

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

**COLLECTIVE AGREEMENT**

**Between**

**Scarborough Health Network**  
(hereinafter called the “Hospital”)

**and**

**CUPE LOCAL 5852**  
(hereinafter called the “Union”)



**SHN**

**Expires: September 28, 2023.**

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## **ARTICLE 1 – PREAMBLE**

### **1.01 - PREAMBLE**

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

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

## **ARTICLE 2 – DEFINITIONS**

### **2.01 – TEMPORARY EMPLOYEE**

Employees may be hired for a specific term not to exceed six (6) months, to replace an employee who will be on approved leave of absence, absence due to 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 Hospital or by the Hospital on its own up to twelve (12) months where the leave of the person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

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

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

### **2.02 – PART-TIME COMMITMENT**

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

### **2.03 - REGULAR PART-TIME EMPLOYEE**

An employee normally employed twenty-four [24] hours weekly or less.

## **ARTICLE 3 - RELATIONSHIP**

### **3.01 – NO DISCRIMINATION**

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

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

### **3.02 – ATTENDANCE MANAGEMENT**

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

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

## **ARTICLE 4 – STRIKES & LOCKOUTS**

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

**ARTICLE 5 – UNION SECURITY**

**5.01 – T4 SLIPS**

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

**5.02 – NOTIFICATION TO UNION**

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

**5.03 – EMPLOYEE INTERVIEW**

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

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

**5.04 – NO OTHER AGREEMENTS**

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

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

**ARTICLE 6 – UNION REPRESENTATION AND COMMITTEES**

**6.01 – UNION ACTIVITY ON PREMISES AND/OR ACCESS TO PREMISES**

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

## **6.02 – LABOUR-MANAGEMENT COMMITTEE**

- (a) Where the parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour Management Committee Meeting during the term of this Agreement, the following shall apply.
- (b) An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement.

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

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

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

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

## **6.03 – LOCAL BARGAINING COMMITTEE**

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

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

## **6.04 – CENTRAL BARGAINING COMMITTEE**

- (a) In central bargaining between the Canadian Union of Public Employees and the

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

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

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

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

#### **6.05 – UNION STEWARDS**

- (a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.
- (b) A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.
- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.
- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of their duties, a Union steward is required to enter an area within the Hospital in which they are not originally employed, they shall report their presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming their regular duties and responsibilities, such steward shall again report to their immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during their regular scheduled working hours.
- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.
- (f) The number of stewards and the areas which they represent, are to be determined locally.

## **6.06 – GRIEVANCE COMMITTEE**

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

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

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

## **ARTICLE 7 – GRIEVANCE AND ARBITRATION PROCEDURE**

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of their steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.
- 7.03 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until they have first given their immediate supervisor the opportunity of adjusting their complaint. The grievor may have the assistance of a union steward if they so desire. Such complaint shall be discussed with their immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of their immediate supervisor's decision in the following manner and sequence:

### **Step No. 1**

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to (designated by Hospital). The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Union and the Hospital may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The (designate) will deliver their decision in writing within nine (9) calendar days following the day on which the grievance was presented to them. 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 they may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

- 7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could themselves institute and the regular grievance procedure shall not be thereby bypassed.
- 7.05 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 their designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 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 their probationary period that they have been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:
- (a) confirming the Hospital's action in dismissing the employee; or
  - (b) reinstating the employee with or without full compensation for the time lost; or
  - (c) by any other arrangement which may be deemed just and equitable.

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

- 7.07 (a) Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- (b) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and

may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

- 7.08 All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairperson of the Arbitration Board. If they are unable to agree upon such a chairperson within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairperson.
- 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 chairperson 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 chairperson 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 their 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 they have 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 they shall be credited with seniority equal to sixty (60) working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration unless the probationary employee is released for reasons which are arbitrary, discriminatory, in bad faith, or for exercising a right under this Agreement.

### **9.02 – DEFINITION OF SENIORITY**

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

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

Seniority will operate on a bargaining unit wide basis.

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

### **9.03 – LOSS OF SENIORITY**

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

- (a) resign;
- (b) are discharged and not reinstated through the grievance/arbitration procedure;
- (c) have retired;

- (d) are absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) have been laid off for forty-eight (48) months;
- (f) have been laid off and fail to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall.

