

COMBINED FULL-TIME/PART-TIME

COLLECTIVE AGREEMENT

Between

**KINGSTON HEALTH SCIENCES CENTRE
(KHSC)**

(hereinafter called the "Hospital")

and

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 1974**

(hereinafter called the "Union")

Expires: September 28, 2021

TABLE OF CONTENTS

ARTICLE 1 – PREAMBLE	4
ARTICLE 2 – DEFINITIONS.....	4
ARTICLE 3 - RELATIONSHIP.....	5
ARTICLE 4 – STRIKES & LOCKOUTS.....	5
ARTICLE 5 – UNION SECURITY.....	6
ARTICLE 6 – UNION REPRESENTATION AND COMMITTEES	6
ARTICLE 7 – GRIEVANCE AND ARBITRATION PROCEDURE.....	9
ARTICLE 8 – ACCESS TO FILES.....	13
ARTICLE 9 – SENIORITY	13
ARTICLE 10 – CONTRACTING OUT.....	27
ARTICLE 11 – WORK OF THE BARGAINING UNIT	28
ARTICLE 12 – LEAVES OF ABSENCE.....	28
ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY.....	42
ARTICLE 14 – HOURS OF WORK	44
ARTICLE 15 – PREMIUM PAYMENT	45
ARTICLE 16 – HOLIDAYS.....	47
ARTICLE 17 – VACATIONS	49
ARTICLE 18 – HEALTH & WELFARE.....	51
ARTICLE 19 – HEALTH & SAFETY	53
ARTICLE 20 – COMPENSATION	55
ARTICLE 21 – FISCAL ADVISORY COMMITTEE.....	57
ARTICLE 23 – DURATION	58
LETTER OF UNDERSTANDING.....	60
RE - Regarding the introduction of HOODIP to Hospitals with Accumulating Sick Leave Plans.....	60
LETTER OF UNDERSTANDING.....	61
RE - HOODIP	61
LETTER OF UNDERSTANDING.....	62
RE - Voluntary Part-time Benefits.....	62
LETTER OF UNDERSTANDING.....	63
RE - RPN Rates	63
MEMORANDUM OF AGREEMENT	64
RE - Benefits	64
LETTER OF UNDERSTANDING.....	66
RE - Grievances Related to Article 3.02	66
LETTER OF UNDERSTANDING.....	67
RE - Workload Complaint Form	67
APPENDIX A: RPN WORKLOAD COMPLAINT FORM.....	68
APPENDIX B: NON-RPN WORKLOAD COMPLAINT FORM.....	72
CUPE 1974 Harmonized Classification WAGE GRID 2018-2020.....	75
ARTICLE A – RECOGNITION.....	84
ARTICLE B - MANAGEMENT RIGHTS	84
ARTICLE C - UNION MEMBERSHIP	85
ARTICLE D - DUES DEDUCTION AND REMITTANCE AND DUES LIST.....	85
ARTICLE E – CONSTITUTION OF LOCAL BARGAINING & GRIEVANCE COMMITTEES	85
ARTICLE F – SENIORITY.....	87
ARTICLE G - SCHEDULING.....	87
ARTICLE H - HOLIDAYS	91

ARTICLE I - SICK LEAVE ADMINISTRATIVE PROVISIONS.....	91
ARTICLE J - PAYMENT OF WAGES AND ALLOWANCES.....	92
ARTICLE K - BULLETIN BOARDS.....	93
ARTICLE L - COMMUNICATION TO UNION.....	93
ARTICLE M – VACATION ADMINISTRATION PROVISION.....	94
ARTICLE N - PRE-RETIREMENT COUNSELLING AND NORMAL RETIREMENT AGE.....	95
ARTICLE O - PRINTING OF AGREEMENT.....	95
ARTICLE P - UNIFORM.....	95
ARTICLE Q - TRANSFER OF SENIORITY AND SERVICE.....	95
ARTICLE R - EMPLOYEE ASSISTANCE PROGRAMME.....	96
ARTICLE S - MODIFIED WORK.....	96
ARTICLE T - HEALTH & SAFETY.....	97
ARTICLE U - ADDRESS AND TELEPHONE COMMUNICATION.....	98
ARTICLE V - MENTORSHIP:.....	99
ARTICLE W – PRECEPTORSHIP/STUDENT SUPERVISION.....	99
LETTER OF INTENT.....	100
LETTER OF UNDERSTANDING.....	101
RE - 7-Hour Workday/35-Hour Work Week.....	101
LETTER OF UNDERSTANDING.....	102
RE – Representation at Meetings Under the Grievance Procedure.....	102
LETTER OF UNDERSTANDING.....	103
RE – Standby Scheduling.....	103
LETTER OF UNDERSTANDING.....	104
RE - PT Vacation and Shift Levelling.....	104
LETTER OF UNDERSTANDING.....	105
RE - HDH Site Perioperative RPN'S – On-Call Parking.....	105
LETTER OF UNDERSTANDING.....	106
RE - Call-In Response Times Trial.....	106
LETTER OF UNDERSTANDING.....	107
RE – Lead Hand Rates.....	107
LETTER OF UNDERSTANDING.....	108
RE – Hospital Closures.....	108
LETTER OF UNDERSTANDING.....	109
RE – Extended Tours.....	109
LETTER OF UNDERSTANDING.....	115
RE – Covering Temporary Vacancies.....	115
LETTER OF UNDERSTANDING.....	116
RE – Mobility Between Sites.....	116
LETTER OF UNDERSTANDING.....	117
RE – Overtime in Departments with 7-Hour Shifts.....	117
LETTER OF UNDERSTANDING.....	118
RE – Wage Harmonization.....	118

ARTICLE 1 – PREAMBLE

1.01 - PREAMBLE

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

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

1.02 – FEMININE/MASCULINE PRONOUNS

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

ARTICLE 2 – DEFINITIONS

2.01 – TEMPORARY EMPLOYEE

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

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

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

2.02 – PART-TIME COMMITMENT

The 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 - REGULAR PART-TIME EMPLOYEE

An Employee who is regularly scheduled for less than twenty-two and one-half (22½) hours per week.

2.04 - CASUAL EMPLOYEE

An Employee who is not scheduled and works only on an irregular basis when regular part-time employees are not available.

ARTICLE 3 - RELATIONSHIP

3.01 – NO DISCRIMINATION

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

The Union shall be provided a copy of any written notice provided to an employee that he or she 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.

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 hiring's, lay-offs, recalls, and positions which 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 and phone number(s) it has on record of all members of the bargaining unit twice 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.

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

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

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

- (c) 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.

- (d) It is understood that joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest if satisfactory to all concerned.
- (e) Where two or more agreements exist between a Hospital and CUPE the Committee may be a joint one representing employees under both agreements, unless otherwise agreed.

6.03 – LOCAL BARGAINING COMMITTEE

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

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

6.04 – CENTRAL BARGAINING COMMITTEE

- (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 his normal straight time working hours at his regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. In addition, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for 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.

6.05 – UNION STEWARDS

- (a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.
- (b) A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.
- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.

6.05 Continued

- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.
- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.
- (f) The number of stewards and the areas which they represent, are to be determined locally.

6.06 – GRIEVANCE COMMITTEE

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

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

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

ARTICLE 7 – GRIEVANCE AND ARBITRATION PROCEDURE

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of his/her steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.

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

Step No. 1

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to (designated by Hospital). 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 (designate) will deliver his 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 (designated by Hospital). A meeting will then be held between the (designate) 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 (designate) may have such counsel and assistance as he may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 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 himself institute and the regular grievance procedure shall not be thereby bypassed.

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

7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 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 his probationary period, without just cause.

7.07 (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 All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.
- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.13 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chairman will be final and binding upon the parties hereto and the employee or employees concerned.
- 7.14 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48 (16) of The Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

ARTICLE 8 – ACCESS TO FILES

8.01 – ACCESS TO PERSONNEL FILE

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

8.02 – CLEARING OF RECORD

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 he has completed sixty (60) days of work (or 450 hours of work for employees whose regular hours of work are other than the standard workday), within any twelve (12) calendar months. Upon completion of the probationary period he 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 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 employees, including casual employees, will accumulate seniority on the basis of one (1) year's seniority for each 1725 hours worked in the bargaining unit as of the last date of hire, except as otherwise provided herein.

Seniority will operate on a bargaining unit wide basis.

A part-time employee cannot accrue more than one year's seniority in a twelve (12) month period. The twelve (12) month period shall be determined locally.*

9.03 – LOSS OF SENIORITY

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

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

9.04 – 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 he/she is participating for the period of absence, except that 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*. 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.

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.*

9.04 Continued

- (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 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 an employee's absence is due to a disability resulting in WSIB benefits*, or a disability in accordance with the *Human Rights Code*.

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.

9.05 – 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 made in writing within the seven (7) day period referred to herein.
- (b) The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.
- (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) 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 his or her permanent status.
- (e) 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 9.08(A)(a) of its intention to eliminate the position.
- (f) The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.

9.05 Continued

- (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.

9.06 – TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without his consent except in the case of temporary assignments not exceeding six (6) months. 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 he or she shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his or her return to the bargaining unit. An employee not returned to the bargaining unit within 24 months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (a) or (b) above is returned to the bargaining unit within a period of twelve (12) calendar months, he shall accumulate seniority during the period of time outside the bargaining unit.

9.07 (A) – TRANSFER OF SENIORITY AND SERVICE

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

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (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:

9.07 (A) Continued

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

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

9.07 (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) years' service for every one (1) year of related experience in the classification upon completion of the employee's probationary period. It is understood and agreed that the foregoing shall not constitute a violation of the wage schedule under the collective agreement.

9.07 (C) – TRANSFORMATION IN HEALTH CARE

Seniority Recognition

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act and/or the Public Sector Labour Relations Transition 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 and/or the Public Sector Labour Relations Transition 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.

9.07(C) Continued

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, or to a transfer pursuant to the Public Sector Labour Relations Transition Act.

9.08 (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, who will be laid off with no less than five (5) months' written notice of layoff or pay in lieu thereof.

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

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

- (I) reassignments will occur in reverse order of seniority;
- (II) the reassignment of the employee is to an appropriate permanent position with the employer having regard to the employee's 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 or shift rotation; and

9.08 Continued

- (b) (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 9.08(A)(a) and will meet thereafter as frequently as is necessary.

- (i) Committee Mandate

The mandate of the Redeployment Committee is to:

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

9.08 Continued

(d) (ii) Committee Composition

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

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

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

(iii) Disclosure

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

(iv) Alternatives

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

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

9.08 (B) – RETIREMENT ALLOWANCE

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

9.08 (B) Continued

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) 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.

9.08 (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.

9.09 – LAYOFF AND RECALL

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

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.12; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 9.08(B); or

9.09 Continued

- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08(A)(a).

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

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 the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority in a higher-paying classification provided they are able to meet the normal requirements of the job, with orientation but without additional training.
- (f) 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.
- (g) 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.
- (h) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.
- (i) 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 9.08(A)(a).
- (j) 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 he or she has the ability to perform the work.

9.09 Continued

- (k) 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.
- (l) An employee recalled to work in a different classification from which he or she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.
- (m) 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.
- (n) The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his or her proper address being on record with the Hospital.

9.10 – 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.

9.11 – RETRAINING

(a) Retraining for Positions within the Hospital

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

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the 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.

9.11 (a) Continued

- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6) months.
- (iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

(b) Placement

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

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

9.12 – SEPARATION ALLOWANCES

- (a) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 9.08(A)(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of sixteen (16) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (b) Where an employee resigns later than 30 days after receiving notice pursuant to Article 9.08(A)(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250) dollars.

9.13 – 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.

9.13 Continued

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

Employees with one (1) or more years of continuous service who are subject to lay-off under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the notification to the Union as above set forth and the requirements of the applicable law.

