following shall be recognized as paid holidays:

New Years Day	Family Day
Good Friday	2 <sup>nd</sup> Monday in June
Victoria Day	Civic Holiday
Canada Day	Thanksgiving Day
Labour Day	2 <sup>nd</sup> Monday in November
Christmas Day	Boxing Day

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

### 16.02 - Definition of Holiday Pay and Qualifiers

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

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

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

An employee who was scheduled to work on a holiday, and is absent shall not be entitled to holiday pay or to a lieu day to which **they** would otherwise be entitled unless such absence was due to a satisfactory reason.

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

### 16.03 - Holidays in Conjunction with Weekends

Whenever an employee is pre-scheduled off on a weekend on which a paid holiday falls on the Friday or Monday, whenever possible, the employee will be given that Holiday off in conjunction with the weekend. Conversely, if an employee is pre-scheduled to work on a weekend on which a paid holiday falls on the Friday or Monday, whenever possible, the employee will work the Holiday in conjunction with the weekend, with the understanding that the Hospital will endeavor to provide an equitable distribution of work on paid holidays over the year on a unit/Department specific basis, provided this does not interfere with the exigencies of hospital operation.

### 16.04 (a) - Payment for Working on a Holiday

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

If an employee is required to work on any of the holidays set out in Article 16.01 the employee shall be paid at the rate of time and one-half (1.5) **their** regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.05. In addition, if the employee qualifies in accordance with Article 16.02 above the employee will receive a lieu day off with pay in the amount of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

The paid holiday is the 24-hour period beginning and ending at 2330 hours.

### 16.04 (b) - Payment for Working on a Holiday

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

The following shall be recognized as paid holidays for part-time employees:

New Years Day	Family Day
Good Friday	2 <sup>nd</sup> Monday in June
Victoria Day	Civic Holiday
Canada Day	Thanksgiving Day
Labour Day	2 <sup>nd</sup> Monday in November

Christmas Day      Boxing Day

If an employee is required to work on any of the holidays set out in this paragraph the employee shall be paid at the rate of time and one-half (1.5) **their** regular straight time hourly rate of pay for all hours worked on such holiday.

16.05 - Payment for Working Overtime on a Holiday

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

**ARTICLE 17 - VACATIONS**

17.01(a) - Full-Time Vacation Entitlement, Qualifiers and Calculation of Payment

(The following clause is applicable to Full-Time employees only)

<b>An employee who has completed the following number of continuous years of service:</b>	<b>But less than the following number of continuous years of service:</b>	<b>Is entitled to the following number of weeks of annual vacation with pay:</b>
1	2	2
2	5	3
5	13	4
13	21	5
21	28	6
28		7

Effective September 29, 2012, the vacation entitlement will be as follows:

<b>An employee who has completed the following number of continuous years of service:</b>	<b>But less than the following number of continuous years of service:</b>	<b>Is entitled to the following number of weeks of annual vacation with pay:</b>
1	2	2
2	5	3
5	12	4
12	20	5
20	28	6

28		7
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17.01(b) - Part-Time Entitlement, Qualifiers and Calculation of Payment

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

<b>An employee who has completed the following number of continuous hours of service:</b>	<b>But less than the following number of continuous hours of service:</b>	<b>Is entitled to the following number of weeks of annual vacation with pay:</b>
Less than 3,450		4%
3,450	8,625	6%
8,625	22,425	8%
22,425	36,225	10%
36,225	48,300	12%
48,300		14%

Effective September 29, 2012, the vacation entitlement will be as follows:

<b>An employee who has completed the following number of continuous hours of service:</b>	<b>But less than the following number of continuous hours of service:</b>	<b>Is entitled to the following number of weeks of annual vacation with pay</b>
Less than 3,450		4%
3,450	8,625	6%
8,625	20,700	8%
20,700	34,500	10%
34,500	48,300	12%
48,300		14%

Payment for vacations shall be calculated on the basis of gross earnings payable on the first pay period following June 30th of each year.

Progression on Vacation Schedule (Part-Time)

Part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each 1725 hours worked.

17.01 (c)

Payment for vacations shall be calculated on the basis of gross earnings payable on the first pay period following June 30<sup>th</sup> of each year.

**Effective the first pay period following June 30, 2024 all part-time employees will be paid vacation pay on a bi-weekly basis.**

17.02 - Work During Vacation

Should an employee who has commenced **their** scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1.5) times **their** basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which **they have** so worked.

17.03 - Illness During Vacation

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

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. A certificate from a legally qualified medical practitioner satisfactory to the Hospital's Occupational Health Department must be provided to substantiate this claim.

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

17.04 - Bereavement During Vacation

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

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



## ARTICLE 18 - HEALTH & WELFARE

### 18.01 - Insured Benefits

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

The Hospital agrees, during the term of the Collective Agreement, to contribute towards the premium coverage of participating eligible employees in the active employ of the Hospital under the insurance plans set out below subject to their respective terms and conditions including any enrolment requirements. As at October 24, 2006, the plans referred to in Article 18.01 (a), (b), (c) and (d) are provided through Sun Life Insurance Company.

