FULL-TIME

COLLECTIVE AGREEMENT

between

EllisDon Facility Services (ROH) Inc.
(hereinafter called the "Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES and its Local 942
(hereinafter called the "Union")

Expires: September 28, 2021

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ARTICLE 1 – PREAMBLE

1.01 - PREAMBLE

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Employer and the employees covered by this Agreement; to provide for ongoing means of communication between the Union and the Employer 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 Employer 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 non recurring task. This term may be extended a further six (6) months on mutual agreement of the Union, employee and Employer or by the Employer 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 Employer 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.

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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer's payroll system.

5.02 – NOTIFICATION TO UNION

(a) The Employer will provide the union with a list, monthly, of all hirings, lay-offs, recalls, and positions which have been vacated within the bargaining unit where such information is available or becomes readily available through the Employer's payroll system.

(b) The Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer premises or on Employer time without the prior approval of the Employer, 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 Employer 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 Employer 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 Employer 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 Employer.

When direct negotiations begin or end within ten (10) hours of a negotiating team member's scheduled shift, the Employer 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 Employers' 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 Employer 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 Employer notified in writing of the names of Union stewards

appointed or selected under this Article as well as the effective date of their respective appointments.

(d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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 Employer'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 Employer deems it necessary to suspend or discharge an employee, the Employer shall notify the Union of such suspension or discharge in writing. The Employer 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 Employer 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 work day), 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 Employer, 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.

Seniority will operate on a bargaining unit wide basis.

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 Employer 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 Employer through registered mail addressed to the last address on the records of the Employer, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall.

9.04 – EFFECT OF ABSENCE

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 Employer, 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 Employer 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.*

(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).

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 Employer, 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 Employer agrees that it shall post permanent vacant positions within 30 calendar days of the position becoming vacant, unless the Employer 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.

(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 Employer will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Employer 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 Employer 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 Employer. 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 Employer 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 July 15, 1985 and for employees who transfer subsequent to July 15, 1985:

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (including meeting any waiting period or other entitlement requirements) for purposes of vacation entitlement, HOODIP or equivalent, health and welfare benefit plans, and wage progression:

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

9.07 (C) – TRANSFORMATION IN HEALTH CARE

Seniority Recognition

Without prejudice to the Union's or Employer 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 Employer. 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 Employer 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.

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 Employer 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 employees skills, abilities, qualifications and training or training requirements;

(III) the reassignment of the employee does not result in a reduction of the employees 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

(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 Employer bears the onus of demonstrating that the foregoing conditions have been met in the event of a dispute. The Employer 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 Employer which could be performed by bargaining-unit employees who are or would otherwise be laid off;

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

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

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Employer 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 Employer 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 Employer 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 Employer 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 Employer 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).

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 Employer will offer a voluntary early exit option in accordance with the following conditions:

(i) The Employer will first make offers in the classifications within department(s) where layoffs would otherwise occur. If more employees than are required are interested, the Employer will make its decision based on seniority.

(ii) If insufficient employees in the department affected accept the offer, the Employer will then extend the offer to employees in the same classification in other departments. If more

employees than are required are interested, the Employer will make its decision based on seniority.

(iii) In no case will the Employer 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 Employer 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 Employer'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

(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 Employer 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 Employer 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 Employer 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.

(k) In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Employer 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 Employer shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Employer (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 Employer.

9.10 – BENEFITS ON LAYOFF

In the event of a lay-off of a full-time employee the Employer 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 Employer's 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 Employer in its discretion.

(ii) The Employer and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the availability of any federal or provincial retraining program funds to cover the cost of tuition, books and travel, as well as any wages eligible under the terms of such program.

(iii) Apart from any on-the-job training offered by the Employer, 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 Employer 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 Employer undertakes to notify the Union in advance, so far as practicable, of any technological changes which the Employer has decided to introduce which will significantly change the status of employees within the bargaining unit.

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

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

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

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 Employer;
- Employee needs, Employer 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 B) 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 A. This form may be modified by the mutual agreement of the local parties.

ARTICLE 10 – CONTRACTING OUT

10.01 – CONTRACTING OUT

The Employer 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 Employer may contract out work usually performed by members of the bargaining unit without such contracting-out constituting a breach of this provision if the Employer 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 Employer; and

(2) in doing so to stand, with respect to that work, in the place of the Employer 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 Employer 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 Employer 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 Employer. 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 Employer 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 Employer. 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 Employer, unless not reasonably possible to give such notice.

The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be negotiated locally and are set out in the Local Provisions Appendix.

During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Employer on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Employer 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 Employer of the number of such hours.

12.03(A) - FULL-TIME POSITION(S) WITH THE UNION

Upon application by the Union, in writing, the Employer 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 Employer 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 Employer may fill the vacancy resulting from such leave on a temporary basis.

12.03(B) – LEAVE FOR OCHU PRESIDENT, SECRETARY-TREASURER, AND FIRST VICE-PRESIDENT

Upon application in writing by the Union on behalf of the employee to the Employer, 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 Employer on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Employer in the amount of such salary and applicable benefits within thirty (30) days of billing.

The employee agrees to notify the Employer 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 Employer may fill the vacancy resulting from such leave on a temporary basis.

12.04 – BEREAVEMENT LEAVE

Any employee who notifies the Employer 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 Employer 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 Employer, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Employer 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 – JURY & WITNESS DUTY

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 Employer 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 Employer 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 Employer. It is understood and agreed that the local parties may agree to different scheduling arrangements for the first week of jury and witness duty.

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

12.06 – PREGNANCY LEAVE

(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 Employer 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 Employer 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 Employer 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 Employer 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.

(f) The Employer 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.

12.07 – PARENTAL LEAVE

(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 Employer 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 Employer 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 Employer 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 Employer 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 Employer 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.

(g) The Employer 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.

12.08 – EDUCATION LEAVE

If required by the Employer, 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 Employer to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full costs associated with the courses.

Subject to operational requirements, the Employer 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 Employer.

Subject to operational requirements, the Employer 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 Employer 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 Employer 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 Employer.

(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 Employer.

(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 Employer and the employee.

(h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.