#### **9.04 – EFFECT OF ABSENCE**

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

Unless otherwise provided in the Collective Agreement:

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which they are participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to thirty (30) months while an employee is in receipt of WSIB benefits\*. Such payment shall also continue while an employee is on sick leave (including the Employment Insurance Period) to a maximum of thirty (30) months from the time the absence commenced.

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

- (c) It is further understood that during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue for the duration of the absence, if an employee's absence is due to a disability resulting in WSIB benefits\*, or while an employee is on paid or unpaid sick leave (including the Employment Insurance Period).
- (d) Part-time employees shall accrue seniority for the duration of the absence, if an employee's absence is due to a disability resulting in WSIB benefits\*, or a disability in accordance with the *Human Rights Code*.

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

**\*Note: Add the words "or L.T.D. benefits" only in agreements providing L.T.D. benefits.**

## **9.05 – JOB POSTING**

- (a) Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be made in writing within the seven (7) day period referred to herein.
- (b) The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.
- (c) Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.
- (d) In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job. Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to change their permanent status.
- (e) The Hospital agrees that it shall post permanent vacant positions within 30 calendar days of the position becoming vacant, unless the Hospital provides the Union notice under Article 9.08(A)(a) of its intention to eliminate the position.
- (f) The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.
- (g) Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with this Article, and selection shall be made in accordance with this Article.
- (h) The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.
- (i) A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the union.

## **9.06 – TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT**

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without their consent except in the case of temporary assignments not exceeding six (6) months. This period may be extended a further six (6)

months upon the agreement of the employee and the Hospital. Such employees on temporary assignments shall remain members of the bargaining unit.

- (b) An employee who is transferred to a position outside the bargaining unit shall not, subject to (c) below, accumulate seniority. In the event the employee is returned by the Hospital to a position in the bargaining unit within twenty-four (24) months of the transfer they shall be credited with the seniority held at the time of transfer and resume accumulation from the date of their return to the bargaining unit. An employee not returned to the bargaining unit within 24 months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (a) or (b) above is returned to the bargaining unit within a period of nine (9) calendar months, they shall accumulate seniority during the period of time outside the bargaining unit.

#### **9.07 (A) – TRANSFER OF SENIORITY AND SERVICE**

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

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

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

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

#### **9.07 (B) – PORTABILITY OF SERVICE**

An employee hired by the Hospital with recent and related experience may claim consideration for such experience at the time of hiring on a form to be supplied by the Hospital. Any such claim shall be accompanied by verification of previous related experience. The Hospital shall then evaluate such experience during the probationary period following hiring. Where in the opinion of the Hospital such experience is determined to be relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) 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 Hospitals' rights under the collective agreement or the Labour Relations Act and/or the Public Sector Labour Relations Transition Act, the parties agree that non-unionized employees who are affected (via relocation/transfer\*) shall, when entering the bargaining unit, be afforded seniority and service in accordance with the anniversary of their date of hire (or hours worked) from their original Hospital. Such anniversary date shall be calculated in accordance with the relevant provisions of the relevant collective agreement.

### **Right to Return or Transfer**

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

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

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

\*Pursuant to a "Sale of Business" under Section 69 of the Labour Relations Act, or to a transfer pursuant to the Public Sector Labour Relations Transition Act.

## **9.08 (A) – NOTICE AND REDEPLOYMENT COMMITTEE**

### **(a) Notice**

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

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

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

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

- (i) reassignments will occur in reverse order of seniority;

- (II) the reassignment of the employee is to an appropriate permanent position with the employer having regard to the employees skills, abilities, qualifications and training or training requirements;
- (III) the reassignment of the employee does not result in a reduction of the 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 Hospital bears the onus of demonstrating that the foregoing conditions have been met in the event of a dispute. The Hospital shall also reasonably accommodate any reassigned employee who may experience a personal hardship arising from being reassigned in accordance with this provision.

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

(d) Redeployment Committee

At each Hospital a Redeployment Committee will be established not later than two (2) weeks after the notice referred to in 9.08(A)(a) and will meet thereafter as frequently as is necessary.

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;
- (2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:
  - (a) within the bargaining unit; or
  - (b) within another CUPE bargaining unit; or
  - (c) not covered by a collective agreement.
- (3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.