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Semi-Private Plan currently in effect for bargaining unit employees at the Hospital.
- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Extended Health Care Benefits Plan currently in effect for bargaining unit employees at the Hospital, providing for \$22.50 (single) and \$35.00 (family) deductible providing the balance of monthly premiums is paid by the employee through payroll deductions.

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.

**Effective August 29, 2023, employees and dependents enrolled in the hospital's benefits plan are entitled to massage therapy coverage in the amount of \$375 per year per insured person.**

Services of a chiropractor will be covered up to an annual maximum of (\$375.00) and services of a licensed or registered physiotherapist will be unlimited. Vision care maximum \$300 every 24 months in addition to eye exams biennially, and hearing aide acquisition every 36 months. **Vision care maximum to \$450 effective August 29, 2023.** Vision care coverage can be used for laser eye surgery.

**Effective August 29, 2023, mental health services by a Psychologist, Registered Psychotherapist or Social Worker (MSW) will be covered up to a maximum of \$800 annually.**

- (c) The Hospital agrees to contribute 100% of the billed premium towards

coverage of eligible employees in the active employ of the Hospital under the Group Life Insurance Plan currently in effect for bargaining unit employees at the Hospital.

- (d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Sun Life Insurance Company in effect as of December 19, 2001, (as amended below) or comparable coverage with another carrier, providing the balance of the monthly premiums are paid by the employee through payroll deduction. Effective January 24, 2005, increase dental recall including preventative services to nine (9) months, add 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 dental plan fee schedule for services for the dental plan benefits provided above shall be based on the current ODA fee schedule as it may be updated from time to time.
- (e) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.
- (f) **Benefits Age 65 and Older**  
**Effective August 29, 2023, semi-private hospital insurance, extended health care benefits and dental benefits will be extended to active full-time employees up to the age of seventy-five (75) effective the ratification of this agreement.**
- (g) A copy of all current master policies of the benefits referred to in this Article shall be provided to the Union.

#### 18.02 - Change of Carrier

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

It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. 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 Hospital will provide the Union with the full details

of any changes made by an existing carrier to current plan provisions.

### 18.03 - Pension

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

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

### 18.04 - Benefits for Part-Time Employees

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

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

### 18.05 - Parking

The Hospital agrees not to institute paid parking on sites where it does not currently exist without notifying the Union Executive and employees sixty (60) calendar days in advance.

### 18.06 - Uniforms

Employees are required to conform to the Hospital's dress code as outlined in the Human Resources Policies. Employees are required to wear the complete uniform as designated by the Hospital when they are at work. Uniforms are not to be worn outside the Hospital on the employee's days off.

When the Hospital requires employees in Nursing, Dietary, Housekeeping and MDR to wear a uniform, it agrees to supply the employee with two (2) uniforms per calendar year. Employees shall be responsible for maintaining their uniforms in a state of cleanliness and good repair.

Maintenance employees shall receive a \$200 voucher per calendar year for the Employer's uniform supplier of choice. The Maintenance employee is to choose from the pre-selected list of items.

Where employees other than maintenance are not provided with a uniform they shall receive a uniform allowance of one hundred and twenty (\$120.00) per calendar year.

Those employees required to wear safety shoes must do so while at work. All other employees must wear low heeled and closed in heel and toe shoes while at work.

#### 18.07 - Tool Allowance

All employees in the Maintenance Department will be issued a basic set of hand tools as determined by the Hospital for the performance of their duties at work. The employee is expected to care and account for such tools in their possession. The Hospital will replace and/or repair tools that are required to perform the work. Under no circumstances may the employee remove such tools as provided by the Hospital, from the Hospital premises. Tools personally belonging to employees that they choose to bring to work, are the responsibility of the employee and the Hospital will not be held responsible for damage, breakage, loss or theft.

#### 18.08 – Union Education

If the local union indicates to the Hospital that its members have approved a special assessment for union education in accordance with the CUPE constitution and local union bylaws, the Hospital agrees to deduct this assessment.

Such assessment will be paid on a quarterly basis into a trust fund established and administered by CUPE for this purpose.

### **ARTICLE 19 - HEALTH & SAFETY**

#### 19.01 - Protective Footwear

On January 1, and on that date for each subsequent calendar year, the Hospital will provide (\$120.00) to each full-time employee and each regular part-time employee who is required by the Hospital to wear safety footwear during the course of **their** duties.