(i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Employer. 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 Employer 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 Employer will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Employer is unable to find a suitable replacement, it may postpone the leave. The Employer 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 Employer in order to authorize the Employer 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 Employer 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 Employer that he or she will be doing so. If the employee must begin the leave before advising the Employer, the employee shall advise the Employer 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 Employer may deem the employee to have taken one day's leave on that day for the purposes of this Article. The Employer 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 Employer shall reinstate the employee to the position the employee most recently held with the Employer, 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 rate of pay.

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

ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY

13.01 – SICK LEAVE

a) After three (3) months of continuous service, employees shall be eligible for sick leave credits with pay on the basis of one and one-half (1½) days per month accumulated retroactive to the date of their employment. It is understood that except as hereinafter approved, sick leave credits may be used only in the case of absence from work due to illness.

b) It is understood that the Employer will require that the employee present a certificate from his attending physician stating the nature of his illness after five (5) days continuous sick leave and may require such a certificate after (3) sick leave absences in any calendar year. Such certificate

will be addressed to the Staff health doctor. The Employer may require that any employee visit Staff Health on returning to work after any sick leave absence and it is understood that in accordance with the Public Employer's Act. Regulation 729, where an Employer employee has been absent from work because of illness for three (3) or more days, he will report to Staff Health before returning to work. During short term illnesses, employees must notify their Supervisor on a daily basis or some other basis acceptable to the Supervisor of whether or not they can report for duty, Employees will endeavour to provide as much notice as possible.

c) The Employer further reserves the right to telephone or send Staff Health personnel to visit the employee in his home during illness should it be deemed necessary.

d) An employee who retires at age sixty (60) and over in accordance with the provisions of the Employers of Ontario Pension Plan shall be entitled to receive his accumulated sick leave up to a maximum of seventy-five (75) days at his rate of pay immediately preceding his retirement.

e) For employees with twenty (20) years unbroken service, the maximum will be one hundred (100) days.

f) After five (5) years of service, an employee who quits or is discharged shall be entitled to a pay out of Sick Leave Credits of fifty percent (50%) of accumulated sick leave, up to a maximum of sixty (60) days.

g) In the case of the death of an employee, an allowance is payable to the beneficiary (as indicated on the employees' application for Employers' of Ontario Group Life Insurance) equal to the unused portion of the employee's accumulated sick leave.

h) Employees may be allowed to use accumulated sick leave credits in order to engage in personal preventative medical health and dental care. Permission will not be unreasonably withheld provided adequate notice is given in advance. On request, employees will be required to provide proof of attendance for the preventative medical or dental care concerned.

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

j) The Employer shall pay the full cost of any medical certificate required of an employee.

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

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 Employer 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 Employer and a written undertaking satisfactory to the Employer that any payments will be refunded to the Employer 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

The standard work week shall be composed of an average of thirty-seven and one-half (37 ½) hours per week over the period scheduled by the Employer, provided , however, that this does not constitute a guarantee as to hours of work per day nor as to days of work per week nor as a guarantee of working schedules. For office and clerical staff only, the normal work week is from Monday to Friday inclusive with one-half (1/2) hour off for lunch.

14.02 – REST PERIODS

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

14.03 – ADDITIONAL REST PERIODS

When an employee performs authorized overtime work of at least three (3) hours duration, the Employer 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 Employer and the agreement of the Union.

(b) Before any job sharing arrangement is approved, the Employer 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

Authorized work performed in excess of seven and one-half (7 ½) hours per day shall be paid for at the overtime rate.

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 Employer, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Employer 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 Employer. 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, 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

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

Should the Employer 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 Employer shall be established as the legislated holiday after discussion with the Union, so that the Employer's obligation to provide the number of paid holidays as noted above remains unchanged.

16.02 – DEFINITION OF HOLIDAY PAY AND QUALIFIERS

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

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

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

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

16.03 – PAYMENT FOR WORKING ON A HOLIDAY

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.

16.04 – 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 – VACATION ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

Subject to any superior conditions:

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

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.

17.02 – WORK DURING VACATION

Should an employee who has commenced his scheduled vacation and agrees upon request by the Employer 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

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 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 Employer which is greater than that contained in the following provision):

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

(a) The Employer agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Employer under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.

(b) The Employer agrees to contribute 75% of the billed premium towards coverage of eligible

employees in the active employ of the Employer 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 and of a licensed or registered physiotherapist will be covered up to an annual maximum of $375 for each service.

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

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

(d) The Employer agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Employer 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 Employer 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 Employer 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 Employer will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Employer 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

It is understood that the Employer may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. The Employer 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 Employer shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein. The Employer will provide the Union with the full details of any changes made by an existing carrier to current plan provisions.

18.03 – PENSION

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

18.04 – UNION EDUCATION

If the local union indicates to the Employer that its members have approved a special assessment for union education in accordance with the CUPE constitution and local union by laws, the Employer 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 Employer will provide $120 per calendar year to each full-time and each regular part-time employee who is required by the Employer 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.

(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 Employer will not oppose the claim.

(e) If the full cost of such medication is not covered by some other source, the Employer 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 Employer 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 work flow and individual client assessments; and

  (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 Employer, the Employer 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 Employer to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Employer 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 Employer. 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 Employer makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Employer agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.

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

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

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 Employer 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 Employer 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 Employer 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 Employer 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 Employer's expiring collective agreement shall be adjusted and retroactivity shall be paid in accordance with the Implementation Agreement signed.

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 Employer 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 Employer 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 Employer 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 Employer 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.

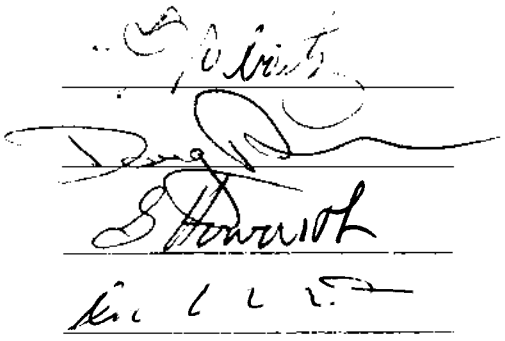
23.02 – CENTRAL BARGAINING

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.