(4) Subject to article 9.11, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.

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

(ii) Committee Composition

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

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

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

(iii) Disclosure

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

(iv) Alternatives

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

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

### **9.08 (B) – RETIREMENT ALLOWANCE**

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

number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.08(A)(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of fifty-two (52) weeks' salary.

### **9.08 (C) – VOLUNTARY EXIT OPTION**

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

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

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

### **9.09 – LAYOFF AND RECALL**

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

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.12; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 9.08(B); or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject

to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08(A)(a).

An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Hospital of their 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 their duties being assigned to one or more part-time employees.
- (i) In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the five-month notice period provided for in Article 9.08(A)(a).
- (j) The Hospital agrees to post vacancies during the recall period, as per the job posting procedure, allowing employees on recall to participate in the posting procedure. Should the position not be filled via the job posting procedure, an employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided they have 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 Hospital shall not act in an arbitrary or unfair manner.
- (l) An employee recalled to work in a different classification from which they were laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.
- (m) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

- (n) The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for their proper address being on record with the Hospital.

#### **9.10 – BENEFITS ON LAYOFF**

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

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

#### **9.11 – RETRAINING**

(a) Retraining for Positions within the Hospital

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

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the availability of any federal or provincial retraining program funds to cover the cost of tuition, books and travel, as well as any wages eligible under the terms of such program.
- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6) months.
- (iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

(b) Placement

Upon successful completion of their training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.11(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 their position will be eliminated, they shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of sixteen (16) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (b) Where an employee resigns later than 30 days after receiving notice pursuant to Article 9.08(A)(a)(ii) that their position will be eliminated, they shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250) dollars.

### **9.13 – TECHNOLOGICAL CHANGE**

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

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

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

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

### **9.14 – REGISTERED PRACTICAL NURSE PROFESSIONAL DEVELOPMENT/SCOPE OF PRACTICE**

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

committee participation. The parties recognize their joint responsibility in and commitment to active participation in the area of professional development, including scope of practice.

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

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

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

#### **9.15 – PROFESSIONAL RESPONSIBILITY, PATIENT CARE, WORKLOADS & STAFFING**

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

- (a) The parties agree that optimal patient care is, and safe working conditions are, enhanced if concerns relating to professional responsibility, patient care, workloads and staffing issues are resolved in a timely and effective manner with communications between the parties being:
- (i) professional;
  - (ii) courteous;
  - (iii) collegial;
  - (iv) respectful; and
  - (v) focused on resolving the issue, not on the individuals.
- (b) In the event that the Hospital assigns a number of patients or a workload to an individual Regulated Health Professional (RHP) or group of RHPs such that they have cause to believe that they are being asked to perform more work than is consistent with proper patient care, they shall:
- i. At the time the workload issue occurs, discuss the issue within the unit/program to develop strategies to meet patient care needs using current resources.
  - ii. If necessary, using established lines of communication as identified by the hospital, seek immediate assistance from an individual(s) (who could be within the bargaining unit) who has responsibility for timely resolution of workload issues.
  - iii. Failing resolution of the workload issue at the time of occurrence or if the issue is ongoing the RHP(s) will discuss the issue with their Manager or designate on the next day that the Manager (or

designate) and the RHP are both working or within five (5) calendar days whichever is sooner.

- (c) Upon receipt of a response from the supervisor within five (5) working days, if the employee or group of employees in (b) above are not satisfied, the employee or group of employees may, within forty-eight (48) hours, submit a workload complaint form (attached at appendix A) to the Chief Nursing Officer or equivalent in the case of other RHPs, with a copy to the Union. A meeting shall be held within thirty (30) days of a request from the employee or group of employees, who may be accompanied to this meeting by a Union representative. The Chief Nursing Officer or equivalent, will respond in writing to the employee, or group of employees, with a copy to the Union if applicable, within fifteen (15) days.
- (d) Upon receipt of a written response from the Chief Nursing Officer or equivalent, if the employee or group of employees in (c) above are not satisfied, the employee or group of employees, who may be accompanied by their Union Representative, may, within forty-eight (48) hours, request a meeting with the Chief Executive Officer (or designate) and such meeting shall be held within thirty (30) days. The Chief Executive Officer (or designate) will respond in writing to the employee, or group of employees, within fifteen (15) days of the meeting, with a copy to the Union if applicable.
- (e) It is agreed and understood that an employee or group of employees may in exceptional and urgent cases request an immediate meeting with the Chief Nursing Officer or equivalent who will make every reasonable effort to accommodate the request. The timelines provided for in (d) above will apply failing resolution at this meeting.
- (f) Only the timelines set out above are subject to Article 7 – Grievance and Arbitration Process.
- (g) The Hospital will provide access on the hospital intranet, whereby members will have the ability to access a digital version of the Workload Review Form.