#### 19.02 – Infectious Diseases and the Precautionary Principle (NEW)

- (a) **The employer shall take every precaution reasonable in the circumstances for the protection of a worker. [Occupational Health and Safety Act, s. 25 (2) (h)]**
- (b) **When faced with occupational health and safety decisions, the Hospital will not await full scientific or absolute certainty before taking reasonable actions including but not limited to, providing readily accessible personal**

**protective equipment that reduces risk and protects employees.**

- (c) **Hospitals will ensure adequate stocks of the N95 respirator or equivalent or better (or such other personal protective equipment as the parties may in writing agree) to be made available to bargaining unit members at short notice in the event there are reasonable indications of the emergence of a pandemic, epidemic or outbreak of an infectious disease in the community served by the Hospital.**
- (d) **A worker who is required by their employer to wear or use any protective clothing, equipment or device shall be instructed and trained in its care, use and limitations before wearing or using it for the first time and at regular intervals thereafter and the worker shall participate in such instruction and training. Personal protective equipment that is to be provided, work or used shall be properly used and maintained, be a proper fit, be inspected for damage or deterioration and be stored in a convenient, clean and sanitary location when not in use. [O. Reg. 67/93 – Health Care].**
- (e) **The Hospital agrees to cooperate in providing necessary information and management support to enable the Joint Health and Safety Committee to fulfil its functions. In addition, the Hospital will provide the Committee with access to the Hospital's pandemic plan related risk assessment, all accident reports, health and safety records, notifications of exposure to an infectious or contagious disease, and any other pertinent information in its possession. The Hospital will also provide the Committee with reports on fit testing compliance annually and personal protective equipment inventory on a quarterly basis. The Committee shall respect the confidentiality of the information.**
- (f) **Pregnant employees may request to be temporarily transferred from their current duties if, in the professional opinion of the employee's physician, a risk to the pregnancy and/or unborn child is identified. If a temporary transfer is not feasible, the employee will be granted an unpaid leave of absence before commencement of the pregnancy leave.**

#### 19.03 - Health & Safety Committee

- (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) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Joint Health & Safety Committee three (3) representatives selected or appointed by the Union from amongst bargaining unit employees provided that two (2) such representatives shall be from the Oakville site and one (1) such representative shall be from the Milton site.
- (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 fulfill 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 two (2) calendar years from the date of appointment which may be renewed for further periods of two (2) years. Time off for such representative(s) to attend meetings of the Joint Health & 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 **their** regular or premium rate as may be applicable.
- (g) The Union agrees to endeavor to obtain the full co-operation of its memberships in the observation of all safety rules and practices.
- (h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employees' physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if **they** so request will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- (i) Where the Hospital identified high-risk areas where employees are exposed to Hepatitis B, the Hospital will provide at no cost to the employees, a Hepatitis B vaccine.

#### 19.04 – Violence

**The Hospital and the union agree that they have a shared goal of a workplace free of violence.**

**The local parties will determine appropriate solutions to promote health and safety in the workplaces, which shall include the adoption of the following mandatory provisions:**

**1. The Hospital will ensure that employees are properly advised in advance if they are required to interact with patients who the Hospital is aware have exhibited violent behaviour previously or who could otherwise reasonably be considered to pose a danger of exhibiting violent behaviour.**

**2. The Hospital shall give due consideration to whether, in light of all the relevant circumstances, it is appropriate that an employee interacts with a known violent**

patient alone.

**3. The Hospital shall notify the Union without undue delay of any incident of an employee being subjected to violence at the workplace. The timing and nature of such notification may be negotiated locally by the parties.**

**In addition, the local parties will consider addressing the inclusion of the following additional remedies:**

- a) Electronic and visual flagging.
- b) Properly trained security who can de-escalate, immobilize and detain / restrain.
- c) Appropriate personal alarms.
- d) Organizational wide risk assessments assessing environment, risk from patient population, acuity, communication, and workflow and individual client assessments; and
- e) Training in de-escalation, "break-free" and safe immobilization / detainment / restraint.

"Workplace violence" means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, and
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

#### 19.05 – Influenza Vaccination

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:

- (a) Hospitals recognize that employees have the right to refuse any recommended or required vaccination.
- (b) If an employee refuses to take the recommended or required vaccine required under this provision, **they** will be reassigned during the outbreak period, unless reassignment is not possible, in which case **they** will be placed on unpaid leave. If an employee is placed on unpaid leave, **they** can use banked lieu time or vacation credits in order to keep **their** pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.

- (c) 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, **they** 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.
- (d) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (e) 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.
- (f) This **Article** shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

## **ARTICLE 20 - COMPENSATION**

### 20.01(a) - Job Classification

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

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

If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be)



shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

Notwithstanding the foregoing, if as a result of compensable illness or injury covered by W.S.I.B. an employee is unable to carry out the regular functions of **their** position, the Hospital may, subject to its operational requirements, establish a special classification and salary in an endeavor to provide the employee with an opportunity of continued employment. This provision shall not be construed as a guarantee that such special classification(s) will be made available or continued.

#### 20.01(b) - Job Descriptions

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

#### 20.02 – Assignment of Duties From Another Classification

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

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

#### 20.03 - Promotion to a Higher Classification

An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that **they** shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of **their** previous classification (provided that **they do** not exceed the wage rate of the classification to which **they have** been promoted).

#### 20.04 - Wages and Classification Premiums

The wage rates in effect for the duration of this Collective Agreement shall be as set forth in Appendix "A" attached to and forming part of this Collective Agreement.