9.14 – REGISTERED PRACTICAL NURSE PROFESSIONAL DEVELOPMENT/SCOPE OF PRACTICE

Continuous professional development is a hallmark of professional nursing practice. As a self-regulating profession, nursing recognizes the importance of maintaining a dynamic practice environment which includes ongoing learning, the maintenance of competence, career development, career counseling and succession planning. The parties agree that professional development includes a diverse range of activities, including but not limited to formal academic programs; short-term continuing education activities; certification programs; independent learning committee participation. The parties recognize their joint responsibility in and commitment to active participation in the area of professional development, including scope of practice.

Where Registered Practical Nurse professional development is not specifically addressed at any existing joint committee, the Hospital's Chief Nursing Officer and Human Resources Officer will meet with the Union on a quarterly basis to discuss professional responsibility and scope of practice issues.

In any event, the parties will be guided by the following key principles:

- Professional development will be recognized;
- All Registered Practical Nurses will have access to professional development opportunities;
- Responsibilities for professional development will be shared between the individual and the Hospital;
- Employee needs, Hospital needs and department/program requirements will be considered.

9.15 -- PROFESSIONAL RESPONSIBILITY, PATIENT CARE, WORKLOADS & STAFFING

(The following clause is applicable to Registered Practical Nurses 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) Employees are encouraged to raise their concerns with their immediate supervisor within forty-eight (48) hours.
- (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 A) to the Chief Nursing Officer, 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 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, 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 her/his designate) and such meeting shall be held within thirty (30) days. The Chief Executive Officer (or her/his 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 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.

9.16 – 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. This form may be modified by the mutual agreement of the local parties.

ARTICLE 10 – CONTRACTING OUT

10.01 – CONTRACTING OUT

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

10.02 – CONTRACTING OUT

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

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

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

10.03 – CONTRACTING IN

Further to Article 9.08(A)(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 June 1, 1986.

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.

12.02 (a) Continued

During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

Notwithstanding the above, time spent by the eight (8) Executive Board members 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 above. 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. The Union will advise the Hospital of the number of such hours.

12.03(A) - FULL-TIME POSITION(S) 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 two (2) employees 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. It is understood that no more than one (1) employee will be from the same unit of the Hospital, subject to operational requirements.

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

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

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

12.03(B) – FULL TIME POSITION(S) WITH THE UNION
(This 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 two (2) employees 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. It is understood that no more than one (1) employee will be from the same unit of the Hospital, subject to operational requirements.

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

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

12.03(C) – LEAVE FOR OCHU PRESIDENT, 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 of the Ontario Council of Hospital Unions, the Secretary-Treasurer of the Ontario Council of Hospital Unions, 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 his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

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

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

12.04 – BEREAVEMENT LEAVE

Any employee who notifies the Hospital as soon as possible following 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 the sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-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 his or her aunt or uncle, niece or nephew.

The Hospital, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave. For the purpose of bereavement leave, the relationships specified in the preceding clause are deemed to include a common-law spouse and a partner of the same sex.

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 at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

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

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.

12.05(A) Continued

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

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

12.05(B) – JURY & WITNESS DUTY

(The following 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 at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

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

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 his regularly scheduled day off, he shall be paid for all hours actually spent at such hearings at his regular straight time hourly rate subject to (a), (b) and (c) above.

12.06(A) – PREGNANCY LEAVE

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

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

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

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the 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.

12.06(A) Continued

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

12.06(B) – PREGNANCY LEAVE

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

- (a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

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

12.06(B) (d) Continued

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the 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) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

12.07(A) – PARENTAL LEAVE

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

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

12.07(A) (d) Continued

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

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

Where an employee elects to receive parental leave benefits pursuant to Section 12(3)(b)(ii) of the *Employment Insurance Act*, the amount of any Supplemental Unemployment Benefit payable by the Hospital will be equal to what would have been payable had the employee elected to receive parental leave benefits pursuant to Section 12(3)(b)(i) of the *Employment Insurance Act*.

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

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the 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) Credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave.

12.07(A) Continued

- (g) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

12.07(B) – PARENTAL LEAVE

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

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing. An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding 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 his or her weekly employment insurance benefits and any other earnings. Receipt by the Hospital of

12.07(B)(e) Continued

the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

Where an employee elects to receive parental leave benefits pursuant to Section 12(3)(b)(ii) of the *Employment Insurance Act*, the amount of any Supplemental Unemployment Benefit payable by the Hospital will be equal to what would have been payable had the employee elected to receive parental leave benefits pursuant to Section 12(3)(b)(i) of the *Employment Insurance Act*.

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

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the 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) Credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to eleven (11) weeks while the employee is on parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

12.08 – EDUCATION LEAVE

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

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

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

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.

12.09 Continued

- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months' notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
 - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
 - (ii) The period of salary deferral and the period for which the leave is requested.
 - (iii) The manner in which the deferred salary is to be held.

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

12.10 – MEDICAL CARE AND EMERGENCY LEAVE

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

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

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

- the employee's spouse
- a parent, step-parent or foster parent of the employee or the employee's spouse
- a child, step-child or foster child of the employee or the employee's spouse
- a 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 his or her Hospital that he or she will be doing so. If the employee must begin the leave before advising the Hospital, the employee shall advise the Hospital of the leave as soon as possible after beginning it.

An employee is entitled to take a total of 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

- (a) 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, 2000*.
- (b) An employee who is on compassionate care leave shall continue to accumulate seniority and service.
- (c) Subject to any changes to the employee's status which would have occurred had he or she not been on compassionate care leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same

12.11(c) Continued

rate of pay.

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

ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY

13.01 – HOODIP

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

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

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan as described in the August, 1992 booklet (Part B)), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long-term portion of the disability program, employees on the active payroll as of the effective date of the transfer with one (1) year or more of service shall be deemed to have one (1) year of service.

- (b) Effective the first of the month following the transfer all existing sick leave plans in the affected Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to pay-out of unused sick leave benefits which are specifically dealt with hereinafter.
- (c) Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The "sick leave bank" shall be utilized to:
- (1) supplement payment for lost straight time wages on sick leave days under the new program which would otherwise be at less than full wages or no wages and,
 - (2) where a pay-out provision existed under the former sick leave plan in the Collective Agreement, pay-out on termination of employment shall be that portion of any unused sick leave days under the former conditions relating to pay-out,
 - (3) where, as of the effective date of transfer, an employee does not have the required service to qualify for pay-out on termination, his existing sick leave

13.01(c)(3) Continued

credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out under the conditions relating to such pay-out.

- (4) an employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & Insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.
- (d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
- (e) The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two (2) days of the fourth and subsequent period of absence in any calendar year.
- (f) Any dispute which may arise concerning an employee's entitlement to any benefits referred to in Article 13.01, including HOODIP and equivalents, may be subject to the grievance and arbitration under the provisions of this collective agreement.

The Union agrees that it will encourage an employee to utilize the Medical Appeals Process provided under the plan, if any, to resolve disputes.

- (g) A copy of the current HOODIP plan text or, where applicable, the master policy of the current HOODIP equivalent, shall be provided to the Union.
- (h) The Hospital shall pay the full cost of any medical certificate required of an employee.
- (i) The short-term sick leave plan shall be registered with the Employment Insurance Commission (EIC). The employee's share of the employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this agreement."

Note: Provisions 13(c)(3) and 13(c)(4) shall apply for the short and long-term disability plan to those employees in the full-time Collective Agreements who are now on

13.01 (Note) Continued

an accumulating sick leave plan. Any Medical/Dental Care provisions currently in the agreement shall be removed.

13.02 – INJURY PAY

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

13.03 – PAYMENT PENDING DETERMINATION OF WSIB CLAIMS (FT)

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

ARTICLE 14 – HOURS OF WORK

14.01 – DAILY & WEEKLY HOURS OF WORK

Full-time Employees

The normal workday is seven and one-half (7½) hours and a normal work week is thirty-seven and one-half (37½) hours and excludes a one-half (½) hour unpaid meal break.

Part-time Employees

The normal workday is seven and one-half (7½) hours, exclusive of a one-half (½) hour unpaid lunch break. The regular hours of work for all employees shall not regularly exceed twenty-two and one-half (22½) hours per week or forty-five (45) hours averaged over a two (2) week period, except in cases of emergency.

14.02(A) – REST PERIODS

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

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

14.02(B) – REST PERIODS(PT)

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

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

14.03 – ADDITIONAL REST PERIODS

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

14.04 – EXTENDED TOURS

Extended tour provisions may be negotiated by the parties at the local level.

14.05 – JOB SHARING

- (a) Job sharing is defined as two permanent employees sharing one full-time position. All job sharing arrangements shall be subject to the approval of the Hospital and the agreement of the Union.
- (b) Before any job sharing arrangement is approved, the Hospital and the Union must determine locally:
 - (i) The resulting vacancy or vacancies to be posted in accordance with Article 9.05; and
 - (ii) The terms and conditions governing the introduction and discontinuance of such job sharing arrangements.
- (c) The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of this agreement applicable to part-time employees, except that any full-time employee who enters a job sharing arrangement may continue participation in the group health and welfare benefit programs set out in Article 18.01 provided the employee pays the full amount of the monthly premiums during the job sharing period.

ARTICLE 15 – PREMIUM PAYMENT

15.01 – DEFINITION OF REGULAR STRAIGHT TIME RATE OF PAY

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

15.02 – DEFINITION OF OVERTIME

When an employee at the request of, and approval of the Department Head under which he is employed, is required to work in excess of his normal hours of work in any one day or in any one pay period including paid sick time, statutory holidays and vacations, he shall be paid according to Article 15.03.

Notwithstanding the above, for the purposes of calculating overtime for part-time

15.02 Continued

employees, overtime shall be any authorized hours worked in excess of seven and one-half (7½) hours in the day or seventy-five (75) hours bi-weekly.

15.03 – OVERTIME PREMIUM AND NO PYRAMIDING

Subject to any superior conditions, 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 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 (7-1/2) hours per day will receive a pro-rated amount of reporting pay.

15.06 – CALL-BACK

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

15.07 – STANDBY

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$3.30 per hour for all hours on standby. Effective September 29, 2016, where such standby duty falls on a paid holiday, as set out in the Appendix of Local Provisions,

15.07 Continued

the employee shall receive standby pay in the amount of \$4.90 per hour.

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

15.08 – TEMPORARY TRANSFER

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit, he shall be paid the rate in the higher salary range immediately above his 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 \$4.00 for each shift from the time of the assignment.

15.09 – SHIFT AND WEEKEND PREMIUM

Employees shall be paid a shift premium of one dollar and twenty cents (\$1.20) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

The same one dollar and twenty cents (\$1.20) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties.

ARTICLE 16 – HOLIDAYS

16.01 – NUMBER OF HOLIDAYS

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

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

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

16.02 – DEFINITION OF HOLIDAY PAY AND QUALIFIERS

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

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

In order to qualify for holiday pay for any holiday, as set out in the Local Provisions Appendix, or to qualify for a lieu day an employee must complete her scheduled shift on

16.02 Continued

each of the working days immediately prior to and following the holiday except where absence on one or both of the said qualifying days is due to a satisfactory reason.

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

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

16.03(A) – PAYMENT FOR WORKING ON A HOLIDAY

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

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

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

16.03(B) – PAYMENT FOR WORKING ON A HOLIDAY

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

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

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

16.04 – PAYMENT FOR WORKING OVERTIME ON A HOLIDAY

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

ARTICLE 17 – VACATIONS

17.01(A) – FULL-TIME VACATION ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

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

An employee who has completed the following number of continuous years of service:	But less than the following number of continuous years of service:	Is entitled to the following number of weeks of annual vacation with pay:
1	2	2
2	5	3
5	12	4
12	20	5
20	28	6
28		7

This chart below only for former HDH employees hired on or before the award date. They are grandfathered on the vacation grid of their predecessor Collective Agreement with respect to the service requirements for three (3) and four (4) weeks vacation.