#### **9.16 – WORK-LOADS**

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

## **ARTICLE 10 – CONTRACTING OUT**

### **10.01 – CONTRACTING OUT**

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

### **10.02 – CONTRACTING OUT**

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

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

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

### **10.03 – CONTRACTING IN**

Further to Article 9.08(A)(d)(i)(1) the parties agree that the Redeployment Committee will immediately undertake a review of any existing sub-contract work which would otherwise be bargaining unit work and which may be subject to expiry and open for renegotiation within six (6) months with a view to assessing the practicality and cost-effectiveness of having such work performed within the Hospital by members of the bargaining unit.

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

### **11.01 – WORK OF THE BARGAINING UNIT**

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

### **11.02 – VOLUNTEERS**

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

The Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked and the duties performed.

## **ARTICLE 12 – LEAVES OF ABSENCE**

### **12.01 – PERSONAL LEAVE**

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

### **12.02 – UNION BUSINESS**

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

In requesting such leave of absence for an employee or employees, the Union must give at least fourteen (14) days clear notice in writing to the Hospital, unless not reasonably possible to give such notice.

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

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

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

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

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

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

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

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than two (2) employees in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties. It is understood that no more than one (1) employee will be from the same unit of the Hospital, subject to operational requirements.

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

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

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

### **12.03(B) – FULL TIME POSITION(S) WITH THE UNION**

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

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than two (2) employees in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties. It is understood that no more than one (1) employee will be from the same unit of the Hospital, subject to operational requirements.

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

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

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

### **12.03(C) – LEAVE FOR OCHU PRESIDENT, SECRETARY-TREASURER, AND FIRST VICE-PRESIDENT**

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

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

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

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

### **12.04 – BEREAVEMENT LEAVE**

Any employee who notifies the Hospital as soon as possible following bereavement will be granted bereavement leave for four (4) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, or parent.

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse.

An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled hours to attend the funeral of their aunt or uncle, niece or nephew.

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

### **12.05(A) – JURY & WITNESS DUTY**

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

If an employee is required to attend jury selection or serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required

by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

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

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

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

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

#### **12.05(B) – JURY & WITNESS DUTY**

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

If an employee is required to attend jury selection or serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

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

Where a part-time employee is selected for jury duty, for a period in excess of one (1) week, the employee shall be paid for all hours scheduled and not be expected to attend at work. Upon completion of the process the employee shall be returned to that point on their former schedule

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

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

#### **12.06(A) – PREGNANCY LEAVE**

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

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

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

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of their normal weekly earnings during the 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 Hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.
- (g) Subject to any changes to the employee's status which would have occurred had they not been on pregnancy leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.

#### **12.06(B) – PREGNANCY LEAVE**

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

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

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

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

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

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

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

### **12.07(A) – PARENTAL LEAVE**

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

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

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

- (e) Effective on confirmation by the 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 their weekly Employment Insurance benefits and any other earnings. Receipt by

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

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

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

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of their normal weekly earnings during the 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 Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave.
- (h) Subject to any changes to the employee's status which would have occurred had they not been on parental leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.

#### **12.07(B) – PARENTAL LEAVE**

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

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.

- (c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as their own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing. An employee shall reconfirm their intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding eleven (11) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of their weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

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

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

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- (f) Credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to eleven (11) weeks while the employee is on

parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.

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

## **12.08 – EDUCATION LEAVE**

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

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

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for an employee to take an educational leave without pay and without loss of seniority of up to twelve (12) months for training related to the employee's employment at the Hospital.