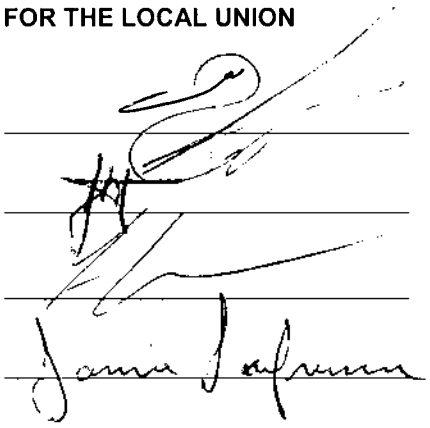
It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating committees respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. 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.

Dated at Ottawa, Ontario, this 2 day of July 2019.

FOR THE EMPLOYER



FOR THE LOCAL UNION



:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

Re: The introduction of HOODIP to Hospitals with Accumulating Sick Leave Plans

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 2 day of _____ 2019.

FOR THE EMPLOYER

FOR THE UNION

:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

RE: HOODIP

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.

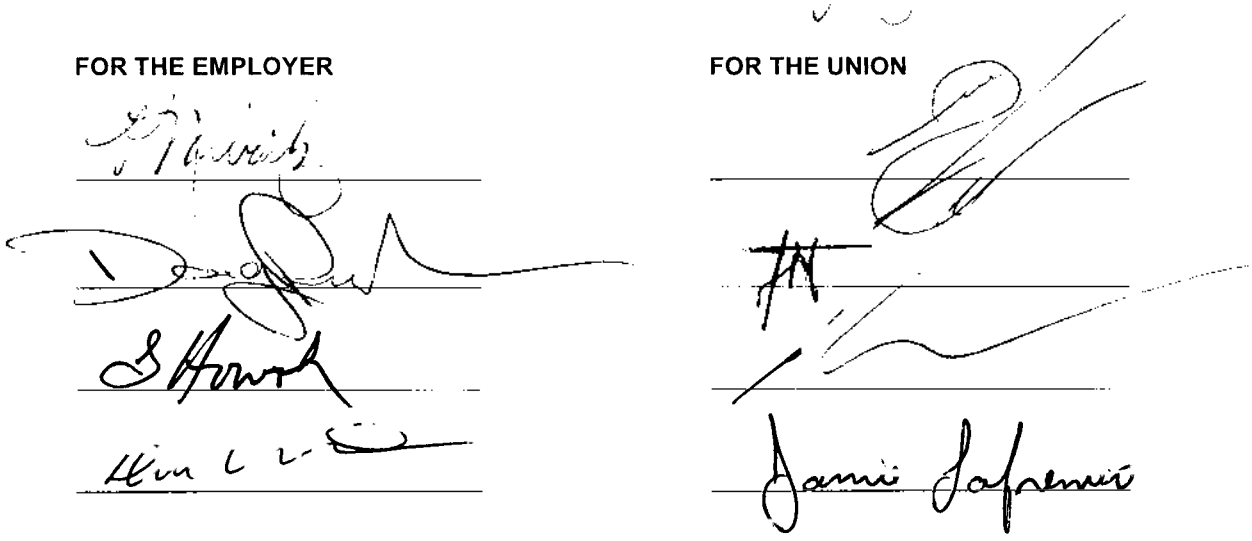
CUPE members will be granted such time off as is required to attend joint meetings of the working group. The time spent by the CUPE members to attend joint meetings of the working group will be deemed time worked and CUPE members will be compensated at their regular straight time hourly rate.

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 Ottawa, Ontario, this 2 day of April 2019.

FOR THE EMPLOYER

FOR THE UNION



:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

Re: Voluntary Part-time Benefits

If the local parties agree, the Employer 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 Ottawa, Ontario, this 2 day of June 2019.

FOR THE EMPLOYER

FOR THE UNION

:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

RE: RPN Rates

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 Ottawa, Ontario, this 5 day of July 2019.

FOR THE EMPLOYER

FOR THE UNION

:lf/cope 491
May 30, 2019

Memorandum of Agreement

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

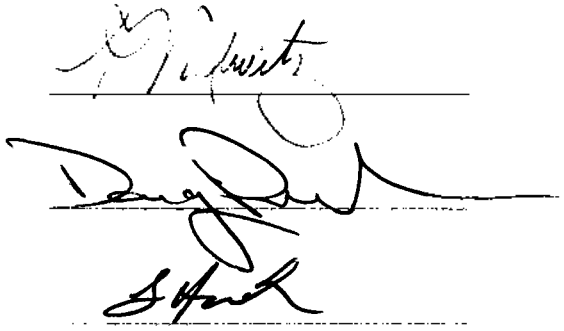
And Whereas the Employer and the Union recognize the importance of working collaboratively to achieve the objectives outlined above, it is agreed as follows:

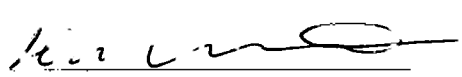
1. Within thirty days of the ratification by the Employer and the Union of the collective agreement, a provincial Joint Benefits Committee ("the Committee") will be established.
2. Both the Employer and the Union will nominate three members of the Committee and appoint co-chairs. The Committee will meet and mutually select a third party facilitator. Failing to do so, William Kaplan will appoint the facilitator.
3. The Employer 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 Employer and the Union. Should the Employer 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.

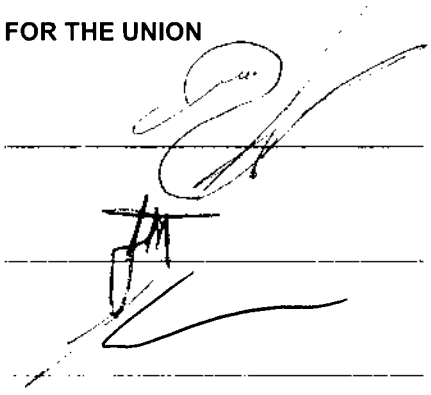
Dated at Ottawa, Ontario, this 9 day of June 2019.

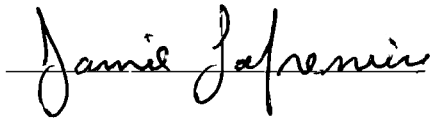
FOR THE EMPLOYER





FOR THE UNION





:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

Re: Grievances Related to Article 3.02

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

Dated at Ottawa, Ontario, this 2 day of July 2019.

FOR THE EMPLOYER

FOR THE UNION

:lf/cope 491
May 30, 2019

LETTER OF UNDERSTANDING

RE: Workload Complaint Form

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 Ottawa, Ontario, this 2nd day of July 2019.