#### 20.05 - Progression on the Wage Grid

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

Part-time employees, including casual employees, shall accumulate service for the purpose of progression on the wage grid, on the basis of one year for each one thousand seven hundred and twenty-five (1725) hours worked.

#### 20.06 - Pay Administration

All current and future employees will be paid in the form of a direct deposit to the compatible financial institution (bank) of the employee's choice.

#### 20.07 - Certificate of Registration

An RPN is required to present to the Chief Nursing Officer or designate, on or before February 15<sup>th</sup> of each year, evidence that **their** Certificate of Registration is in good standing and currently in effect. Failure to provide evidence of the Certificate of Registration being in good standing with the College of Nurses by February 15<sup>th</sup> of each year will result in employees being required to take an unpaid leave of absence until such proof is received by the Hospital. Such time will be extended for reasons where the College of Nurses of Ontario permits the RPN's Certificate of Registration to remain in effect and such proof of extension by the College is the responsibility of the individual employee. If the RPN's Certificate of Registration is suspended by the College for non-payment of the annual fee, the RPN will be placed on non-disciplinary suspension without pay. If the RPN presents evidence that **their** Certificate of Registration has been reinstated, **they** will be reinstated to **their** position effective upon presenting such evidence. Failure to provide evidence within 90 calendar days of the RPN being placed on non-disciplinary suspension by the Hospital, will result in the RPN being terminated from the employ of the Hospital. Such unpaid leaves of absence or termination in the case of non-payment of dues, shall not be the subject of a grievance or arbitration.

### **ARTICLE 21 – FISCAL ADVISORY COMMITTEE**

(a) The Union's representative(s) will be included in the consultation and planning

process from the early phases of the budget planning process, through representation on the Fiscal Advisory Committee or equivalent committee to its final stages of completion, to assist the Hospital in minimizing layoffs-or job loss, and in developing labour adjustment strategies where necessary, and in otherwise minimizing adverse effects on CUPE-represented employees through program and service restructuring.

- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to its budgetary plans which has been approved by the Ministry of Health or the Local Health Integration Network, the Hospital agrees that revisions to the budget will be carried out in consultation with the Union.
- (c) In furtherance of the foregoing, and, where possible, in advance of any scheduled FAC or equivalent committee meeting, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to its budget, or to any other re-structuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at FAC or equivalent committee meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at **their** regular or premium rate as may be applicable.

## **ARTICLE 22 - DURATION**

### 22.01 - Term

This agreement shall take effect and be binding on September 29, **2021**. It shall continue until and including September 28, **2023** and shall remain in effect from year to year thereafter unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the termination. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.

### 22.02 - Collective Agreement Cost of Printing

The Hospital and the Union will each pay fifty percent (50%) of the cost of printing the collective agreement.

# ARTICLE 23 – Central Bargaining


## 23.01


If either party to this Agreement has interest in participating in central bargaining they will give notice to the other of its interest no later than 180 days before the expiration of this Collective Agreement. In that event, the parties will agree to meet no later than 120 days before the expiration of this Collective Agreement to explore the possibility of engaging in the central bargaining process.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2024 in \_\_\_\_\_, Ontario

For the Union:

For the Hospital:

  
Tammy Gauld (Jun 4, 2024 11:52 EDT)

  
Eric Stockwell (Jun 18, 2024 14:03 EDT)

Tammy Gauld

Eric Stockwell


  
\_\_\_\_\_

Kathie Murray (Jun 24, 2024 16:49 EDT)

Kathie Murray

Liz Schramm

Kathie Murray

  
Karrie Smith (Jun 4, 2024 12:37 EDT)

Marianna Katusin (Jul 8, 2024 08:55 EDT)

Marianna Katusin

Karrie Smith

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Dwayne Menchinton (Jun 4, 2024 12:42 EDT)

Amy Willis (Jul 8, 2024 13:11 EDT)

Amy Willis

Dwayne Menchinton

Amy Willis


  
Maria Fera (Jun 4, 2024 16:12 EDT)

Neeta Bahia (Jul 8, 2024 13:33 EDT)

Neeta Bahia

Maria Fera

Neeta Bahia


  
Marsha Hawtin (Jun 13, 2024 10:35 EDT)

Heather Hickey (Jul 10, 2024 11:05 EDT)

Heather Hickey

Marsha Hawtin

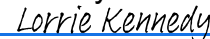
Heather Hickey

  
Danny Hawtin (Jun 13, 2024 10:36 EDT)

Danny Hawtin

  
Wendy Smith (Jun 13, 2024 10:38 EDT)

Wendy Smith

  
Lorrie Kennedy (Jun 13, 2024 10:40 EDT)


Lorrie Kennedy

  
Andrea tomas (Jun 18, 2024 11:03 CDT)

Andrea Tomas

  
Krista Stanojevic (Jun 18, 2024 13:03 EDT)

Krista Stanojevic

  
Marie Cantwell (Jun 18, 2024 13:44 EDT)