An employee who has completed the following number of continuous years of service:	But less than the following number of continuous years of service:	Is entitled to the following number of weeks of annual vacation with pay:
1	2	3
2	5	3
3	5	4
5	12	4
12	20	5
20	28	6
28		7

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

17.01(B) – PART-TIME ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

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

An employee who has completed the following number of continuous hours of service:	But less than the following number of continuous hours of service:	Is entitled to the following percentage of vacation pay, plus the equivalent time off:
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%

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.

17.02 – WORK DURING VACATION

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

17.03 – ILLNESS 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.

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

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

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$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.

Subject to superior conditions services of a chiropractor will be covered up to an annual maximum of \$375. For a licensed or registered physiotherapist will be covered up to an annual maximum of one thousand dollars (\$1,000. (A doctor's note will be required for claims in excess of \$375 per insured per year). Reimbursement of claims will be at the reasonable, usual and customary rate.

Vision care maximum \$300.00 every 24 months in addition to eye examinations biennially, and hearing aid acquisition every 36 months. Vision care coverage can be used for laser eye surgery.

- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September 28, 1993 or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deductions.

18.01 Continued

- (d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan in effect as of September 28, 1993 or comparable coverage with another carrier.

Dental recall, including preventative services, every 9 months.

The Hospital also agrees to contribute 75% of the billed premiums towards coverage of 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 providing the balance of the monthly premiums are paid by the employee through payroll deduction.

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) 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

18.03 Continued

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 his/her regular straight time hourly rate for all straight time hours paid.

18.05 – 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 by laws, the Hospital agrees to deduct this assessment.

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

ARTICLE 19 – HEALTH & SAFETY

19.01 – PROTECTIVE FOOTWEAR

Effective January 1, 2014, and on that date for each subsequent calendar year, the Hospital will provide \$120 per calendar year to each full-time and each regular part-time employee who is required by the Hospital to wear safety footwear during the course of his duties. The employees who will be required to wear safety footwear will be negotiated locally and set out in the Local Provisions Appendix.

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

19.02 – 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.

19.02 Continued

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

19.03 – VIOLENCE

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

To that end, the local parties will determine appropriate solutions to promote health and safety in workplaces, including, but not limited to:

- Violence in the Workplace (including Verbal Abuse)
- In particular, the local parties will consider appropriate measures to address violence in the workplace, which may include, among other remedies:
 - (i) Electronic and visual flagging;
 - (ii) Properly trained security who can de-escalate, immobilize and detain/restrain;
 - (iii) Appropriate personal alarms;
 - (iv) Organizational wide risk assessments assessing environment, risk from patient population, acuity, communication, and workflow and individual client assessments; and

19.03 Continued

- (v) 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.

ARTICLE 20 – COMPENSATION

20.01(A) – JOB CLASSIFICATION

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

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

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

20.01(A) Continued

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

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

20.01(B) – JOB DESCRIPTIONS

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

20.02 – ASSIGNMENT OF DUTIES FROM ANOTHER CLASSIFICATION

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

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

20.03 – PROMOTION TO A HIGHER CLASSIFICATION

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

20.04 – WAGES AND CLASSIFICATION PREMIUMS

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

20.05 – PROGRESSION ON THE WAGE GRID

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

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

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

ARTICLE 21 – FISCAL ADVISORY COMMITTEE

Recognizing the value of Union input on behalf of employees, the parties agree to the following:

- (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 or service restructuring.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to its budgetary plans which have 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 his or her regular or premium rate as may be applicable.

ARTICLE 22 – APPRENTICESHIP COMMITTEE

The central parties agree that within sixty (60) days of the commencement of this agreement, a joint local committee consisting of up to three representatives each will be formed to discuss the feasibility of establishing an apprenticeship Program (s). If such a program is deemed feasible, the local parties will determine the terms and conditions of such program(s).

The joint local committee will seek the availability of any federal or provincial funds to cover the costs of such programs.

ARTICLE 23 – DURATION

23.01 – TERM

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

23.02 – CENTRAL BARGAINING

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

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

23.02 Continued

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

LETTER OF UNDERSTANDING
RE - Regarding the introduction of HOODIP to Hospitals with Accumulating Sick Leave Plans

Between:
The Participating Hospitals/OHA
- and -
The Ontario Council of Hospital Unions/ CUPE

Participating CUPE locals and Hospitals agree to meet to discuss the merits of introducing HOODIP to their CUPE bargaining units.

It is understood that such meetings will occur within 6 months following the date of ratification of the Memorandum of Settlement.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**LETTER OF UNDERSTANDING
RE - HOODIP**

**Between:
The Participating Hospitals/ OHA
- and -
The Ontario Council of Hospital Unions/ CUPE**

CUPE and the Participating Hospitals agree to establish a provincial working group consisting of up to three representatives each, to investigate sick leave utilization, discuss changes to HOODIP and individual Hospital participation in the Plan.

The working group will have access to expertise and resources as appropriate. The working group will commence meeting within 3 months following the date of the ratification of the settlement. The committee may explore the feasibility of implementing pilot project(s) to determine the effectiveness of any changes to the current sick leave plan. Any pilot project will be without prejudice.

CUPE members will be granted such time off as is required to attend joint meetings of the working group. The time spent by the CUPE members to attend joint meetings of the working group will be deemed time worked and CUPE members will be compensated at their regular straight time hourly rate.

The working group will arrange its activities in order to endeavour to arrive at joint recommendations for the central parties by March 31, 2021.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**LETTER OF UNDERSTANDING
RE - Voluntary Part-time Benefits**

**Between:
The Participating Hospitals/ OHA
- and -
The Ontario Council of Hospital Unions/ CUPE**

If the local parties agree, the Hospital will provide part-time employees with the option of voluntary participation in any and all of the group health and welfare benefit programs set out in Article 18.01. It is understood and agreed that the part-time employees would pay the Employer the full amount of the monthly premiums, in advance.

NOTE: Part-time voluntary benefits are not arbitrable in local negotiations.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**LETTER OF UNDERSTANDING
RE - RPN Rates**

**Between:
The Participating Hospitals/ OHA
- and -
The Ontario Council of Hospital Unions/ CUPE**

CUPE and the Participating Hospitals agree to establish a provincial working group consisting of up to three representatives each, to discuss the issue of RPN rates across the province, and the feasibility of moving towards a provincial or common wage rate.

The working group will have access to expertise and resources as appropriate. The working group will commence meeting sixty (60) days following ratification of the collective agreement.

CUPE members will be granted such time off as is required to attend joint meetings of the working group. The time spent by the CUPE members to attend joint meetings of the working group will be deemed time worked and CUPE members will be compensated at their regular straight time hourly rate.

The working group will arrange its activities in order to endeavour to arrive at joint recommendations for the central parties four (4) months prior to the expiry of the collective agreement.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**MEMORANDUM OF AGREEMENT
RE - Benefits**

**Between:
The Participating Hospitals/ OHA
and
The Ontario Council of Hospital Unions/ CUPE**

Whereas the current collective agreement makes reference to the Blue Cross Plans in effect as of September 28, 1993;

And Whereas the semi-private, extended health care and dental benefits are now being provided by various carriers at the different hospitals;

And Whereas the Participating Hospitals ("the Hospitals") and the Ontario Council of Hospital Unions/CUPE ("the Union") wish to ensure that the collective agreement entitlements to semi-private, extended health care and dental benefits are comparable;

And Whereas the Hospitals and the Union are desirous of considering whether, without reducing the level of benefits provided at each individual participating hospital, savings can be achieved in the provision of semi-private, extended health care and dental benefits;

And Whereas the Hospitals and the Union wish to ensure that eligible employees receive comprehensive and accurate information about their coverage and entitlements;

And Whereas the Hospitals and the Union recognize the importance of working collaboratively to achieve the objectives outlined above, it is agreed as follows:

1. Within thirty days of the ratification by the Hospitals and the Union of the collective agreement, a provincial Joint Benefits Committee ("the Committee") will be established.
2. Both the Hospitals and the Union will nominate three members of the Committee and appoint co-chairs. The Committee will meet and mutually select a third party facilitator. Failing to do so, William Kaplan will appoint the facilitator.
3. The Hospitals and the Union will be responsible for their own expenses, but they will share equally in the fees of the expenses of the facilitator.
4. The Committee will meet monthly or as otherwise agreed by the parties or directed by the facilitator.
5. The Committee will immediately request from all participating hospitals a copy of their current benefit plan master policies as they pertain exclusively to CUPE and booklets to be provided within 90 days of the request.
6. The Committee will review those plans and determine what, if any, variations exist among the plans.

7. The Committee will also consider whether, without reducing the level of benefits provided at each individual participating hospital, there are cost saving mechanisms available to the parties.
8. The Committee may retain expert assistance, the cost of which shall be borne equally by the Hospitals and the Union. Should the Hospitals and the Union not agree on retaining expert assistance, the decision of the facilitator shall be binding.
9. The Committee shall complete its work and prepare a final report within eighteen months, unless the parties agree otherwise. The parties agree that this memorandum of agreement and the report of the Committee shall not be introduced or relied upon by either party in any proceedings whatsoever. However, it is agreed and understood that the data collected may be relied upon by either party for any purpose in any proceeding.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**LETTER OF UNDERSTANDING
RE - Grievances Related to Article 3.02**

**Between:
The Participating Hospitals/ OHA
- and -
The Ontario Council of Hospital Unions/ CUPE**

The parties agree that grievances related to 3.02, if any, will be heard before Arbitrator William Kaplan (with nominees).

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

**LETTER OF UNDERSTANDING
RE - Workload Complaint Form**

**Between:
The Participating Hospitals/ OHA
- and -
The Ontario Council of Hospital Unions/ CUPE**

The Central Bargaining Committees for the Ontario Hospital Association and the Canadian Union of Public Employees will establish a joint working group to develop a workload complaint form for Registered Practical Nurses. This committee will meet within thirty (30) days of ratification and complete its work within ninety (90) days of ratification. In the event the parties cannot agree on forms, Arbitrator Kaplan will hold a hearing and make a decision on an expeditious basis. These forms will then be attached to the Collective agreement.

Dated at _____, Ontario, this _____ day of _____ 2020.

FOR THE HOSPITALS

FOR THE UNION

APPENDIX A: 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: _____ 7.5 Hr Shift 11.25Hr Shift
Name _____ of _____ Supervisor: _____ Date/Time
Submitted: _____

SECTION 2: DETAILS OF OCCURRENCE

Provide a concise summary of the occurrence:

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?

No Why not?

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:

- | | |
|---|---|
| <input type="checkbox"/> In-service | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> Review nurse/patient ratio | <input type="checkbox"/> Review policy/procedures |
| <input type="checkbox"/> Float/casual pool | <input type="checkbox"/> Adjust supporting staff |
| <input type="checkbox"/> Adjust RPN staff | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Replace sick calls, vacations, paid holidays or other absences | |

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* 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.