FOR THE EMPLOYERS

FOR THE UNION

:lf/cope 491
May 30, 2019

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

IMPLEMENTATION NOTE RE PREEXISTING CLAUSES

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

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:

☐ In-service
☐ Orientation
☐ Review nurse/patient ratio
☐ Review policy/procedures
☐ Float/casual pool
☐ Adjust supporting staff
☐ Adjust RPN staff
☐ Equipment
☐ 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*t a Workload Complaint Form to the CNO within 48 hours, with a copy to the Union. A meeting with the CNO will be held within 30 days. A Union representative may attend this meeting.*
Step 4	*The CNO is to provide a response within 15 days. A copy of the response will be sent to the Union, if applicable.*
Step 5	*If the CNO's response is unsatisfactory, the employee(s) may request a meeting with the CEO (or designate) within 48 hours. This meeting is to be held within 30 days. A Union representative may attend this meeting.*
Step 6	*The CEO (or designate) will provide a written response within 15 days. A copy of the response will be sent to the Union, if applicable.*

*This form may be submitted via email.

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 OCCURENCE

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:

LOCAL COLLECTIVE AGREEMENT
FULL-TIME EMPLOYEES

between

EllisDon Facility Services (ROH) Inc.
(hereinafter called the "Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES
and its Local 942
(hereinafter called the "Union")

Expires: September 28, 2021

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ARTICLE A – RECOGNITION AND COVERAGE

A.1 The Employer recognizes the Union as the exclusive bargaining agent for all employees of the respondent in the City of Ottawa save and except supervisors, persons above the rank of supervisor, Dietary Technicians, and one Administrative Assistant to the Facility General Manager.

A.2 The word "employee" or "employees" whenever used in this Agreement shall mean only the employees in the bargaining units defined above unless the context otherwise provides.

ARTICLE B – MANAGEMENT FUNCTIONS

B.1 The Union acknowledges that it is the exclusive function of the Employer to:

a) Maintain order, discipline and efficiency;

b) Hire, retire, discharge, direct, classify, transfer, promote, demote, lay-off and suspend, or otherwise discipline employees, provided that a claim of discriminatory classification, promotion, demotion or transfer or a claim that an employee who has completed his/her probation period has been unjustly discharged or discipline may be the subject of a grievance and dealt with in accordance with the Grievance Procedure;

c) Establish and enforce rules and regulations to be observed by the employees;

d) Generally to manage and operate the facility in all respects in accordance with its obligations and without restricting the generality of the foregoing, to safeguard the health and interests of the patients in the facility, to determine the kinds and locations of machines and equipment to be used, the allocation and number of employees required from time to time, the standards of performance for all employees, the combining or splitting up of departments or services and all other matters concerning the Employer's operations, not otherwise specifically dealt with elsewhere in this Agreement.

B.2 The parties agree that their function will be exercised in a manner consistent with the provisions of this Agreement and all times in good faith.

ARTICLE C – UNION SECURITY

C.1 It is agreed that an employee may exercise or refrain from exercising his right to become a member of the Union.

C.2 The Employer agrees to deduct as union dues an amount indicated by the Local from the employees' regular pay. Such deduction shall commence on the first full pay period following the date of hire. Deductions shall be made from each pay and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15th of the following month. The list shall indicate lay-offs, recalls and leaves of absence which are in excess of 30 days.

C.3 The Union agrees to defend and hold the Employer completely harmless against all claims, demands, costs and expenses, should any person at any time contend or claim that the Employer has acted wrongfully or illegally in making such dues deduction.

C.4 The Union further undertakes and agrees:

a) To refund to the employee through the Employer any monies paid to the Union pursuant to this Article C, in error;

b) That the Employer shall not be liable to the Union for any dues inadvertently not deducted. Notwithstanding the foregoing, where the Employer has failed to make the proper dues deductions, and the employee is still in the employ of the Employer, the Employer will deduct such dues from the earnings of such employee, and remit the dues so deducted to the Secretary-Treasurer of the Union.

C.5 Union members on temporary assignment outside the bargaining unit shall continue to pay Union dues for the duration of the transfer.

ARTICLE D – LOCAL BARGAINING COMMITTEE

D.1 The Negotiating Committee referred to in Article 6.03 will consist of not more than four employees of the Employer.

ARTICLE E – UNION COMMITTEES

E.1 The Union shall establish a grievance committee composed of not more than ten (10) employees from the combined full-time and part-time units to be known as "Stewards", two (2) of whom shall be designated by the Union as Chief Stewards, provided no more than four (4) members of the Committee shall be present at any meeting with the Employer, and provided that there shall be no more than one (1) member from a department absent at any one time.

E.2 The Union shall keep the Employer notified in writing of the names of its authorized members of the Committee and the respective dates of their appointments.

E.3 The Employer will grant leave of absence without pay to not more than five (5) employees from the combined bargaining units at any one time for a total period not exceeding seventy (70) days.

E.4 The Union shall have the right to request the use of R.O.H.C.G. accommodations for Committees and/or Union meetings. Such requests will be forwarded to the Employee Relations Officer, Human Resources, The Rehabilitation Centre.

The Employer will take into account the scheduling requirements of Union members when scheduling joint meetings.

ARTICLE F – HEALTH AND SAFETY

F.1 Health and Safety Committee

a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the facility in order to prevent accidents, injury and illness.

b) The Employer and the Union agree to abide by the provisions of the "Guidelines For the Structure and Function of the Joint Health and Safety Committee", as agreed between the workplace parties.

c) 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 maternity leave referred to in Article 12.06.

d) Where the Employer identifies high risk areas where employees are exposed to Hepatitis B, the Employer will provide, at no cost to the employees, a Hepatitis B vaccine.

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

F.2 Certified Worker

The Employer accepts that one (1) C.U.P.E. member who is to serve on the Joint Occupational Health and Safety Committee will be selected among those to be trained as certified workers under the *Occupational Health and Safety Act*. Any costs associated with the initial training of a certified worker will be paid by the Employer, or as may be prescribed pursuant to the *Occupational Health and Safety Act.*

F.3 Violence in the Workplace

Due to the nature of care provided by the R.O.H.C.G., it is recognized that violence by patients against staff members is an issue of utmost concern.