Marie Cantwell

### Appendix A: Wage Grid

Effective September 29, 2021						
Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Student	510	\$ 15.37	\$ 16.18	\$ 16.99		
Helper Porter Ward Aide Unit Assistant	520	\$ 19.10	\$ 20.30	\$ 21.49	\$ 22.69	\$ 23.88
Chief Booking Clerk Cook Gen Main Tech Receiver/Storagekeeper Unit Clerk Health Care Aide	525	\$ 21.23	\$ 22.55	\$ 23.88	\$ 25.21	\$ 26.50
MDR Tech	526	\$ 24.47	\$ 25.08	\$ 25.70	\$ 26.29	\$ 26.91
Plant Tech Carpenter Horticulturist Painter	530	\$ 24.96	\$ 26.51	\$ 28.05	\$ 29.65	\$ 31.22
RPN	535	\$ 26.12	\$ 27.76	\$ 29.40	\$ 31.03	\$ 32.66
Electrician Millwright Plumber Refrigeration & A/C Mechanic	540	\$ 29.96	\$ 31.82	\$ 33.69	\$ 35.59	\$ 37.44
Non-Registered Practical Nurse	545	\$ 19.72				

Effective April 28, 2022						
Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Unit Assistant	521	\$ 21.10	\$ 22.30	\$ 23.49	\$ 24.69	\$ 25.88

Unit Assistant rates includes \$2.00 Ministry Permanent Compensation Enhancement effective April 28, 2022 (Grade 520 plus \$2)

Effective September 29, 2022						
Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Student	510	\$ 15.91	\$ 16.75	\$ 17.58		
Helper Porter Ward Aide	520	\$ 19.78	\$ 21.01	\$ 22.25	\$ 23.49	\$ 24.72
Unit Assistant	521	\$ 21.78	\$ 23.01	\$ 24.25	\$ 25.49	\$ 26.72
Chief Booking Clerk Cook Gen Main Tech Receiver/Stor ekeeper Unit Clerk Health Care Aide	525	\$ 21.98	\$ 23.35	\$ 24.72	\$ 26.10	\$ 27.43
MDR Tech	526	\$ 25.33	\$ 25.96	\$ 26.61	\$ 27.22	\$ 27.86
Plant Tech Carpenter Horticulturist Painter	530	\$ 25.84	\$ 27.45	\$ 29.04	\$ 30.70	\$ 32.32
RPN	535	\$ 27.04	\$ 28.74	\$ 30.44	\$ 32.12	\$ 33.81
Electrician Millwright Plumber Refrigeration &A/C Mechanic	540	\$ 31.01	\$ 32.95	\$ 34.88	\$ 36.84	\$ 38.76
Non- Registered Practical Nurse	545	\$ 20.42				

Unit Assistant rates includes \$2.00 Ministry Permanent Compensation Enhancement effective April 28, 2022 (Grade 520 plus \$2)

Effective June 13, 2023						
Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
RPN	535	\$ 28.77	\$ 30.57	\$ 32.38	\$ 34.17	\$ 35.97

Effective September 28, 2023				
Grade	Grade	Step 1	Step 2	Step 3
Student	510	\$ 15.91	\$ 16.75	\$ 17.58
Helper Porter Ward Aide	520	\$ 24.98	\$ 25.22	\$ 25.46
Unit Assistant	521	\$ 26.98	\$ 27.22	\$ 27.46
Chief Booking Clerk Cook Gen Main Tech Receiver/Storekeeper Unit Clerk Health Care Aide	525	\$ 27.69	\$ 27.98	\$ 28.26
MDR Tech	526	\$ 28.64	\$ 28.93	\$ 29.22
Plant Tech Carpenter Horticulturist Painter	530	\$ 29.04	\$ 30.70	\$ 32.32
RPN	535	\$ 33.26	\$ 33.81	\$ 35.97
Electrician Millwright Plumber Refrigeration &A/C Mechanic	540	\$ 35.81	\$ 36.42	\$ 38.76
Non-Registered Practical Nurse	545	\$ 20.42		

Unit Assistant rates includes \$2.00 Ministry Permanent Compensation Enhancement effective April 28, 2022 (Grade 520 plus \$2)

### Placement on September 28, 2023 Grid

#### All Classifications with exception of RPNs

- Step 1 and 2 as of September 28, 2023 to new Step 1
- Step 3 and 4 as of September 28, 2023 to new Step 2
- Step 5 as of September 28, 2023 to new Step 3

#### RPN Classification

- Step 1 and 2 as of September 28, 2023 to new Step 1
- Step 3 as of September 28, 2023 to new Step 2
- Step 4 and 5 as of September 28, 2023 to new Step 3

**Appendix B: Non-RPN Workload Complaint Form**

**N.B. All sections of the form must be completed prior to submission for review.**

**The parties agree that patient care is enhanced if concerns relating to professional practice, patient acuity, fluctuating Work-Loads and fluctuating staffing are resolved in a timely and effective manner.**