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 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 (*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 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: _____

Signature: _____ Date: _____
Phone #: _____ Email: _____

Signature: _____ Date: _____
Phone #: _____ Email: _____

Signature: _____ Date: _____
Phone #: _____ Email: _____

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:

CUPE 1974 Harmonized Classification WAGE GRID 2018-2020

NEW BAND	Job Title	1.6%			
		2018-09-29	2019-09-29	2020-09-29	
BAND-A	Attendant	1	\$20.898	\$21.238	\$21.588
	Clerk	2	\$21.998	\$22.356	\$22.725
	Environmental Assistant	3	\$23.156	\$23.533	\$23.921
	Linen Assistant				
	Nutrition Assistant				
	Receptionist				
	Utility Assistant				

BAND-B	Clerk Typist	1	\$21.180	\$21.524	\$21.879
	Diagnostic Imaging Secretary	2	\$22.294	\$22.657	\$23.031
	Health Records Clerk	3	\$23.468	\$23.850	\$24.244
	Ward Aide				

BAND-C	Attendant	1	\$21.889	\$22.245	\$22.612
	Clerk	2	\$23.041	\$23.416	\$23.802
	Lead Hand	3	\$24.255	\$24.649	\$25.056
	Medical Secretary				
	Medical Transcriptionist				
	Phlebotomist (effective 2018/01/18)				
	Porter				
	Receptionist				
	Receptionist/Scheduler				
	Secretary				
	Secretary 1				

NEW BAND	Job Title	1.6%	1.6%	1.65%
		2018-09-29	2019-09-29	2020-09-29
BAND C	Supp./Equip. Assistant			
	Supply Assistant (as of 2007/09/20)			
	Supply Attendant			
	Switchboard Operator			

BAND-D	Building Operations Technician	1	\$21.899	\$22.255	\$22.622
	Kids Inclusive Dept. Secretary	2	\$23.051	\$23.426	\$23.813
	Records & Registration Clerk	3	\$24.265	\$24.660	\$25.067
	Secretary II				
	Unit Clerk				
	Ward Clerk				
BAND-E	Accounting Clerk	1	\$22.005	\$22.363	\$22.732
	Hearing Aid Dispensary I	2	\$23.163	\$23.540	\$23.928
	Senior Accounts Payable Clerk	3	\$24.384	\$24.780	\$25.189
	VEP Shipping and Receiving Clerk				

BAND-F	Health Care Assistant	1	\$22.254	\$22.616	\$22.989
	OR Attendant 3	2	\$23.425	\$23.806	\$24.199
	Patient Care Assistant	3	\$24.659	\$25.060	\$25.473
	Perioperative Assistant OR				
	Reprocessing Technician				

NEW BAND	Job Title	1.6%			
		2018-09-29	2019-09-29	2020-09-29	
BAND-G	Duplicator Technician	1	\$22,707	\$23,076	\$23,457
		2	\$23,902	\$24,291	\$24,692
		3	\$25,161	\$25,570	\$25,992

BAND-H	Groundskeeper	1	\$22,716	\$23,085	\$23,466
	Housekeeping Attendant (Projects)	2	\$23,911	\$24,300	\$24,701
	Jr. Mechanic	3	\$25,171	\$25,580	\$26,002

BAND-I	Clerk	1	\$23,107	\$23,483	\$23,870
	Coordinator	2	\$24,323	\$24,719	\$25,127
	Equipment Coordinator (effective 2013 March)	3	\$25,605	\$26,021	\$26,450
	Material Assistant				
	Receiving Attendant				
	Secretary				

BAND-J	Buyer	1	\$23,631	\$24,015	\$24,411
		2	\$24,875	\$25,279	\$25,696
		3	\$26,184	\$26,610	\$27,049

BAND-K	Clerk	1	\$24,323	\$24,718	\$25,126
	Coordinator	2	\$25,603	\$26,019	\$26,448
	Facilities Maintenance Tech	3	\$26,951	\$27,389	\$27,841
	Secretary				

NEW BAND	Job Title	1.6%			
		2018-09-29	2019-09-29	2020-09-29	
BAND-L	Addictions Care Worker	1	\$25.123	\$25.531	\$25.952
		2	\$26.445	\$26.875	\$27.318
		3	\$27.837	\$28.290	\$28.757

BAND-M	Coordinator	1	\$25.131	\$25.540	\$25.961
	GFT Secretary	2	\$26.454	\$26.884	\$27.328
	Kids Inclusive Systems Assistant	3	\$27.847	\$28.300	\$28.767
	Sr. Secretary				

BAND-N	Coordinator	1	\$26.051	\$26.475	\$26.912
	Data Analyst	2	\$27.422	\$27.868	\$28.328
	Jr. Financial Analyst	3	\$28.867	\$29.336	\$29.820
	PCS Expert User				

BAND-O	Senior GFT	1	\$26.153	\$26.578	\$27.017
		2	\$27.529	\$27.977	\$28.439
		3	\$28.979	\$29.450	\$29.936

BAND-P	Painter	1	\$26.374	\$26.803	\$27.245
		2	\$27.763	\$28.214	\$28.680
		3	\$29.225	\$29.700	\$30.190

BAND-Q	Coordinator	1	\$26.753	\$27.188	\$27.637
	Customer Support Specialist	2	\$28.161	\$28.619	\$29.091
	Desktop Technician	3	\$29.644	\$30.126	\$30.623
	Network Technician				

NEW BAND	Job Title	1.6%			1.65%
		2018-09-29	2019-09-29	2020-09-29	
BAND-R	Equipment/Material/Instrumentation Coordinator	1	\$27.236	\$27.679	\$28.136
	Operating Room Technician	2	\$28.670	\$29.136	\$29.617
	Perioperative RPN	3	\$30.179	\$30.670	\$31.176
	Perioperative Technician				
	Registered Practical Nurse				
	RPN - Surgical Clinical Reviewer				

BAND-S	Occupational Therapy Assistant	1	\$27.458	\$27.904	\$28.364
	Physiotherapy Assistant	2	\$28.903	\$29.373	\$29.858
	Recreation Therapist	3	\$30.425	\$30.920	\$31.430
	Therapy Assistant				

BAND-T	Carpenter	1	\$29.200	\$29.675	\$30.165
	Clinical Research Associate	2	\$30.737	\$31.237	\$31.752
	Electrician	3	\$32.356	\$32.882	\$33.425
	Locksmith				
	Mechanic				
	OR Supply & Equip. Technician				
	Plumber				
	Printer				
	Refrig-AC Mechanic				
	Systems Administrator				
	Systems Prog/Analyst 1				

NEW BAND	Job Title	1.6%			1.65%
		2018-09-29	2019-09-29	2020-09-29	
BAND-U	Coordinator	1	\$30.851	\$31.353	\$31.870
	System Administrator/Business Analyst Kids Inclusive	2	\$32.475	\$33.003	\$33.548
	Systems Administrator 2	3	\$34.185	\$34.741	\$35.314
	Systems Prog/Analyst 2				
	Trades Charge				

BAND-V	Coordinator	1	\$38.960	\$39.593	\$40.246
	Data Management Coordinator	2	\$41.010	\$41.677	\$42.365
	Database Administrator	3	\$43.170	\$43.872	\$44.596

BAND-W	Analyst	1	\$42.924	\$43.622	\$44.342
	Data Management Coordinator, POGO	2	\$45.183	\$45.918	\$46.676
	Senior Data Management Coordinator	3	\$47.563	\$48.336	\$49.134
	Systems Administrator 3				
	Systems Prog/Analyst 3				

TABLE OF CONTENTS

ARTICLE	PAGE NUMBER
ARTICLE 1 – PREAMBLE	4
ARTICLE 2 – DEFINITIONS.....	4
ARTICLE 3 - RELATIONSHIP.....	5
ARTICLE 4 – STRIKES & LOCKOUTS.....	5
ARTICLE 5 – UNION SECURITY	6
ARTICLE 6 – UNION REPRESENTATION AND COMMITTEES	6
ARTICLE 7 – GRIEVANCE AND ARBITRATION PROCEDURE.....	9
ARTICLE 8 – ACCESS TO FILES.....	13
ARTICLE 9 – SENIORITY	13
ARTICLE 10 – CONTRACTING OUT.....	27
ARTICLE 11 – WORK OF THE BARGAINING UNIT	28
ARTICLE 12 – LEAVES OF ABSENCE	28
ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY	42
ARTICLE 14 – HOURS OF WORK	44
ARTICLE 15 – PREMIUM PAYMENT	45
ARTICLE 16 – HOLIDAYS	47
ARTICLE 17 – VACATIONS	49
ARTICLE 18 – HEALTH & WELFARE.....	51
ARTICLE 19 – HEALTH & SAFETY	53
ARTICLE 20 – COMPENSATION	55
ARTICLE 21 – FISCAL ADVISORY COMMITTEE.....	57
ARTICLE 22 – APPRENTICESHIP COMMITTEE.....	58
ARTICLE 23 – DURATION	58
LETTER OF UNDERSTANDING, RE - Regarding the introduction of HOODIP to Hospitals with Accumulating Sick Leave Plans	60
LETTER OF UNDERSTANDING, RE - HOODIP.....	61
LETTER OF UNDERSTANDING, RE - Voluntary Part-time Benefits	62
LETTER OF UNDERSTANDING, RE - RPN Rates.....	63
MEMORANDUM OF AGREEMENT, RE - Benefits	64
LETTER OF UNDERSTANDING, RE - Grievances Related to Article 3.02.....	66
LETTER OF UNDERSTANDING, RE - Workload Complaint Form.....	67
APPENDIX A: RPN WORKLOAD COMPLAINT FORM.....	68
APPENDIX B: NON-RPN WORKLOAD COMPLAINT FORM.....	72
CUPE 1974 Harmonized Classification WAGE GRID 2018-2020.....	75
ARTICLE A – RECOGNITION.....	84
ARTICLE B - MANAGEMENT RIGHTS	84
ARTICLE C - UNION MEMBERSHIP	85
ARTICLE D - DUES DEDUCTION AND REMITTANCE AND DUES LIST.....	85
ARTICLE E – CONSTITUTION OF LOCAL BARGAINING & GRIEVANCE COMMITTEES	85
ARTICLE F – SENIORITY.....	87
ARTICLE G - SCHEDULING.....	87
ARTICLE H - HOLIDAYS	91
ARTICLE I - SICK LEAVE ADMINISTRATIVE PROVISIONS.....	91
ARTICLE J - PAYMENT OF WAGES AND ALLOWANCES.....	92
ARTICLE K - BULLETIN BOARDS.....	93
ARTICLE L - COMMUNICATION TO UNION.....	93
ARTICLE M – VACATION ADMINISTRATION PROVISION.....	94
ARTICLE N - PRE-RETIREMENT COUNSELLING AND NORMAL RETIREMENT AGE.....	95
ARTICLE O - PRINTING OF AGREEMENT.....	95

ARTICLE P - UNIFORM	95
ARTICLE Q - TRANSFER OF SENIORITY AND SERVICE	95
ARTICLE R - EMPLOYEE ASSISTANCE PROGRAMME	96
ARTICLE S - MODIFIED WORK	96
ARTICLE T - HEALTH & SAFETY	97
ARTICLE U - ADDRESS AND TELEPHONE COMMUNICATION	98
ARTICLE V - MENTORSHIP:.....	99
ARTICLE W – PRECEPTORSHIP/STUDENT SUPERVISION.....	99
LETTER OF INTENT	100
LETTER OF UNDERSTANDING, RE - 7-HOUR WORKDAY/35-HOUR WORK WEEK	101
LETTER OF UNDERSTANDING, RE - REPRESENTATION AT MEETINGS UNDER THE GRIEVANCE PROCEDURE.....	102
LETTER OF UNDERSTANDING, RE - STANDBY SCHEDULING	103
LETTER OF UNDERSTANDING, RE - PT VACATION AND SHIFT LEVELLING	104
LETTER OF UNDERSTANDING. RE - HDH SITE PERIOPERATIVE RPN'S – ON-CALL PARKING.....	105
LETTER OF UNDERSTANDING, RE - CALL-IN RESPONSE TIMES TRIAL	106
LETTER OF UNDERSTANDING, RE - LEAD HAND RATES	107
LETTER OF UNDERSTANDING, RE - HOSPITAL CLOSURES	108
LETTER OF UNDERSTANDING, RE - EXTENDED TOURS	109
LETTER OF UNDERSTANDING, RE - COVERING TEMPORARY VACANCIES.....	115
LETTER OF UNDERSTANDING, RE - MOBILITY BETWEEN SITES	116
LETTER OF UNDERSTANDING, RE - OVERTIME IN DEPARTMENTS WITH.....	117
7-HOUR SHIFTS	Error! Bookmark not defined.
LETTER OF UNDERSTANDING, RE - WAGE HARMONIZATION.....	118

Each of the following provisions will appear in all Collective Agreement's replacing any related provisions that existed in the hospital's Expired Collective Agreement's, unless otherwise specified.