The Employer agrees to maintain, and improve, if necessary, its present practice of providing training and orientation to employees in the prevention and management of disturbed behaviour.

All employees are responsible to act in a manner that would discourage any act of violence. Notwithstanding, employees wishing to pursue charges under the Criminal Code of Canada will be provided with advice on procedure.

F.4 WSIB/Modified Work

The Employer will notify the Local Union of the names of any employees represented by the Union who are off work as a result of a work-related injury, on a monthly basis.

The Employer will provide to the employee and to the Union as part of the accident investigation process a copy of the Employer's Report of Injury/Disease Form 7 and the REO 7 form at the same time it is sent to the WSIB.

When it is medically determined that an employee is unable to return to the full duties of his or her position because of disability (both non-work related or as the result of a work related accident), the Employer will meet with the CUPE Representative and the employee to plan that employee's return to suitable work.

F.5 Employer Intervening

When the Employer intends to intervene or dispute a WSIB claim, the Employer shall so notify the CUPE representative sitting on the Joint Occupational Health & Safety Committee simultaneously with notification to the WSIB.

F.6 Protective Footwear

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

1) Maintenance
2) Grounds
3) Stores
4) Portering
5) Any other position deemed necessary by the Employer in consultation with the JHSC.

ARTICLE G – SENIORITY LISTS

G.1 A revised copy of the seniority list shall be posted on each appropriate bulletin board and sent to the Union in January and July of each year.

G.2 The Employer will provide to the Union, monthly a confidential list containing names, social insurance numbers, addresses, phone numbers, status (whether full-time or part-time and job classification), department and date of birth.

ARTICLE H – HOURS OF WORK

H.1 For office and clerical staff only, the normal work week is from Monday to Friday inclusive with one-half hour (½) off for lunch. The Employer will not schedule officer and clerical employees on the payroll as at the date of this agreement to work other than the defined normal work week without their consent.

H.2 An employee who is required to remain at work for a period of four (4) hours or greater beyond his/her normal shift shall be reimbursed twelve dollars ($12.00) for a meal.

ARTICLE I – SHIFT SCHEDULES

I.1 The parties agree that the Employer will schedule shifts so as to allow the employees the following:

a) Part-time employees will have two weekends off in four unless mutually agreed otherwise;

b) schedules may provide for more than five consecutive shifts of work but no more than seven without days off unless mutually agreed otherwise.

I.2 When scheduling regular scheduled shift rotations, there shall be not less than twelve (12) hours between the finish and the start of such changes and where such change does occur, the employee shall be paid overtime at the rate of time and one-half (1 ½) for the period of overlap, except when such a schedule was requested by the employee and agreed to by the Employer.

I.3 A full-time employee shall not be required to rotate through more than two (2) shifts (days/evenings/nights).

I.4 Cancellation of Shift

When the Employer deems it necessary to cancel an employee's scheduled shift, twenty-four (24) hours notice will be required unless the cancellation is beyond the control of the Employer.

Failure to give twenty-four (24) hours notice, the Employer will provide the affected employee with a four (4) hour shift to work at straight time in place of the cancelled shift commencing at the cancelled shift start time. The employee will have the option to accept or decline this four (4) hour shift, if declined the Employer will not be required to pay reporting pay. As well, there will be no disciplinary action administered to the employee for declining the four (4) hour shift.

I.5 Overtime shifts shall be offered first to full-time and then to part-time employees on the basis of seniority, based on an employee's ability and availability to the work required. Where and emergency situation occurs, the overtime will be offered to full-time and then to part-time on site based on seniority.

Where employees' work schedule has been changed by mutual agreement between employees and with the approval of the supervisor, there shall not be any overtime payable to employees.

ARTICLE J – VACATIONS

J.1 The parties recognize the importance and the value of time off to maintain a work/life balance and support employee wellness. In this respect, the parties agree to the following;

i) For the purpose of administering requests for time off, this is the recognized timeline for submitting vacation requests to the Employer:

Period	Deadline for vacation requests
June 15 to the Tuesday following Labour Day	April 15
December 15 to January 2	October 15

ii) The date for determining full-time vacation entitlement shall be the employer's service date. Part-time vacation entitlement shall be determined by seniority hours

iii) Vacation will be granted according to seniority, the Central and Local Collective Agreements and based on operational feasibility of the unit.

iv) The Employer will inform employees if their vacation requests have been approved no later than four (4) weeks after the submission deadline (see J.1.i).

J.2 When a dispute arises where employees in the same department are requesting the same vacation time and such requests cannot be accommodated by the Employer, then seniority shall apply.

J.3 If an employee submits vacation requests later than the dates specified by J.1., they cannot exercise their seniority rights.

J.4 Vacations are normally to be taken in the calendar year in which they are earned.

J.5 However, where there are extenuating circumstances which make it difficult for the employee to take all the vacation in the year earned, or where there are legitimate personal reasons for considering a carry-over, up to five (5) days vacation may be carried over into the next calendar year at the discretion and approval of the Administrative Discipline/Service Director. These carried over vacation days must be used up by December 31st of the following year. No employees may have more than one week's vacation carried over in any year.

Notwithstanding the above, an employee who voluntarily terminates his employment with the Employer without giving at least two (2) weeks' written notice will be eligible to receive only that vacation pay required by the *Employment Standards Act of Ontario.*

J.6 In addition to notifying employees of postings on the bulletin board, employees will have the ability to receive notifications by email of postings provided they submit their valid email address to the Employer.

Each employee will identify to the Employer their desire to stand for any position to be posted that the individual is qualified to perform, by responding to the Employer by an email confirmation or completion of the internal application form.

ARTICLE K – HOLIDAYS

K.1 Employees shall receive pay for the following holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Dominion (Canada) Day	Boxing Day

K.2. In the event that a holiday falls within an employee's vacation or scheduled days off, he shall be granted (at the option of the employee) an extra day's holiday or pay in lieu of the holiday. If the employee chooses the extra day's holiday, such day will be taken on a day to be determined by mutual agreement between the Employer and the employee concerned provided such day falls within sixty (60) calendar days of the actual holiday. The agreement of the Employer shall not be unreasonably withheld.