**SECTION 1: GENERAL INFORMATION**

**Name(s) of Employee(s) Reporting (Please Print)**

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

**Unit/Area/Program:** \_\_\_\_\_

**Site/Location:** \_\_\_\_\_

**Date of Occurrence** \_\_\_\_\_

**Time of Occurrence:** \_\_\_\_\_

**Shift Length:** \_\_\_\_\_ 7.5 hr. \_\_\_\_\_ 11.25 hr. \_\_\_\_\_ other \_\_\_\_\_

**Name of Manager/Supervisor:** \_\_\_\_\_

**Time Notified:** \_\_\_\_\_

**Date Form Submitted to Employer:** \_\_\_\_\_

**SECTION 2: WORKING CONDITIONS**

**In order to effectively resolve workload issues, please provide detail about the working conditions at the time of the occurrence by providing the following information:**

**Type of work being performed (please describe):**

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

**Number of staff on duty:** \_\_\_\_\_



Usual number of staff on duty: \_\_\_\_\_

If there was a shortage of staff on duty at the time of the occurrence, please provide details about why there was a shortage:

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

**SECTION 3: DETAILS OF OCCURRENCE**

Is this an: \_\_\_\_\_ isolated incident \_\_\_\_\_ ongoing problem (please check one)

I/We the undersigned, believe that I was/we were given an assignment that was excessive or inconsistent with quality patient care and/or created an unsafe working environment for the following reasons. (Provide a brief description of problem/work assignment below, including what happened, how the assignment was inconsistent with quality patient care and/or created an unsafe work environment, where the incident happened:

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

**SECTION 4: REMEDY**

a) At the time the workload issue occurs, discuss the issue within the unit/area/program to develop strategies to meet patient care needs. Provide details of how it was or was not resolved:

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

b) Failing resolution at the time of the occurrence, seek immediate assistance from your immediate supervisor/manager who has responsibility for timely resolution of workload issues. Discussion details:

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

c) Was it resolved: \_\_\_\_\_ yes \_\_\_\_\_ no

Provide details of how it was or was not resolved:

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

**SECTION 5: RECOMMENDATIONS**

To correct this problem, I/We recommend:

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

**SECTION 6: EMPLOYEE SIGNATURE(S)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

ETC.....

**SECTION 7: MANAGEMENT COMMENTS**

The manager (or designate) will provide a written response to the individual(s) with a copy to the Bargaining Unit President. Please provide any information /comments in response to this report, including any actions taken to remedy the situation, where applicable.

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

**APPENDIX C: RPN WORKLOAD COMPLAINT FORM**

*RPNs are required to complete all of SECTION 1 through 6 of this form prior to submitting it to the Chief Nursing Officer.*

**SECTION 1: INFORMATION**

Name(s) Of Employee(s) Reporting: \_\_\_\_\_

Employer:	Unit/Program:
Date of Occurrence:	Time: <input type="checkbox"/> 7.5 Hr Shift <input type="checkbox"/> 11.25Hr Shift
Name of Supervisor:	Date/Time Submitted:

**SECTION 2: DETAILS OF OCCURRENCE**

Provide a concise summary of the occurrence:

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**Check one:**     Is this an isolated incident?     An ongoing problem?

**SECTION 3: INITIAL ATTEMPT AT RESOLUTION**

At the time the workload issue occurred, did you discuss the issue within the unit/area/program?

Yes    What was the outcome of the discussion and what solutions were identified?

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---

---

No    Why not? \_\_\_\_\_

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---

---

Failing resolution at the time of occurrence, did you seek assistance from a person designated by the employer as responsible for a timely resolution of workload issues?

Yes    What was the outcome of the discussion and what solutions were identified?

---

---

---

No    Why not? \_\_\_\_\_

---

---

Did you discuss the issue with your immediate supervisor (i.e unit manager or designate) within 48 hours of the occurrence?

Yes      What was the outcome of the discussion and what solutions were identified?

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

No      Why not? \_\_\_\_\_

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

**SECTION 4: WORKING CONDITIONS/CONTRIBUTING FACTORS**

In order to effectively resolve workload issues, please provide details about the working conditions **at the time of occurrence** by providing the following information:

**# of scheduled staff**     RPN \_\_\_\_     RN \_\_\_\_     Unit Clerk \_\_\_\_     Service Support \_\_\_\_

**# of staff working**     RPN \_\_\_\_     RN \_\_\_\_     Unit Clerk \_\_\_\_     Service Support \_\_\_\_

**# of agency staff**     Yes    How many? \_\_\_\_     No

**# of RPNs on overtime**  Yes    How many? \_\_\_\_     No

**If there was a shortage of staff at the time of the occurrence (including support staff), please check one or all of the following that apply:**

Absence/Emergency leave     Sick call(s)     Vacancies

Please check off the factor(s) you believe contributed to the workload issue:

Change in patient acuity. Provide details: \_\_\_\_\_  
\_\_\_\_\_

Number of beds. Provide details: \_\_\_\_\_  
\_\_\_\_\_

Number of Admissions. Provide details: \_\_\_\_\_  
\_\_\_\_\_

Number of Discharges. Provide details: \_\_\_\_\_  
\_\_\_\_\_

Other. Please specify and provide details: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: RPN RECOMMENDED SOLUTIONS**