APPENDIX OF LOCAL ISSUES

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

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

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

IMPLEMENTATION NOTE RE PRE-EXISTING CLAUSES

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

ARTICLE A – RECOGNITION

All employees of the Kingston Health Sciences Centre save and except supervisors and persons above the rank of supervisor; staff of Human Resources and Hospital Administration; Administrative Assistants for Executive Officers and for Directors; students who are in training as part of an academic program; security guards; and persons currently included in any other bargaining unit.

ARTICLE B - MANAGEMENT RIGHTS

The Union agrees to co-operate with the Hospital at all times to maintain the highest possible standard of service and efficiency and the Union acknowledges, except as specifically agreed to elsewhere in the Collective Agreement, the exclusive rights of the Hospital as follows:

To direct the operation of the Hospital in the best interest of the patients, the community and the employees, both within and without the bargaining unit.

To formulate policies, rules and regulations which are not inconsistent with the provisions of the Agreement.

To introduce new practices or services, to expand, reduce, eliminate, change or modify present services and practices; to enter into contracts for buildings, repairs, equipment, supplies, materials and services.

To determine, where, by whom, in what manner, to what time and under what conditions, employees in the bargaining unit and/or contractors and their employees shall perform their duties.

To determine in the interest of efficient operation and highest standard of service, the hours of work, work assignments, methods of doing the work and the working establishment for any service, provided always that reasonable notice shall be given to the employee or employees involved of any changes to be made.

To maintain order and discipline, to hire, promote, transfer employees, or for just cause, to demote, suspend, discharge or otherwise discipline employees who have completed their probationary period.

To instruct and direct employees in their duties, responsibilities, conduct and attitudes towards patients, visitors, department heads, supervisors and other Hospital employees who are outside the bargaining unit.

Article B – Management Rights, Continued

To have absolute control of buildings, use of buildings, use of utensils, equipment, machinery, tools, supplies, materials, insurance, drugs, medicines, clothing uniforms and and all other Articles or things belonging to the Hospital.

ARTICLE C - UNION MEMBERSHIP

All present members of the Union shall remain members, as a condition of employment and all new employees who become members shall remain members. All new employees shall be given a copy of the Union Agreement at the time they are employed. All employees will be provided access to the collective agreement.

ARTICLE D - DUES DEDUCTION AND REMITTANCE AND DUES LIST

The Hospital agrees to deduct from each pay cheque of each employee, an amount equal to the current dues of the Union (expressed as a percentage of gross pay) as established from time to time by the Union and communicated to the Employer; and further, the Employer agrees to remit the amount deducted to the Union Treasurer. The Employer will endeavour to remit all dues collected to the Union by the 15th working day of the period following the deduction. The Hospital also agrees to forward to the Union Treasurer each month a list of all part-time employees and the paid hours worked by these employees during this time period. The Union shall hold the Hospital harmless with respect to all dues so deducted.

ARTICLE E – CONSTITUTION OF LOCAL BARGAINING & GRIEVANCE COMMITTEES

1. NUMBER OF STEWARDS

In accordance with Article 6 05, the Union shall have the right to appoint or otherwise select stewards. The total number of stewards shall not exceed twenty-four (24). The Union shall advise the Hospital of the names in writing of the stewards as soon as they are appointed and subsequently inform the Hospital forthwith of any changes in the steward appointments. Not more than one (1) steward from a department in a particular work location will be absent from work to perform Union duties at any one time, unless mutually agreed by the Parties to reflect to both Hospital sites.

ARTICLE E – CONSTITUTION OF LOCAL BARGAINING & GRIEVANCE COMMITTEES-Continued

2. GRIEVANCE COMMITTEE

In accordance with Article 6.06, the Union shall appoint or otherwise select a grievance Committee consisting of not more than four (4) members of the bargaining unit. The Union shall advise the Hospital of the names of the members of the said Committee as soon as they are appointed and shall subsequently inform the Hospital forthwith of any changes in its personnel.

3. LOCAL BARGAINING COMMITTEE

In accordance with Article 6.03, the Union shall have the right to appoint, or otherwise select a Negotiating Committee of not more than eight (8) employees, where no more than two (2) are from the same particular work location. The Union shall advise the Hospital of the names of the members of the said Committee as soon as they are appointed and shall subsequently inform the Hospital forthwith of any changes in its personnel.

4. UNION LEAVE

Individual employees will be granted a maximum of twenty-five (25) days Union Leave in total, in any one (1) calendar year. However, members of the Executive Board will be granted a maximum of thirty-five (35) days Union Leave in any one (1) calendar year and the Union President (or designate) will be granted a maximum of forty-five (45) days Union Leave in any one (1) calendar year. Such a limitation shall not apply to leave taken by an individual elected to serve on a Central Bargaining team, or to meetings with the Hospital.

Such leave shall only apply where the Hospital would be subject to reimbursement by the Union in accordance with Article 12.02. Should more than one employee in a department or work area request Union leave, permission for such leave may be granted at the discretion of the immediate supervisor.

5. UNION ACTIVITY ON PREMISES

The Hospital shall provide a proper secure office at both sites for the use of the Union.

ARTICLE E – CONSTITUTION OF LOCAL BARGAINING & GRIEVANCE COMMITTEES-Continued

6. LABOUR MANAGEMENT COMMITTEE

In accordance with Article 6.02, up to six (6) members from the Union and up to six (6) members from the Hospital may constitute the Committee. One of the representatives of the Hospital shall be the President and Chief Executive Officer or delegate, who shall act as chairperson. The Committee shall meet once each month on a date agreed to by mutual consent.

7. FULL TIME UNION PRESIDENT

The Hospital shall grant leave with pay to the President of CUPE Local 1974 (or his/her designate) for time equivalent to ten (10) days per calendar month for the purpose of conducting Hospital/Union business that the Employer normally compensates under the Collective Agreement. Such leave shall be without loss of seniority or benefits.

ARTICLE F – SENIORITY

A seniority list shall be provided to the Union by the Hospital for all regular full-time, regular part-time and casual employees, which will include name, classification (job title), seniority date, seniority in years, and department. The seniority list shall also be posted on Hospital bulletin boards designated for CUPE communications and notices at all sites, four times a year, in January, April, July and October.

ARTICLE G - SCHEDULING

The new scheduling provisions will be effective the first scheduling cycle after September 15, 2019.

1. POSTING OF SCHEDULE

The hours and days of work of each employee shall be posted in an appropriate place at least two (2) weeks in advance and will be for a period of at least six (6) weeks, with the exception of the ambulatory clinics. Schedules in the ambulatory clinics will be posted two (2) weeks in advance for a period of at least four (4) weeks. Nothing shall preclude the schedule being changed with the mutual consent of the employee and his Supervisor, provided also the Chief Executive Officer or designate in his absence shall have the right to alter the schedule in cases of emergency. The question of emergency shall be arbitrable.

The Hospital further agrees that there will be no "split shifts" and no shifts of less than four (4) hours.

ARTICLE G-SCHEDULING Continued

Part-Time Employees:

All regularly available scheduled hours of work in the pay period shall be divided equally amongst all part-time employees in their department/work area/unit, within their classification, subject to the provisions of this Article.

Nothing in the above shall be construed as a guarantee of hours of work per day or days of work per week or per pay period.

2. WEEKENDS OFF

Full Time Employees:

The Hospital will schedule two (2) weekends off in four (4), but if the employee is required to work on a third or subsequent consecutive weekend of duty, they shall be paid at the rate of time and one-half (1½) their regular salary for the hours involved

Part Time Employees:

The Hospital will schedule one (1) weekend off in four (4), but if the employee is required to work a fourth and subsequent consecutive weekend of duty, they shall be paid at the rate of time and one-half (1 ½) their regular salary for the hours involved.

Exception to the above apply when:

- (a) such weekend has been worked by an employee to satisfy specific days off requested by such employees; or
- (b) such employee has requested weekend work; or
- (c) such weekend is worked as a result of an exchange of shifts with another employee.

3. NUMBER OF CONSECUTIVE WORKDAYS

No employee will be scheduled to work more than seven (7) consecutive days. The Hospital will make every reasonable effort to schedule two (2) consecutive days off for employees.

4. TIME OFF BETWEEN SHIFTS

Full time employees:

The Hospital will schedule no less than sixteen (16) hours off between the ending of one shift and the commencement of another. Where the Hospital is unable to schedule sixteen (16) hours off between shifts, all hours that reduce the sixteen (16) hour time period will be paid at the rate of one and one-half (1½) times the employee's regular rate of pay except where it is as a result of an exchange of shifts between employees.

ARTICLE G-4. TIME OFF BETWEEN SHIFTS-Continued

Part-time employees:

The Hospital will schedule no less than twelve (12) hours off between the ending of one shift and the commencement of another. Where the Hospital is unable to schedule twelve (12) hours off between shifts, all hours that reduce the twelve (12) hour time period will be paid at the rate of one and one-half (1½) times the employee's regular rate of pay except where it is as a result of an exchange of shifts between employees.

5. CHRISTMAS SCHEDULING

- a) It is agreed by the Parties that scheduling of employees off at Christmas will allow employees who were not scheduled off for Christmas in odd numbered years to have preference for Christmas in even numbered years. After this procedure has been followed, remaining available time off at Christmas will be scheduled by seniority.
- b) The Hospital will make every reasonable effort to provide each full-time employee with five (5) consecutive days off at either Christmas or New Years' each year, including either Christmas day or New Years' Day unless such an employee requests not to be scheduled off.
- c) The Hospital will make every reasonable effort to provide each part-time employee with two (2) consecutive days off at either Christmas or New Years' each year, including either Christmas day or New Years' Day unless such an employee requests not to be scheduled off.
- d) Additionally, the Hospital will make every reasonable effort to not schedule the employee to work after 1900 on December 24 or December 31 for staff whose holiday it is to be off.

6. DISTRIBUTION OF OVERTIME

Overtime will be offered in order of seniority to those in the classification who normally perform the work. The parties agree that prior to offering overtime at double time it will be offered in order of seniority to all eligible employees at time and a half.

7. PART-TIME SHIFT CANCELLATION

Part-time employees shall receive a minimum of twelve (12) hours' notice of any shift cancellation. Failure to receive such notice shall result in the Hospital utilizing the provisions of Article 15.05 (Reporting Pay).

ARTICLE G SCHEDULING-Continued

8. CALL-IN PROCEDURES

- (a) In the following provisions, available employee shall mean an employee who is qualified in their department/work area/unit.
- (b) The "45-hour level" or "67.5 hour level" indicated below, shall not result in the splitting of any shift, regardless of the length of the shift. Thus, a senior employee who has less than 45 hours or less than 67.5 hours shall be the employee granted the available shift.
- (c) If the individual total number of scheduled hours is less than 45 hours in a pay period, then call-in shall be made by seniority so as to bring the most senior employee within the classification up to the 45-hour level in a pay period.
- (d) Once the most senior employee has reached the 45-hour level in a pay period, then further call-in shall go to the next most senior employee to bring that individual up to the 45-hour level in a pay period, and this will continue in descending order throughout the classification.
- (e) Once all available employees within the classification have reached the 45-hour level in a pay period, and should the need arise for further call-in, then the most senior employee within the classification shall receive the call-in.

The most senior employee shall receive the first call-in shift on each successive unscheduled day up to a maximum of 67.5 hours in the pay period, and this will continue in a descending order throughout the classification.

- (f) Casual Call- In
Casual employees will only be utilized once all part time employees who normally perform the work have been offered the opportunity at straight time.
- (g) Resource Pool employees, who have been regularly scheduled, shall be placed on a Unit before other employees are called in.

9. TEMPORARY FULL-TIME POSITION

If a part-time employee is assigned to a temporary full-time position, he/she shall retain his/her status as a part-time employee.

- 10 A part-time employee may not be assigned normal full-time hours for more than six (6) consecutive pay periods without the express agreement of the Union. Notwithstanding this provision, coverage for Leaves of Absence provided for under the Collective Agreement will be excepted from the requirement for Union Agreement, and the Union will receive notification of such assignments.