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

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

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

## **12.09 – PRE-PAID LEAVE PLAN**

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

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.

- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to their former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:

- (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
- (ii) The period of salary deferral and the period for which the leave is requested.
- (iii) The manner in which the deferred salary is to be held.

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

### **12.10 – MEDICAL CARE AND EMERGENCY LEAVE**

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

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 their Hospital that they will be doing so. If the employee must begin the leave before advising the Hospital, the employee shall advise the Hospital of the leave as soon as possible after beginning it.

An employee is entitled to take a total of 10 days' leave under this section each year. If an employee takes any part of a day as leave under this section, the Hospital may deem the employee to have taken one day's leave on that day for the purposes of this Article. The Hospital may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

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

### **12.11 – COMPASSIONATE CARE LEAVE**

- (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 they not been on compassionate care leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.
- (d) The employee and the Hospital will continue to pay their respective shares of the benefits and pension premiums.

**ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY**

***If the parties have agreed to HOODIP (1992 booklets) or equivalent or if the Hospital and the local union mutually agree to replace the existing accumulating sick leave plan with HOODIP or equivalent, insert the following provision as Article 13.01. (In the event of such mutual agreement to replace the existing plan with HOODIP or equivalent, the provision below will become effective on the first of the month agreed to by the local parties and will replace any existing accumulating sick leave program or plan.)***

**13.01 – HOODIP**

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

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

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

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

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

- (4) an employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & Insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.
- (d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
- (e) The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two (2) days of the fourth and subsequent period of absence in any calendar year.
- (f) Any dispute which may arise concerning an employee's entitlement to any benefits referred to in Article 13.01, including HOODIP and equivalents, may be subject to the grievance and arbitration under the provisions of this collective agreement.
- The Union agrees that it will encourage an employee to utilize the Medical Appeals Process provided under the plan, if any, to resolve disputes.
- (g) A copy of the current HOODIP plan text or, where applicable, the master policy of the current HOODIP equivalent, shall be provided to the Union.
- (h) The Hospital shall pay the full cost of any medical certificate required of an employee.
- (i) The short-term sick leave plan shall be registered with the Employment Insurance Commission (EIC). The employee's share of the employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this agreement."

Note: Provisions 13(c)(3) and 13(c)(4) shall apply for the short and long-term disability plan to those employees in the full-time Collective Agreements who are now on an accumulating sick leave plan. Any Medical/Dental Care provisions currently in the agreement shall be removed.

### **13.02 – INJURY PAY**

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

### **13.03 – PAYMENT PENDING DETERMINATION OF WSIB CLAIMS (FT)**

An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of claim for WSIB benefits for a period longer than one complete shift may apply to the Hospital for payment equivalent to the lesser of the benefit they would receive from WSIB benefits if their claim was approved, or the benefit to which they would be entitled under the short term sick leave plan. Payment will be provided only if the employee provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by the Workplace Safety & 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**

**DAILY & WEEKLY HOURS OF WORK** (The following clause is applicable to full-time employees only) The standard work week for all full-time employees shall be 75 hours per two-week period exclusive of half hour meal periods. The meal period shall be an uninterrupted period except in cases of emergency. The normal hours of work shall be 7 ½ hours per day. It is understood however, that this shall not be, nor construed to be, a guarantee as to the hours of work per day or as to the hours of per week, nor as a guarantee of working schedules and some employees may be scheduled to work less than 37 ½ hours per week. (This following clause is applicable to part-time employees only) The standard work week for all part-time employees shall not normally exceed 48 hours per two-week period, exclusive of half hour meal periods. The meal period shall be an uninterrupted period except in case of emergency. The hours of work shall not normally exceed 7 ½ hours per day. It is understood however, that this shall not be, nor construed to be, a guarantee as to the hours of work per day or as to the hours of work per week, nor as a guarantee of working schedules and some employees may be scheduled to work less than 24 hours per week. It is understood that a part-time employee may be scheduled for more than 24 hours per week on an occasional basis to cover for vacation, illness, or any unforeseen staffing requirements

### **14.02(A) – REST PERIODS**

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

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

### **14.02(B) – REST PERIODS(PT)**

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

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

#### **14.03 – ADDITIONAL REST PERIODS**

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

#### **14.04 – EXTENDED TOURS**

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

#### **14.05 – JOB SHARING**

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

### **ARTICLE 15 – PREMIUM PAYMENT**

#### **15.01 – DEFINITION OF REGULAR STRAIGHT TIME RATE OF PAY**

Any hours worked by an Employee in addition to working 7 ½ hours in any one day or 75 hours in a two-week period shall be paid at time and one-half [x1 ½] of the employee's regular straight time rate of pay.