Please check-off one or all of the areas you believe should be addressed in order to prevent similar occurrences:

- In-service
- Review nurse/patient ratio
- Float/casual pool
- Adjust RPN staff
- Replace sick calls, vacations, paid holidays or other absences
- Orientation
- Review policy/procedures
- Adjust supporting staff
- Equipment

Provide details for each checked box above: \_\_\_\_\_

\_\_\_\_\_

Other solutions: \_\_\_\_\_

\_\_\_\_\_

**SECTION 6: EMPLOYEE SIGNATURES**

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION 7: MANAGEMENT COMMENTS**

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

**Process as outlined in Article 9.15 (b) – (d)**

**Step 1**      *Employee(s) are to raise their concern(s) with immediate supervisor within 48 hours of the*

occurrence.

- Step 2:** *The supervisor is to provide a response within 5 working days.*
- Step 3** *If the supervisor's response is unsatisfactory, the employee(s) may submit\*\*t a Workload Complaint Form to the CNO within 48 hours, with a copy to the Union. A meeting with the CNO will be held within 30 days. A Union representative may attend this meeting.*
- Step 4** *The CNO is to provide a response within 15 days. A copy of the response will be sent to the Union, if applicable.*
- Step 5** *If the CNO's response is unsatisfactory, the employee(s) may request a meeting with the CEO (or designate) within 48 hours. This meeting is to be held within 30 days. A Union representative may attend this meeting.*
- Step 6** *The CEO (or designate) will provide a written response within 15 days. A copy of the response will be sent to the Union, if applicable.*


\*This form may be submitted via email.

### Letter of Understanding - Central Bargaining

The Hospital and the Union agree that should they mutually decide to participate in any future round of central collective bargaining that the then existing central collective agreement shall apply to the parties effective the first day of the parties' participation in the said future round of collective bargaining. Those matters contained in the subsisting collective agreement between the parties at the time which are not central issues shall be deemed to be included in a Local Issues Appendix.

Signed this 18th day of June 2024, 2023 in Oakville, Ontario


For the Union:

  
Tammy Gauld (Jun 4, 2024 11:52 EDT)

Tammy Gauld



Liz Schramm

  
Karrie Smith (Jun 4, 2024 12:37 EDT)


Karrie Smith

  
Dwayne Menchinton (Jun 4, 2024 12:42 EDT)


Dwayne Menchinton

  
Maria Fera (Jun 4, 2024 16:12 EDT)


Maria Fera

  
Marsha Hawtin (Jun 13, 2024 10:35 EDT)


Marsha Hawtin

  
Danny Hawtin (Jun 13, 2024 10:36 EDT)


Danny Hawtin

  
Wendy Smith (Jun 13, 2024 10:38 EDT)


Wendy Smith

  
Lorrie Kennedy (Jun 13, 2024 10:40 EDT)

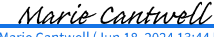
Lorrie Kennedy

  
Andrea Tomas (Jun 18, 2024 11:03 CDT)

Andrea Tomas


  
Krista Stanojevic (Jun 18, 2024 13:03 EDT)

Krista Stanojevic

  
Marie Cantwell (Jun 18, 2024 13:44 EDT)

Marie Cantwell


For the Hospital:

  
Eric Stockwell (Jun 18, 2024 14:03 EDT)

Eric Stockwell

  
Kathie Murray (Jun 24, 2024 16:49 EDT)

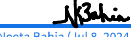
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Marianna Katusin

  
Amy Willis (Jul 8, 2024 13:11 EDT)

Amy Willis

  
Neeta Bahia (Jul 8, 2024 13:33 EDT)

Neeta Bahia

  
Heather Hickey (Jul 10, 2024 11:05 EDT)


Heather Hickey

### Letter of Understanding – Student Positions

1. The Hospital has the right to establish student positions to be paid at the student rate of pay. Such positions will be considered temporary positions and individuals who fill these positions will be temporary employees.
2. One of the qualifications required for a student position will be that the applicant must be enrolled in a recognized secondary or post secondary institution or other formalized pre or post secondary education program, on a full time or part time basis.
3. The positions will be scheduled for no more than 28 hours per week when school is in session. These hours may expand to up to full time hours during school breaks or summer holiday periods.
4. The Hospital will endeavour to accommodate academic schedules and the resulting limited availability of employees in student positions.
5. These positions will encompass the work of any position within the department consistent with the individual’s skills and abilities.
6. When an individual in a student position ceases to be a student, they may apply to regular positions for which they are qualified. If they do not transfer to a regular position, they will be terminated without recourse to the grievance procedure.
7. Individuals in student positions are covered under all provisions of the collective agreement, except as noted in paragraph #6.