ARTICLE G SCHEDULING-Continued

11 SHIFT SWITCHES

Employees may exchange shifts within the pay period, provided they receive prior approval from their supervisor or designate. Such approval will not be unreasonably denied. No overtime will be incurred as a result of such shift exchange.

ARTICLE H - HOLIDAYS

1. PAID HOLIDAYS

The following are designated Paid Holidays:

New Years Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving
Easter Monday	Third Monday in November
Victoria Day	Christmas Day
Canada Day	Boxing Day

2. TIME OFF IN LIEU (FT Employees)

When a paid holiday falls on an employee's scheduled day off, and the employee is eligible for the paid holiday in accordance with Article 16, the employee shall be scheduled another day off or time-in-lieu.

Time off in-lieu requests will be submitted in writing to the immediate supervisor at least two (2) weeks in advance of the dates requested for the lieu day. Such requests shall not be unreasonably denied. The immediate supervisor will respond to the request within five (5) working days of the receipt of the request. Where two (2) or more employees request the same lieu day, seniority shall be the governing factor.

Lieu time earned in the calendar year must be taken by March 31st of the following year or it will be paid out.

ARTICLE I - SICK LEAVE ADMINISTRATIVE PROVISIONS

1. ELIGIBILITY

Full-time employees continuously employed by the Hospital for three (3) months or more are entitled to HOODIP as per Article 13.

Part-time and Casual employees receive an amount in lieu of all fringe benefits which includes sick leave pay as outlined in Article 18.04.

ARTICLE I - SICK LEAVE ADMINISTRATIVE PROVISIONS-Continued

2. NOTICE REQUIREMENTS

Employees will observe the following procedures:

- (i) Employees taking ill or suffering an accident, during working hours, will notify immediate supervisor or designate before the employee leaves his duties.
- (ii) In the matter of all sick leave, employees shall contact their immediate supervisor or designate on the first day of absence to indicate approximately when they expect to resume duty. In addition, employees will contact their immediate supervisor or designate on each subsequent day they are off sick during normal working hours to inform their immediate supervisor or designate if they will return to work on the next day or not, unless the employee is off on a medical leave approved by Occupational Health. In any event, the employee will confirm their intent to return to work with their supervisor or designate on the day prior to their first day back to work.
- (iii) Such notice will be given as soon as possible and, in any case, not later than four (4) hours prior to the time at which the employee would normally be required to report for duty, except in such cases where notice is not reasonably possible.

Where an employee is scheduled to work the day shift, in which case they will give notice no later one (1) hour before the time at which the employee would normally be required to report for duty, except in such cases where notice is not reasonably possible.

It is agreed that the employees and the Hospital will abide by the provisions of this Article in a reasonable manner.

ARTICLE J - PAYMENT OF WAGES AND ALLOWANCES

1. FREQUENCY OF PAY

The rates of pay in Schedule A are hourly rates. Employees in the bargaining unit are paid every two (2) weeks and the amount of pay can be calculated as the hourly rate times the number of hours worked and the hours which an employee is otherwise entitled to be paid, in the pay period.

2. STARTING SALARY

New employees shall commence at the start rate and prior to the completion of the probationary period the Hospital shall assess new employees.

ARTICLE J - PAYMENT OF WAGES AND ALLOWANCES-Continued

3. SALARY CHANGES

All changes in monthly salary, whether the result of a promotion, transfer, demotion, or attainment of a service anniversary shall become effective immediately upon such change.

4. MEAL ALLOWANCE FOR OVERTIME SHIFT

The Hospital shall provide a ten dollar (\$10.00) meal ticket or ten dollar (\$10.00) cash payment, if unable to provide a meal to any employee who is requested to work at least a half (1/2) shift of overtime.

5. TRANSPORTATION ALLOWANCE

When an employee is called back to work as outlined in Article 15.06, he shall be entitled to a transportation allowance paid at the current mileage/kilometre rate, or reimbursement of cab fare upon presentation of a receipt. Such transportation allowance will in no case exceed thirty dollars (\$30.00) per round trip, or such greater amount that the Hospital may at its discretion determine for each trip.

6. TOOL ALLOWANCE

The Hospital shall pay an annual tool allowance of up to seventy dollars (\$70.00) to each employee who is a ticketed tradesperson and who is required to provide some of their own tools or equipment. An employee will be required to provide receipts prior to being reimbursed the tool allowance.

ARTICLE K - BULLETIN BOARDS

Bulletin Boards designated for Union Bulletins shall be provided by the Hospital in the following areas: Connell Basement, Operating Room, Victory/Connell Area, in close proximity to the Cafeteria entrance, the Armstrong Patient Clinic Area, the Cancer Centre, Ontario Breast Screening Program Site, The Detox Centre, Mary Alice Elevator, Johnson 1 Staff Lounge, ENT Clinic, 72 Barrie Street, and Satellite Dialysis Units.

ARTICLE L - COMMUNICATION TO UNION

1. CORRESPONDENCE

All correspondence between the Parties arising out of this Agreement or incidental thereto shall pass to and from the Recording Secretary of CUPE Local 1974 or the National Representative and the President and Chief Executive Officer or delegate.

ARTICLE L - COMMUNICATION TO UNION-Continued

2. JOB DESCRIPTIONS

The Hospital agrees to maintain a file of all job postings covered by the CUPE Collective Agreement, with the job descriptions attached. In addition, the Union will receive a copy of all CUPE job postings and current and amended job descriptions as necessary.

Whenever a new position covered by the Collective Agreement is created or wherever a job description is substantially changed, the Hospital will provide the Union with the applicable job descriptions and written notification of the hours of work for the position and at the time the job is posted.

ARTICLE M – VACATION ADMINISTRATION PROVISION

1. VACATION SCHEDULING

Vacation will be scheduled at times mutually convenient to the Hospital and employee.

For Vacation requests submitted up to and including February 15th of the year in which the vacation is scheduled, employees shall be given preference as to the selection of their vacations on the basis of their seniority.

Employees will be notified in writing of the approval of their vacation by March 31st of each year.

Employees may take no more than fifty percent (50%) of their annual vacation entitlement as single days. The remainder of the vacation shall be taken in blocks of no less than five (5) days.

Prior to approving requests subsequent to the 15th of February, the Hospital will revisit previously submitted time off requests by seniority for those requests submitted prior to February 15th and then on a first come first served basis.

First come first served vacation request will be responded to in a timely manner and in any event no later than two (2) weeks following the request.

ARTICLE M – VACATION ADMINISTRATION PROVISION-Continued

2. VACATION CARRYOVER

Full time employees will be entitled to carryover a maximum of one and one half (1½) times their annual entitlement.

Any vacation in excess of this amount as of March 31st shall be either paid out or scheduled by mutual agreement within three (3) months.

ARTICLE N - PRE-RETIREMENT COUNSELLING AND NORMAL RETIREMENT AGE

The Hospital, recognizing the necessity of an employee to plan for retirement in order to cope with the problems of leaving the labour force, agrees to continue the present Pre-Retirement Counselling Program.

ARTICLE O - PRINTING OF AGREEMENT

The printing of this Agreement will be done by a Unionized workshop. The cost of printing this Agreement in booklet form shall be borne equally by each party. Once printed, the new Collective Agreement will be distributed to existing employees in the bargaining unit by the Human Resources Department. The Union will be responsible for the distribution of Collective Agreements to new employees and those employees requesting replacement copies. The Hospital will supply the Union with sufficient copies for the distribution of the Collective Agreements.

ARTICLE P - UNIFORM

When an employee can show that the job being performed requires the need of a lab coat or uniform, the Hospital shall supply the lab coat or uniform as often as may be necessary. A dispute arising out of the interpretation of the Article shall be subject to the grievance procedure.

ARTICLE Q - TRANSFER OF SENIORITY AND SERVICE

The effective date referred to in Article 9.07A shall be noted as being 28 September 1985.

ARTICLE R - EMPLOYEE ASSISTANCE PROGRAMME

The Hospital recognizes that the Union has an active Employee Assistance Program and will work in conjunction with the Union to promote accessibility to the program for its members.

An opportunity will be provided quarterly for a Union E.A.P. representative to attend the Kingston Health Sciences Centre Joint Occupational Health and Safety Committee for the purpose of reviewing reports on the utilization of the Hospital's E.A.P.

No confidential employee information will be divulged in conjunction with the process.

ARTICLE S - MODIFIED WORK

- (a) The Hospital will notify the Union of the names of all bargaining unit employees who go off work due to a work-related injury or go on long-term disability.
- (b) The Hospital and the Union recognize their obligations and agree to cooperate in facilitating the return to work of disabled employees. The Hospital and the Union agree that ongoing and timely communication by all participants in the process is essential to the success of the process.
- (c) When it has been medically determined that an employee is unable to return to their own position due to a disability, the Hospital will convene a meeting with a designated Union representative and a Return to Work Specialist as required to discuss a modified return to work. The Hospital and the Union will cooperate to investigate any modified work applicable; the employee will be provided with appropriate orientation to the job duties of any modified work; the employee will be able to participate in their own case management.
- (d) When the Union is involved in an employee's modified return to work as per (c), the Union shall receive a copy of the return to work/modified work plan.

ARTICLE T - HEALTH & SAFETY

1. Joint Health and 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 that CUPE members will participate on the Joint Health & Safety Committees.

CUPE will select a representative who will participate on both site committees. In addition, there will be one (1) representative on each of the site committees (i.e. CUPE will have two (2) participants on each site committee).

- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.
- (e) Meetings shall be scheduled monthly at each site. The Committee shall maintain minutes of all meetings and make the same available for review on the Occupational Health and Safety Bulletin Board.
- (f) 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 his regular or premium rate as may be applicable. CUPE's representative(s) to the Joint Occupational Health and Safety Committee shall be given one (1) hour of paid preparation time as per the Occupational Health & Safety Act to prepare for each meeting.
- (g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observance 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 employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the pregnancy leave referred to in Article 12.06.

ARTICLE T - HEALTH & SAFETY-Continued

- (i) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.
- (j) Certified Worker
The Hospital accepts that at minimum, one (1) CUPE members who serves on the Joint Occupational Health and Safety Committee will be selected among those to be trained as certified workers under the Occupational Health & Safety Act. Any costs associated with the initial training of a certified worker will be paid by the Hospital, or as may be prescribed pursuant to the Occupational Health and Safety Act.
- (k) Violence in the Workplace
As per the Occupational Health and Safety Act, the Hospital will inform the Union within three (3) working days of any employee who has been subjected to violence while performing his/her work. Such information shall be submitted to the Union in writing as soon as possible.

(2) Protective Footwear

The Hospital will require employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance
- 2) Grounds
- 3) Stores (only where frequently working in storage areas)
- 4) Any other employee who requires safety footwear as a condition of their duties and as determined by the Hospital.

ARTICLE U - ADDRESS AND TELEPHONE COMMUNICATION

It shall be the duty of each employee to notify the Hospital promptly of any change of address or residence. If the employee fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such employee. Employees shall notify the Hospital of any change to his telephone number.

The Employer will provide to the Union Recording Secretary monthly an updated address and telephone list.

ARTICLE V - MENTORSHIP:

Nurses may, from time to time, be assigned a formal mentorship role for a designated nurse.

Mentorship is a formal supportive relationship between two (2) nurses, which result in the professional growth and development of an individual practitioner to maximize her or his clinical practice. The relationship is time limited and focused on goal achievement. Orientation to the organization or general functioning of the unit does not constitute mentorship.

After consultation with the nurse being mentored and the mentor, the Hospital will identify the experiences required to meet her or his learning needs, will determine the duration of the mentorship assignment expectations of the mentor, and appropriate training. During the consultation process the Hospital will review the mentor's workload with the mentor and the nurse 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 nurse, the Hospital will discuss with any unsuccessful applicant ways in which she or he may be successful for future opportunities.