K.3 The day off in lieu referred to in Article 16.03 will be taken on a day to be determined by mutual agreement between the Employer and the employee concerned, provided such day falls within sixty (60) calendar days of the actual holiday. The agreement of the Employer shall not be unreasonably withheld.

ARTICLE L – EDUCATION

L.1 a) Leave of absence, without pay, for the purposes of further education directly related to the employee's employment with the Employer

may be granted on written application by the employee to the immediate supervisor or designate. Requests for such leave will not be unreasonably denied.

b) An employee shall be entitled to leave of absence without loss of earnings from his regularly scheduled working hours for the purpose of writing any examinations required in any recognized course in which employees are enrolled to upgrade their employment related qualifications.

c) Leave of absence without loss of regular earnings from regularly scheduled hours for the purpose of attending short courses, workshops or seminars directly related to the employee's employment at the Employer may be granted at the discretion of the Employer upon written application by the employee to the Manager/Support Service Director or his designate.

L.2 The Employer shall assign Education as a standing item for the Labour Management agenda. The Employer shall provide Learning and Development and Nursing Education calendar of education.

ARTICLE M – LEAD HAND/FOREMAN - WORK LEADER

M.1 In assigning the responsibility of work leader or lead hand, seniority will be considered.

M.2 A four percent (4%) premium (based on straight time hourly rates) will be given to each employee who is a Work leader in addition to his regular straight time rate of pay. An eight percent (8%) premium (based on straight time hourly rates) will be given to each employee who is a Lead hand in addition to his regular straight time rate of pay.

M.3 Individual classified as foreman may at times assume supervisory duties for more than one department/trade when deemed necessary for operation requirements.

M.4 In addition to his/her regular straight time rate of pay, an eighty-five ($0.85) per hour premium for all hours worked will be given to an employee who completes a full shift in the role of a Dietary Aide in the Diet's Position working in the refrigerator. This premium does not provide the role of Dietary Aide in the Diet's Position with any Lead Hand/Work Leader authority and responsibility.

ARTICLE N – BULLETIN BOARDS

N.1 The Union will be allowed to use the one (1) plexi-glass enclosed locked bulletin board at a mutually agreed location at the Royal Ottawa Health Care Group on Carling Ave. site for the purposes of posting notices regarding regular meetings, educational seminars or labour related information. The Union and the Employer will each have a key for the boards. The Employer reserves the right to remove any offence notices after consultation with the union.

N.2 Should the Employer acquire any sites other than the ones presently contracted with the R.O.H.C.G., the Employer agrees to place Union Boards at these sites. This would apply only to sites under the control of the company in the Amalgamated City of Ottawa related to the R.O.H.C.G. Project.

ARTICLE O – UNIFORMS

O.1 All full-time employees are required to wear uniforms provided by the Employer. The cleaning and maintenance of the company issued uniforms is the sole responsibility of the employee. It is understood that such uniforms are the exclusive personal use of the employee concerned and are to be worn on the company premises during the employee's working hours. All full-time employees will be provided with four (4) uniform shirts and three (3) uniform pants by the Employer in January each year. Uniform replacement above the annual allotment will not be unreasonably denied.

The clause above apply only to employees of:

Housekeeping
Dietary

O.2 The Employer will reimburse an employee, to a reasonable amount, for damage to personal clothing or glasses caused by patient actions, provided it is reported immediately to a Supervisor and is not subsequently covered by Workers Compensation.

O.3 The Employer shall make available at no cost to the employee winter outerwear and winter footwear for employees required to work outdoors or in sub-normal temperatures.

O.4 The Employer agrees to launder the uniforms of the Maintenance department employees upon request. All full-time Maintenance employees will be provided with three (3) uniform shirts and three (3) uniform pants by the Employer in January each year.

ARTICLE P – GENERAL

P.1 It shall be the duty of the employee to notify the Employer and the Union promptly of any change in name, address, email address and telephone number. If an employee fails to do this, the Employer or the Union will not be responsible for undelivered documentation/Information/changes etc.

P.2 The Employer will provide job descriptions for all positions covered by the collective agreement. The job description will be presented to and discussed with the employee filling the position. The Employer shall prepare a draft job description whenever a job is created and provide a final version within six (6) months. Changes in duties will be discussed with employees as they occur. The written job description will be updated on an annual basis and reviewed with the employee.

P.3 The Employer will provide to the Union job descriptions for all positions covered by the collective agreement including copies of descriptions when they are revised.

P.4 The Employer will provide each employee on a yearly basis, a record, in writing, of vacation, statutory holidays and sick leave balance along with an update on his/her benefit status.

P.5 The job evaluation procedure agreed to between the Union and the Employer, dated December 7, 1995 will be the method utilized for the evaluation of job classifications covered by the collective agreement.

P.6 Copies of the Agreement

The Employer and the Union desire all parties to be familiar with the provisions of this Agreement and the rights and obligations under it. For this reason, the parties shall mutually agree to the number of printed collective agreements and shall share equally the cost of printing.

P.7 EllisDon Facilities Services will not post any positions at the R.O.H.C.G. Project bilingual mandatory.

P.8 The Employer shall provide the Union with a phone extension and email account assigned to the Union President and any other delegates required.

These can be accessed both internally and externally from the ROHCG site.

P.9 Where an employee works in more than one classification, progression through the wage grid shall be determined based upon the wage rate of the highest paying classification, and shall include accumulated service in each classification.

ARTICLE Q – PERSONAL LEAVE

Q.1 Carillion Services recognizes that on occasion an employee may unavoidably require time off during normal working hours to attend to personal affairs, e.g. child/elder care matters, personal emergencies. Employees of Carillion Services are eligible to access 4.5 days annually from their sick leave allotment. Authorized leave can only be granted where there are the available hours in the employee's sick leave balance.

Such authorized leave days with pay are available to employees in the full-time and part-time (prorated to FTE allocation) employees who have a compelling reason to be absent from work. Authorized leave may be requested for a minimum of four hours at a time, up to two consecutive days maximum.

Authorized absences require pre-authorization from the employee's supervisor and are for compelling reasons only. Managers will use their own judgment as to what constitutes a compelling reason before authorizing absences, however, such requests shall not be unreasonably denied.

On occasion, when emergencies occur, the onus is on the employee to advise his/her supervisor of the reason for the absence within the first half hour of the work day or as soon as possible if the request is to leave the workplace in order to obtain permission to take time off as personal leave with pay and to advise of the expected time for return to work.