Signed this 18th day of June, 2024 in Oakville, Ontario

For the Union:

  
Tammy Gauld (Jun 4, 2024 11:52 EDT)

Tammy Gauld



Liz Schramm

  
Karrie Smith (Jun 4, 2024 12:37 EDT)

Karrie Smith

  
Dwayne Menchinton (Jun 4, 2024 12:42 EDT)

Dwayne Menchinton

  
Maria Fera (Jun 4, 2024 16:12 EDT)

Maria Fera

  
Marsha Hawtin (Jun 13, 2024 10:35 EDT)

Marsha Hawtin

For the Hospital:

  
Eric Stockwell (Jun 18, 2024 14:03 EDT)

Eric Stockwell

  
Kathie Murray (Jun 24, 2024 16:49 EDT)

Kathie Murray

  
Marianna Katusin (Jul 8, 2024 08:55 EDT)

Marianna Katusin

  
Amy Willis (Jul 8, 2024 13:11 EDT)

Amy Willis

  
Neeta Bahia (Jul 8, 2024 13:33 EDT)

Neeta Bahia



*Danny*  
Danny Hawtin (Jun 13, 2024 10:36 EDT)

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Danny Hawtin

*W.S.M.*  
Wendy Smith (Jun 13, 2024 10:38 EDT)

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Wendy Smith

*Lorrie Kennedy*  
Lorrie Kennedy (Jun 13, 2024 10:40 EDT)

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Lorrie Kennedy

*Andrea*  
Andrea tomas (Jun 18, 2024 11:03 CDT)

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Andrea Tomas

*Krista*  
Krista Stanojevic (Jun 18, 2024 13:03 EDT)

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Krista Stanojevic

*Marie Cantwell*  
Marie Cantwell (Jun 18, 2024 13:44 EDT)

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Marie Cantwell

*Heather Hickey*  
Heather Hickey (Jul 10, 2024 11:05 EDT)

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Heather Hickey

**Letter of Understanding –  
Commitment to Equity, Diversity and Inclusivity**

The parties agree that working and caring conditions are at their best when the workplace environment is reflective of the communities they serve and work together to promote equity, diversity, and inclusion within the Hospital.

The parties are committed to promoting a workplace of diversity, inclusion and where everyone feels valued. The parties are committed to a workplace that is inclusive of their diverse communities, including but not limited to Woman, Racialized workers, workers with a disability, Black, Indigenous, People of Colour (BIPOC) workers, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual and/or Agender, Two-Spirited and the countless affirmative ways in which workers choose to self-identify (LGBTQI2+).

The parties value the contributions of all staff in the hospital and recognize that discriminatory and oppressive acts can negatively impact staff. The parties are committed to making an equitable working environment that is inclusive for all.

To support this commitment, where a committee or other hospital forum does not already exist, the local parties will endeavour in the first year of the collective agreement to establish a committee or other hospital forum. The local parties will coordinate to integrate at least one (1) representative, and (1) alternate, selected or appointed by the Union from amongst bargaining unit employees to join said committee. The committee will meet on a frequency as determined by the committee. The committee will discuss, research and implement strategies, initiatives, and training programs amid at promoting equity, diversity, and inclusion in the hospital in effective and meaningful ways.

Where a committee or other hospital forum currently exists, at least one (1) representative, and one (1) alternate, from the bargaining unit will be integrated onto the committee or other hospital forum.

Signed this 18th day of June 2024, 2023 in Oakville, Ontario

For the Union:

  
Tammy Gauld (Jun 4, 2024 11:52 EDT)


Tammy Gauld



Liz Schramm

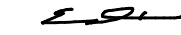
  
Karrie Smith (Jun 4, 2024 12:37 EDT)

Karrie Smith


  
Dwayne Menchinton (Jun 4, 2024 12:42 EDT)

Dwayne Menchinton

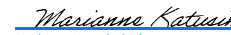
For the Hospital:

  
Eric Stockwell (Jun 18, 2024 14:03 EDT)

Eric Stockwell

  
Kathie Murray (Jun 24, 2024 16:49 EDT)


Kathie Murray

  
Marianne Katusin (Jul 8, 2024 08:55 EDT)


Marianna Katusin

  
Amy Willis (Jul 8, 2024 13:11 EDT)


Amy Wills

  
Maria Fera (Jun 4, 2024 16:12 EDT)


Maria Fera

  
Marsha Hawtin (Jun 13, 2024 10:35 EDT)


Marsha Hawtin

  
Danny Hawtin (Jun 13, 2024 10:36 EDT)

Danny Hawtin

  
Wendy Smith (Jun 13, 2024 10:38 EDT)


Wendy Smith

  
Lorrie Kennedy (Jun 13, 2024 10:40 EDT)

Lorrie Kennedy

  
Andrea Tomas (Jun 18, 2024 11:03 CDT)


Andrea Tomas

  
Krista Stanojevic (Jun 18, 2024 13:03 EDT)

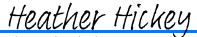
Krista Stanojevic

  
Marie Cantwell (Jun 18, 2024 13:44 EDT)

Marie Cantwell

  
Neeta Bahia (Jul 8, 2024 13:33 EDT)

Neeta Bahia

  
Heather Hickey (Jul 10, 2024 11:05 EDT)

Heather Hickey