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

ARTICLE W – PRECEPTORSHIP/STUDENT SUPERVISION

Registered Practical 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 Practice Guidelines – Supporting Learners. Nurses will be informed in writing of their responsibilities in relation to these students and will be provided with what the Hospital determines to be appropriate training. Any 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. Upon request, the Hospital will review the nurse's workload with the nurse and the student to facilitate the successful completion of the assignments.

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.

LETTER OF INTENT

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

The Standards of Practice for Registered Practical Nurses from the College of Nurses of Ontario identify the minimum expectations for providing safe, effective and ethical nursing care.

Strategies, interventions, skills and Delegated Controlled Acts, outlined in the Standards of Practice, will be approved in accordance with Hospital Policy, for practice by the Registered Practical Nurses.

The Hospital will encourage participation and will endeavour to provide educational opportunities for the Registered Practical Nurse to acquire the approved skills during regularly scheduled working hours. If this is not possible and the Registered Practical Nurse is required to attend educational sessions outside of her regularly scheduled working hours, she shall receive straight time pay for all hours in attendance.

Dated at Kingston this 11th day of February 2020. ^{BO}

FOR THE UNION:

Barbara A. DeRak
Sherry Cameron
Carrie Lindsay

Tammy Bentley

Krista Beynon
[Signature]

FOR THE HOSPITAL:

[Signature]
D. Mutt

[Signature]

[Signature]
Peggy Buchan

Carrie C

Clare Wills

Rachael Smith MA

LETTER OF UNDERSTANDING
RE - 7-Hour Workday/35-Hour Work Week

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

The parties acknowledge that there are positions at the HDH site which provide for a normal workday of seven (7) hours and a normal work week of thirty-five (35) hours and excludes a one (1) hour unpaid meal break. When a seven (7) hour position at the HDH site becomes vacant, the Hospital will convert the position to a seven and one-half (7 ½) hour position. The Hospital will notify the Union as each position is converted.

Dated at Kingston this 11th day of February 2020^{BD}.

FOR THE UNION:

Barbara A. DeRoché
Sherry Cameron
Camie Lindsay
Tammy Bentley
Kate B...
[Signature]

FOR THE HOSPITAL:

[Signature]
D. Mutt
[Signature]
[Signature]
Peggy Buchan
Couen
Clare Wills
Rachael Smith MA

LETTER OF UNDERSTANDING
RE – Representation at Meetings Under the Grievance Procedure
BETWEEN
KINGSTON HEALTH SCIENCES CENTRE
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

The Parties are in Agreement that the following Union and Hospital representatives may attend meetings as provided for under the Grievance Procedure (Article 7).

- Complaint Stage
- Employees making complaint
 - Union steward (if desired by employee)
 - Immediate supervisor (or designate)
 - Human Resources member (if desired by supervisor)

- Step One
- Grievor
 - Union Steward
 - Grievance Officer (or designate)
 - Manager (or designate)
 - Human Resources member
 - Hospital Subject Matter Expert (if applicable)

- Step Two
- Grievor
 - Grievance Committee (i.e., 4 members) plus advisor if desired
 - Manager (or designate)
 - KGH Vice-President (or designate)
 - Up to two (2) Human Resources members
 - Hospital Subject Matter Expert (if applicable)

An exception to the numbers indicated above may occur where a Union Steward or Human Resources member or other individual is receiving orientation or has a specific interest in the case. Such additional person(s) shall not, unless otherwise agreed, participate in the proceedings and will be present for purposes of observation only.

Dated at Kingston this 11th day of February 2020. ⁸⁰

FOR THE UNION: Barbara A. Defrock
Sherry Cameron
Carrie Lindsay
Tammy Bentley
Krista Bynn
[Signature]

FOR THE HOSPITAL:
[Signature]
Richard Smurda
[Signature]
[Signature]
D. Muntz
Camilla
Peggy Buchan
[Signature]

LETTER OF UNDERSTANDING
RE – Standby Scheduling

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

Where a need arises within a Department to have employees scheduled on standby or upon the request of the Union, a meeting will be scheduled with the affected staff, Union representation and management to discuss the standby schedule and a process for implementation/continuation.

Dated at Kingston this 11th day of February 2020. ^{BD}

FOR THE UNION:

Barbara A. DeRube
Sherry Emerson
Caie Lindsay
Tammy Bentley
Krista Ryan
[Signature]

FOR THE HOSPITAL:

[Signature]
D. Muir
[Signature]
[Signature]
Peggy Buchan
[Signature]
[Signature]
Rachael Smith

LETTER OF UNDERSTANDING
RE - PT Vacation and Shift Levelling

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

When PT staff have approved vacation requests in advance of the schedule being posted, Chart A will be utilized in determining the impact of scheduled hours and shift levelling.

Where PT staff submit vacation requests that bridge pay periods such requests will be treated as two (2) separate requests for the purpose of assessing the impact to scheduled shifts and shift levelling as referenced above.

Chart A

Number of Calendar Days Requested Off	Impact to Scheduled Shifts/Shift Levelling during pay period
1	None
2	None
3 or more days	22.5 hours

Dated at Kingston this 11th day of February 2020. ^{BO}

FOR THE UNION:

Barbara A. DeRide

Sherry Emerson
Carrie Lindsay

Tammy Bentley

Krista Barr
[Signature]

FOR THE HOSPITAL:

[Signature]

D. Muth

Rachael Smith MA

[Signature]

[Signature]

Peggy Buchan

Conrad C
Anna Wilko

**LETTER OF UNDERSTANDING
RE - HDH Site Perioperative RPN'S – On-Call Parking**

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

For a HDH Site Perioperative RPN who is called to report back to work after leaving the Hospital premises outside of her regular scheduled hours, there are two (2) parking spaces designated for On-Call parking. The two (2) parking spaces are clearly marked and signed with both parking spaces located behind the Family Medicine Centre.

Should these spaces be occupied, the RPN may inform Security of her presence, and the security guard will escort her to and from the Chown Memorial parking garage.

For a HDH Site Perioperative RPN who is called to report back to work at Kingston General Hospital (KGH) site after leaving the Hospital premises and outside of her regular scheduled hours, there are eight (8) parking spaces designated for on-call parking.

Should these spaces be occupied, there is additional parking in the parking lot in front of the Museum or alternatively in the Steam plant parking lot on King Street across from KGH site.

If a HDH Site Perioperative RPN parks in either of these alternate parking spots, she must call the Control Centre at KGH at extension 4142 to advise them that she is doing so, with her permit number.

Dated at Kingston this 11th day of February 2020. ^{BD}

FOR THE UNION: Barbara A. DeRoch

Sherry Comon

Caue Lindsay

Tammy Beattley

Alston Byrne
[Signature]

FOR THE HOSPITAL:

[Signature]

D. M. H.

Rachael Smith Mca
[Signature]

[Signature]
Peggy Buchan

Conor C.
Chloe Wells

LETTER OF UNDERSTANDING
RE - Call-In Response Times Trial

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

1. For shift offers that occur greater than forty-eight (48) hours in advance, staff will have 10 minutes to respond.
2. The parties agree that this arrangement will be a trial for Environmental Services (KGH Site) and KIDD 6 staff for a period of six months beginning 30 days following the date of the award but no earlier than September 15, 2019
3. Should either party wish to end the trial in advance its conclusion, it will provide the other party with a minimum 30 days written notice.

Dated at Kingston this 11th day of February 2020. ^{BO}

FOR THE UNION: Barbara A. DeRubeis

Sherry Cameron

Cauee Lindsay

Tammy Bextley

Krista Barr

[Signature]

FOR THE HOSPITAL:

[Signature]

D. M. [Signature]

[Signature]

[Signature]

Peggy Buchan

Cauee C.

Charmelle

Rebeccah SmikTYA

LETTER OF UNDERSTANDING
RE – Lead Hand Rates

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

Should the Employer establish a short-term Lead Hand Assignment, the assignment will be paid a premium of \$1.00 per hour

Dated at Kingston this 11th day of February 2020. ^{BO}

FOR THE UNION: Barbara A. DeRoch

Sherry Cameron

Candice Lindsay

Tammy Beutley

Kate B...

[Signature]

FOR THE HOSPITAL:

[Signature]

D. Muir

[Signature]

[Signature]

Piggy Buchan

Colleen C

Anna Wills

Rachael Smith-Tyca

**LETTER OF UNDERSTANDING
RE – Hospital Closures**

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

1. Where the hospital decides to close the OR and/or clinics it will provide the employees and the Union with at least eight(8) weeks advance notice of the closure.
2. Employees will be able to bank any portion of their regularly scheduled hours per pay period in advance of the closure that they would normally be scheduled during the closure.
3. The banking of time by employees will occur only after notice of the closure is given
4. Employees at their discretion may elect to take a combination of vacation, banked time, banker lieu time, or unpaid leave of absence during the closure.
5. Any banked hours that remain unused for the closure will be on the subsequent pay period.
6. Every effort shall be made to provide information to employees prior to the vacation request cut-off date if closures are planned during the “prime time” vacation period during the summer.
7. Upon notification of the closure, the employee may opt for a layoff, in which case the hospital will provide a notice of layoff.

Dated at Kingston this 11th day of February 2020. ⁸⁰

FOR THE UNION: Barbara A. DeRode

Sherry Cameron
Came Lindsay
Tammy Bentley

Alister Ryan
[Signature]

FOR THE HOSPITAL:

[Signature]
D. M. H.
Rachael Smith
[Signature]

[Signature]
Peggy Buchanan
Colleen C.
Anna Wills

**LETTER OF UNDERSTANDING
RE – Extended Tours**

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

(the “Hospital”)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

(the “Union”)

The purpose of this Memorandum of Agreement is to vary certain terms of the Collective Agreement for the implementation, scheduling and discontinuation of an extended tour schedule. With the exception of specific variations set forth in this Memorandum of Agreement, all other conditions and terms of the Collective Agreement shall remain in force and in effect. It is understood that insofar as any provision of this Memorandum of Agreement is in conflict with any provision of the Collective Agreement, the provision of this Memorandum of Agreement shall prevail.

Introduction Process

Where it is requested that an extended tour arrangement be implemented within a classification within a department/unit, the Hospital and the Union agree to meet with the affected employees to discuss the request.

The following conditions must be met for the trial of an extended tour arrangement to proceed:

- a draft of the schedule for the classification in the department/unit is developed (either the traditional or 2D2N model) and posted in the work area; and
- a vote in favour of implementing extended tours, by secret ballot, with all employees working the schedule (both full and part time) in the classification in the affected unit/department eligible to vote; and
- the vote must be at least sixty percent (60%) of those eligible individuals casting a ballot in favour of an extended tour arrangement; and
- the cost to the Hospital of having the extended tour arrangement will be the same as for normal tour scheduling; and
- the Hospital agrees to the extended tour arrangement. It is understood that such agreement will not be withheld in an unreasonable or arbitrary manner;

Where the above conditions are met then the extended tour arrangement will be introduced until the end of the scheduling period closest to six (6) calendar months. Upon completion of the trial period a vote, by secret ballot, will be held to determine whether the employees want the extended tour arrangement to be maintained or discontinued. The extended tours will be continued when:

- at least sixty percent (60%) of those eligible individuals casting a ballot vote in favour of an extended tour arrangement; and
- the Hospital agrees to continue with the extended tour arrangement. It is understood that such agreement will not be withheld in an unreasonable or arbitrary manner; and
- the cost to the Hospital of having the extended tour arrangement will be the same as for normal tour scheduling.

If the employees vote to discontinue the extended tour arrangement the employees will work extended tours for one additional scheduling period during which time the Hospital will develop and post the new schedule.

Notwithstanding the above, a vote will not be held unless six (6) calendar months has elapsed from the date of the last vote on extended tour arrangements within the classification in the unit/department.

Discontinuation Process

Extended tours may be discontinued in a classification in a unit/department when;

- a vote in favour of discontinuing extended tours, by secret ballot, with all employees working the schedule (both full and part time) in the affected classification in the unit/department eligible to vote; and
- the vote must be at least sixty percent (60%) of those eligible individuals casting a ballot in favour of discontinuing the extended tour arrangement; and
- the Hospital agrees to the discontinuation. Such agreement shall not be withheld in an unreasonable or arbitrary manner.