Such absences are to appear on the bi-weekly report and time cards as Sick Time for Personal Time and shall not be used in any disciplinary actions related to sick leave.

ARTICLE R – TEMPORARY VACANCIES

R.1 (a) All temporary vacancies not exceeding sixty (60) days shall be offered and filled within the department on the basis of seniority. The Employer shall notify all employee within the department of the vacancy to be filled. In filling this temporary vacancy, consideration shall be given to casual and part-time employees who meet the normal job requirements. If the temporary vacancy is not filled by a casual or part-time employee of the bargaining unit, consideration will be given to regular full-time applicants in the bargaining unit who meet the normal job requirements based on seniority prior to utilizing non-bargaining unit applicants.

(b) All temporary vacancies exceeding sixty (60) days will be posted in accordance with article 9.05. In filling this temporary vacancy, consideration shall be given to casual and part-time employees of the bargaining unit who meet the normal job requirements. If the temporary vacancy is not filled by a casual or part-time employee of the bargaining unit, consideration will be given to regular full-time applicants in the bargaining unit who meet the normal job requirements based on seniority prior to utilizing non-bargaining unit applicants.

(c) A casual or part-time employee filling a temporary vacancy shall be covered by the terms of the part-time collective agreement.

(d) Upon completion of the temporary vacancy, the employee shall be reinstated to their former position subject to any changes that may have taken place had the employee not transferred to the temporary position.

(e) All temporary postings shall indicate the expected duration of the job.

ARTICLE S – PARKING

S.1 When the Employer requests the presence of a Local Union Representative to attend an off-site meeting, the parking cost will be reimbursed on provision of receipt.

S.2 Casual employees who wish to buy a monthly parking pass will be allowed to pay an amount equivalent to that paid by regular full-time and regular part-time employees who have arranged for payroll deduction.

S.3 Employees paying for parking will be charged a pro-rated amount for the first month when access to the parking lot is provided after the 1st day of the month

S.4 When the Employer requests the presence of a Local Union Representative to attend an off-site meeting, the parking cost will be reimbursed on provision of receipt.

S.5 Casual employees who wish to buy a monthly parking pass will be allowed to pay an amount equivalent to that paid by regular full-time and regular part-time employees who have arranged for payroll deduction.

S.6 Employees paying for parking will be charged a pro-rated amount for the first month when access to the parking lot is provided after the 1st day of the month

ARTICLE T – SICKLEAVE / OUTBREAK

T.1 An illness directly related to an outbreak as determined through the Ministry of Health Standards or as notified by the City of Ottawa Medical Officer will not be counted as an absence in accordance with the Employer's Attendance Management Program.

ARTICLE U – CALL-IN

U.1. After all qualified employees on the casual ad part-time call-in list have been called, full-time employees who have made their availability known to the Employer shall be called and only when these two (2) avenues have been exhausted would external sources be called in. It is understood that prior to accepting any additional shifts, staff will have fulfilled their regular full or part-time commitment.

ARTICLE V – CASUAL HOURS

V.1 When a part time employee is called to work for shifts that are not scheduled, such a call shall be done within the classification on the basis of seniority, provided the person is capable of performing the job.

V.2 Casual Hours

a) Casual employees are required to be available for work a minimum of eight (8) days in four (4) weeks, which must include one (1) full weekend (a weekend shall consist of all shifts within the forty-eight (48) consecutive hours period commencing no later than the Saturday 12:00 AM to Sunday 11:50 PM, unless otherwise mutually agreed between the Union and the Employer.

b) Where a casual employee fails to meet the requirements in (a) above for two (2) consecutive calendar months he or she may be terminated by the Employer.

c) Where a casual employee has made him or herself available and:

i) Refuses an offer of work when availability has been declared; or

ii) Cancels a pre-booked shift except for illness or emergency for five (5) consecutive shifts a calendar year he or she may be terminated by the Employer. This clause also applies to casual employees who have provided availability in excess of the minimum requirements set out in (a) above.

d) This article would not prevent such an employee from requesting a leave of absence asset out in Article 12.01.

ARTICLE W – PROFESSIONAL DUES

Costs associated with training and credentials as required by the Employer, excluding those required by a governing body or government ministry, shall be reimbursed by the Employer on proof of a paid receipt.

ARTICLE Z – SICK BANK

Z.1 All Employees are entitled to eighteen (18) sick days (135 hours) per calendar year as per Article 13. New hires shall have the eighteen (18) sick leave entitlement pro-rated to their date of hire.

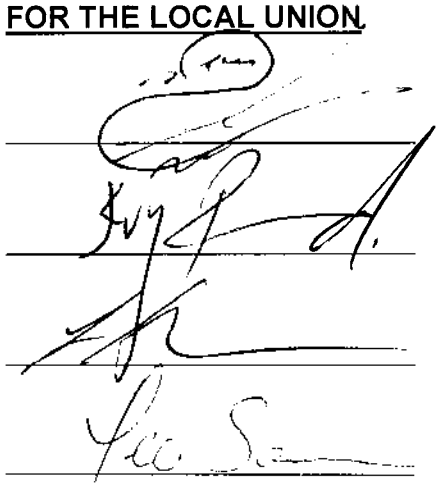
Z.2 Employees will be able to draw on their sick bank as required until they reach the maximum of eighteen (18) days (135 hours), excluding any previously accumulated and not taken sick bank.

Z.3 The eighteen (18) day entitlement is inclusive of any personal days (to a maximum of 4.5 a year).

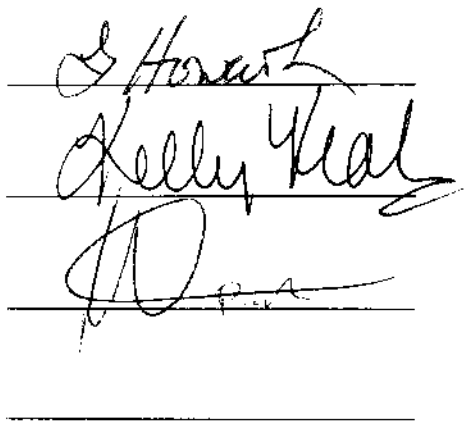
Z.4 Upon retirement resignation, transfer to another status (full-time to part-time) or termination of employment, the Employer reserves the right to reclaim any outstanding monies for sick time taken that has not been accumulated.