OR

- the Hospital decides to discontinue extended tours because of:
- adverse effects on patient care; or
- inability to provide a workable staffing schedule, or
- other reasons which are not unreasonable or arbitrary.

When the notice of discontinuation is given by either party in accordance with the above process the parties shall meet within two (2) weeks of the notice or outcome of the vote, to review the request for discontinuation. Where it is determined that the extended tours will be discontinued, affected staff will be given sixty (60) calendar days notice before the schedules are amended. The Hospital will post the new schedule for the unit/department within thirty (30) calendar days of the decision to discontinue the extended tours.

General Scheduling Provisions

1. The normal extended tour shift length will be eleven and one-quarter (11.25) hours, exclusive of a total of forty-five (45) minutes of unpaid mealtime.

There shall be forty-five (45) minutes of paid rest time during the extended tour. The scheduling of the paid and unpaid time shall be determined by the manager after consulting with the affected employees.

2. Overtime shall be payable at the rate of one and one-half (1 ½) times the employees regular straight time hourly rate of pay for all hours worked in excess of eleven and one-quarter (11.25) hours in a day and/or as per Article 15.02 averaged over the schedule.

The no pyramiding provisions of Article 15.03 apply to extended tour arrangements.

3. The schedule will be posted two (2) weeks in advance.
4. The Hospital will not schedule an employee to work more than four (4) consecutive extended shifts. Where schedules do not conform to this, the employee shall be paid at the rate of one and one-half (1 ½) times the employee's regular straight time hourly rate of pay for all hours worked on the fifth (5th) consecutive shift.
5. A period of twelve (12) consecutive hours off shall be scheduled between tours.
6. A period of twenty-four (24) hours off shall be scheduled when an employee is changing from day shift to night shift and forty-eight (48) hours off shall be scheduled when changing from night to day shifts.

Where an employee has been scheduled to work with less than the twenty-four (24) or forty-eight (48) hours off outlined above, she shall be paid at the rate of one and one-half (1 ½) times the employee's regular straight time hourly rate of pay, save and except where:

- (a) such hours are worked by the employee to satisfy specific days off requested by the employee; or
- (b) the hours are worked as a result of an exchange of shifts with another employee.

7. It is understood that for scheduling purposes, a weekend consists of sixty (60) consecutive hours off work. This weekend period commences 1900 hours on the Friday shift until 0700 hours on the Monday shift.
8. Employees working an extended tour day shift will receive shift premium for three and three-quarter (3.75) hours.
9. Full time employees working extended tours shall be eligible to receive vacation on the following basis:
 - 2 week entitlement – 75 hours
 - 3 week entitlement – 112.5 hours
 - 4 week entitlement – 150 hours
 - 5 week entitlement – 187.5 hours
 - 6 week entitlement – 225 hours
 - 7 week entitlement – 262.5 hours

For part time employees they will be entitled to the equivalent unpaid time off. The vacation pay calculation will be as per 17.01 (b).

Extended Tour Model (Traditional Model)

The following provisions only apply to Traditional extended tour model.

G2: WEEKENDS OFF

Full Time Employees:

The Hospital will schedule two (2) weekends off in four (4), but if the employee is required to work on a third or subsequent consecutive weekend of duty, they shall be paid at the rate of time and one-half (1½) their regular salary for the hours involved.

Part Time Employees:

The Hospital will schedule one (1) weekend off in four (4) but if the employee is required to work a fourth and subsequent consecutive weekend of duty, they shall be paid at the rate of time and one-half (1 ½) their regular salary for the hours involved.

Exceptions to the above apply when:

- (a) such weekend has been worked by an employee to satisfy specific days off requested by such employees; or
- (b) such employee has requested weekend work; or
- (c) all or part of such weekend is worked as a result of an exchange of shifts with another employee.

1. Full time employees working extended tours shall be eligible to receive twelve (12) lieu days off to consist of seven and one-half (7 ½) hours each.

Employees may request to take eleven and one-quarter (11.25) hours of banked holiday lieu time when requesting a shift off. The scheduling of the holiday lieu time will be in accordance with Article H-2 of the Collective Agreement.

Full time employees working extended tours shall be scheduled balancing time off every twelve (12) weeks.

2. An employee requesting night tours on a permanent basis may be granted such request where deemed appropriate by the manager.

Extended Tour Alternate Model (2D2N Model)

Note: the following are scheduling exceptions to the Traditional Extended tour model (above). These exceptions apply only to full-time employees working the 2D2N model.

The following provisions only apply to 2D2N model only.

1. Full-time Employees shall not be scheduled to work more than three (3) consecutive weekends. If any full-time employee works on a fourth (4th) consecutive weekend she shall be paid at the rate of one and one-half (1 ½) times the employee's regular straight time hourly rate of pay for the hours involved, save and except when:
 - i) Such weekend has been worked by the employee to satisfy specific days off required by such employee; or
 - ii) Such employee has requested weekend work; or
 - iii) Such weekend is worked as the result of an exchange of shifts with another employee.
2. All schedules will be done on the basis that each full-time employee will be scheduled for 1950 hours per year. The Hospital will schedule twelve (12) additional balancing tours to achieve these hours.

Dated at Kingston this 11th day of February 2020⁶⁰

FOR THE UNION: Barbara A. DeRode

Sherry Compton

Carrie Lindgren

Tammy Bentley

Krista Bjorn
[Signature]

FOR THE HOSPITAL:

[Signature]

D. Muntt

[Signature]

Peggy Buchan

[Signature]

Ann Mills

Rebeccah Smith-Tna

LETTER OF UNDERSTANDING
RE – Covering Temporary Vacancies

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

(the "Hospital")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

(the "Union")

1. When a temporary vacancy arises which is expected to last up to, but not longer than, two (2) weeks, the shifts will be distributed in accordance with the provisions of this collective agreement.
2. When a temporary vacancy exceeds, or is expected to exceed, two (2) weeks but not longer than six (6) months, such vacancy shall be offered within the department and in order of seniority to part time employees in the classification, who have been oriented to and are qualified and willing to perform the work.

Where a temporary vacancy exceeds, or where it is reasonably expected that the vacancy will exceed six (6) months, the initial vacancy shall be posted as per Article 9.05. Subsequent vacancies arising from the first posting will be offered within the department and in order of seniority to the part time employee in the classification, who have been oriented to and is qualified and willing to perform the work.

Dated at Kingston this 11th day of February 2020. ⁵⁰

FOR THE UNION:

Barbara A. DeRoch
Sherry Cameron
Cassie Lindsay
Tammy Bentley
Kate Brown
[Signature]

FOR THE HOSPITAL:

[Signature]
D. Mutt
Rachael Smith
[Signature]
[Signature]
Peggy Buchan
Couen C
Clare Wills

**LETTER OF UNDERSTANDING
RE – Mobility Between Sites**

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

(the “Hospital”)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

(the “Union”)

1. When an employee who normally works at either the KGH or HDH site is temporarily assigned to a satellite site (which is defined as a site outside of the City of Kingston) of the Hospital, he or she will be paid for his or her travel time and reimbursed for his or her travel expenses in accordance with the KHSC travel policy.
2. When an employee who normally works at one or two satellite site of the Hospital is temporarily assigned to a site other than his/her home site(s), she/he will also be paid for their travel time and reimbursed for their travel expenses in accordance with the KHSC travel policy.
3. The Hospital acknowledges that it currently has no plan to schedule employees to regularly work at both the KGH and HDH sites. If, in the future the Hospital chooses to organize its operations to have positions that work at both sites, representatives of the Hospital will meet with the Union to discuss ways to mitigate the impact on affected employees.
4. Should employees be required to work at both sites, the Hospital agrees to first canvass for volunteers and then to schedule in reverse order of seniority from among the employees qualified to perform the work.
5. Nothing in the foregoing prevents the Hospital from posting new positions that have work schedules at both sites. Nor does anything in the foregoing prejudice the Union from asserting any rights provided under Article 9 of the collective agreement.

Dated at Kingston this 11th day of February 202~~0~~¹ BD

FOR THE UNION:

Barbara A. DeRoche
Sherry Comeron
Christine Lindsay
Tanny Bentley
Kristin Byrnes
[Signature]

FOR THE HOSPITAL:

[Signature]
[Signature]
Rachael Smythya
[Signature]
Peggy Buchan
[Signature]
[Signature]

LETTER OF UNDERSTANDING
RE – Overtime in Departments with 7-Hour Shifts

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

(the "Hospital")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

(the "Union")

Notwithstanding Article 15.02, the parties agree that in those departments where the normal shift is set at seven (7.0) hours per day, overtime for part time employees shall be calculated as authorized hours worked in excess of seven (7.0) hours per day and seventy (70) hours bi-weekly.

Dated at Kingston this 11th day of February 2020. ^{BD}

FOR THE UNION:

Barbara A. DeFede
Shomy Ameron
Carrie Lindsay
Tanny Bentley
Kate Bryn
[Signature]

FOR THE HOSPITAL:

[Signature]
D. M. H.
Rachael Smith
[Signature]
[Signature]
Peggy Buchan
[Signature]
[Signature]

**LETTER OF UNDERSTANDING
RE – Wage Harmonization**

BETWEEN

KINGSTON HEALTH SCIENCES CENTRE

(the “Hospital”)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974

(the “Union”)

a) Joint Job Harmonization Committee:

No later than four weeks following the date of the Arbitration award, the parties will form a Joint Job Harmonization Committee (JJHC) to review bargaining unit jobs. There will be up to six representatives appointed by each of the Hospital and the Union (and advisors for both parties). Each party shall appoint a co-chair for the JJHC. Meetings of this committee shall be held during normal working hours. Time spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

The Parties commit to hold at least six days of JJH committee meetings, unless the parties mutually agree that the business of the committee has concluded and further meetings are not necessary.

The parties will identify job classifications and positions whose core duties, responsibilities and educational requirements are substantially the same or similar and whose hourly wage rates are different and will move the hourly rates of pay of those job classifications and positions to the highest rate among them.

In the event of any dispute(s) between the parties arising from the job harmonization process such disputes will, no later than six months following the date of this award, be referred back to the local interest board for resolution by mediation and, if necessary, arbitration.

Any job classification in the wage schedule of any predecessor collective agreement with no incumbent as of May 29, 2018 and which continues to have no incumbent shall be removed from the Wage Schedule of the new collective agreement.

b) Retroactivity

All harmonized wage rates shall be effective and retroactive to the date of the award.

c) Wage Grid

The board awards the structure of the legacy CUPE/KGH wage grid for the new collective agreement.

The wage grid will be set as follows:

- a) Where a legacy KGH/CUPE wage grid is agreed to or is awarded, the legacy KGH/CUPE grid will apply.
- b) Where a legacy OPSEU wage grid is agreed to or is awarded, the end rate of the legacy OPSEU grid will be the end rate of the new grid. The mid rate and the start rate of the wage grid will be 94.997% and 90.247% of the end rate, respectively. For clarity, the intent is to mirror the differentials on the KGH wage grid.
- c) Where there is a unique legacy OPSEU classification, the end rate of the legacy OPSEU grid will be the end rate of the new grid. The mid-rate and the start rate of the wage grid will be 94.997% and 90.247% of the end rate, respectively. For clarity, the intent is to mirror the differentials on the KGH wage grid.

Employees who transfer to a harmonized wage grid shall be placed on that grid at the point which just provides an increase.

Dated at Kingston this 11th day of February, 2020 ⁸⁰

FOR THE UNION:

Barbara A. DePinto

Sherry Cameron

Cassie Lindsay

Tammy Bertley

Alan Bunn

[Signature]

cl:cope491-Dec. 9, 2020

FOR THE HOSPITAL:

[Signature]

[Signature]

Rachael Smith

[Signature]

[Signature]

Peggy Buchan

[Signature]

[Signature]