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

FOR THE LOCAL UNION



FOR THE EMPLOYER



:mw*cope491
September 2, 2020

Letter of Understanding – Allocation of Statutory Holidays

between

Canadian Union of Public Employees and its Local 942

and

EllisDon Facilities Services (ROH) Inc.

Re: Allocation of Statutory Holidays

For continuity the parties agree to the follow process when allocating work;
In the dietary department, when a full-time person is scheduled to work Monday to Friday and the stat holiday falls on one of these days then the Stat belongs to the full-time member.

In the Housekeeping department, the parties recognize that Stats are staffed to the same level as on Weekends and that Part Time employee are used for staffing on weekends therefore part time employees will also be used for staffing Stats.

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

FOR THE LOCAL UNION

FOR THE EMPLOYER

:mw*cope491
September 2, 2020

SCHEDULE A – WAGE GRID

JOB CLASSIFCATIONS AND RATE OF PAY					
Position	**Effective Date**	**Base**	**1 Year**	**2 Year**	**3 Year**
Stores Clerk	Sept 29/2017	22.92	23.47	24.02	25.12
	Sept 29/2018	23.24	23.80	24.36	25.47
	Sept 29/2019	23.61	24.18	24.75	25.88
	Sept 29/2020	24.00	24.58	25.16	26.30
Secretary II	Sept 29/2017	26.20	26.76	27.33	28.41
	Sept 29/2018	26.57	27.13	27.71	28.81
	Sept 29/2019	26.99	27.57	28.15	29.27
	Sept 29/2020	27.44	28.02	28.62	29.75
Housekeeping Aide	Sept 29/2017	21.98	22.21	22.83	
	Sept 29/2018	22.29	22.52	23.14	
	Sept 29/2019	22.65	22.88	23.52	
	Sept 29/2020	23.02	23.26	23.90	
Linen Attendant	Sept 29/2017	21.91	22.14	22.83	
	Sept 29/2018	22.22	22.45	23.14	
	Sept 29/2019	22.57	22.80	23.52	
	Sept 29/2020	22.95	23.18	23.90	
Housekeeping Porter	Sept 29/2017	21.90	22.16	22.83	
	Sept 29/2018	22.21	22.47	23.14	
	Sept 29/2019	22.56	22.83	23.52	
	Sept 29/2020	22.94	23.20	23.90	
Dietary Aide	Sept 29/2017	22.57	22.78	23.43	
	Sept 29/2018	22.89	23.10	23.76	
	Sept 29/2019	23.25	23.47	24.14	
	Sept 29/2020	23.64	23.86	24.54	
Dietary Aide ROP (LTC)	Sept 29/2019	24.27	24.49	25.16	
effective June 4, 2019	Sept 29/2020	24.67	24.89	25.57	
Groundskeeper	Sept 29/2017	22.18	22.47	23.43	
	Sept 29/2018	22.49	22.78	23.76	
	Sept 29/2019	22.85	23.15	24.14	
	Sept 29/2020	23.22	23.53	24.54	

Position	Effective Date	Base	1 Year	2 Year	3 Year
Compactor	Sept 29/2017	22.18	22.47	23.43	
	Sept 29/2018	22.49	22.78	23.76	
	Sept 29/2019	22.85	23.15	24.14	
	Sept 29/2020	23.22	23.53	24.54	
Horticulturist	Sept 29/2017	22.60	22.91	23.85	
	Sept 29/2018	22.92	23.23	24.18	
	Sept 29/2019	23.29	23.60	24.57	
	Sept 29/2020	23.67	23.99	24.98	
Maintenance I	Sept 29/2017	23.95	24.58		
	Sept 29/2018	24.29	24.92		
	Sept 29/2019	24.67	25.32		
	Sept 29/2020	25.08	25.74		
Cook	Sept 29/2017	23.86	24.32	25.48	
	Sept 29/2018	24.19	24.66	25.84	
	Sept 29/2019	24.58	25.05	26.25	
	Sept 29/2020	24.99	25.46	26.69	
Cook II/Stores Clerk -ROP	Sept 29/2017	24.79	25.23	26.42	
	Sept 29/2018	25.14	25.58	26.79	
	Sept 29/2019	25.54	25.99	27.22	
	Sept 29/2020	25.96	26.42	27.67	
Maintenance II	Sept 29/2017	25.22	25.78		
	Sept 29/2018	25.57	26.14		
	Sept 29/2019	25.98	26.55		
	Sept 29/2020	26.41	26.99		
Painter	Sept 29/2017	27.09	28.14		
	Sept 29/2018	27.47	28.53		
	Sept 29/2019	27.91	28.99		
	Sept 29/2020	28.37	29.47		
Carpenter	Sept 29/2017	27.09	28.14		
	Sept 29/2018	27.47	28.53		
	Sept 29/2019	27.91	28.99		
	Sept 29/2020	28.37	29.47		

Position	Effective Date	Base	1 Year	2 Year	3 Year
Electrician	Sept 29/2017	29.58	30.72		
	Sept 29/2018	29.99	31.15		
	Sept 29/2019	30.47	31.65		
	Sept 29/2020	30.98	32.18		
Plumber	Sept 29/2017	29.58	30.72		
	Sept 29/2018	29.99	31.15		
	Sept 29/2019	30.47	31.65		
	Sept 29/2020	30.98	32.18		
Student	Sept 29/2017	13.88			
	Sept 29/2018	14.08			
	Sept 29/2019	14.30			
	Sept 29/2020	14.54			
Maintenance III	Sept 29/2017	30.34			
	Sept 29/2018	30.76			
	Sept 29/2019	31.26			
	Sept 29/2020	31.77			
Building Automation Operator	Sept 29/2017	36.50			
	Sept 29/2018	37.02			
	Sept 29/2019	37.61			
	Sept 29/2020	38.23			
Accounting Clerk	Sept 29/2017	26.17	26.73	27.27	28.36
	Sept 29/2018	26.54	27.10	27.65	28.76
	Sept 29/2019	26.96	27.54	28.09	29.22
	Sept 29/2020	27.41	27.99	28.55	29.70

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September 2, 2020