#### **15.02 – DEFINITION OF OVERTIME**

Any hours worked by an employee in addition to working 7 ½ hours in any one day or 75 hours in a two-week period shall be paid at time and one-half (1 -½) of the employee's regular straight time rate of pay.

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

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

### **15.04 – TIME OFF IN LIEU OF OVERTIME**

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

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within ninety (90) calendar days of the work week in which the overtime was earned or, with the employee's agreement, within 12 months of that work week.

### **15.05 – REPORTING PAY**

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7-1/2) 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) times their regular hourly earnings. Superior provisions shall remain.

Effective June 13, 2023, 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 of pay at the rate of two (2) times 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, they shall be paid the rate in the higher salary range immediately above their current rate for all hours worked in the higher paying position.

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

Effective November 3, 2022, where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit, the employee shall receive an allowance of \$1.00 per hour from the time of the assignment.

#### **15.09 – SHIFT AND WEEKEND PREMIUM**

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

Effective June 13, 2023, employees shall be paid a shift premium of **two dollars and thirty-two cents (\$2.32)** per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

**Two dollars and eighty-four cents (\$2.84)** 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.

For clarity, employees will be paid both shift and weekend premiums when working hours eligible for both premiums.

#### **15.10 – CHARGE NURSE PREMIUM**

Effective November 3, 2022:

- a) **Whenever a nurse is assigned overall responsibility for patient care on the unit, ward, or area, the nurse shall be paid a premium of two dollars (\$2.00) per hour in addition to their regular salary and applicable premium allowance.**
- b) **Before assigning a nurse to be in charge of a unit, the nurse will receive orientation to the role of the charge nurse on that unit. It is understood that such nurse may be**

**assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.**

## **ARTICLE 16 – HOLIDAYS**

### **16.01 – NUMBER OF HOLIDAYS**

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

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

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

### **16.02 – DEFINITION OF HOLIDAY PAY AND QUALIFIERS**

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

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

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

An employee who was scheduled to work on a holiday, 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 they would otherwise be entitled unless such absence was due to a satisfactory reason.

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

### **16.03(A) – PAYMENT FOR WORKING ON A HOLIDAY**

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

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

of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

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

**16.03(B) – PAYMENT FOR WORKING ON A HOLIDAY**

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

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

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

**16.04 – PAYMENT FOR WORKING OVERTIME ON A HOLIDAY**

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

**ARTICLE 17 – VACATIONS**

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

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

***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.

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

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

**Subject to any superior conditions:**

An employee who has completed the following number of continuous hours of service:	But less than the following number of continuous hours of service:	Is entitled to the following percentage of vacation pay, plus the equivalent time off:
Less than 3,450		4%
3,450	8,625	6%
8,625	20,700	8%
20,700	34,500	10%
34,500	48,300	12%
48,300		14%

**Progression on Vacation Schedule (Part-Time)**

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

**17.02 – WORK DURING VACATION**

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

**17.03 – ILLNESS DURING VACATION**

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

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

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

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

**17.04 – BEREAVEMENT DURING VACATION**

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

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

## ARTICLE 18 – HEALTH & WELFARE

### 18.01 – INSURED BENEFITS

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

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

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

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$22.50 (single) and \$35.00 (family) deductible, providing the balance of monthly premiums is paid by the employee through payroll deductions.

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

Subject to superior conditions services of a chiropractor and of a licensed or registered physiotherapist will be covered up to an annual maximum of \$375 for each service.

Effective June 13, 2023, subject to superior conditions, services of a licensed or registered massage therapist will be covered up to an annual maximum of \$375.

**Effective September 29, 2022, subject to superior conditions, mental health services by a psychologist, registered psychotherapist or social worker (MSW) will be covered up to a maximum of \$800 annually.**

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

Effective June 13, 2023, vision care maximum of \$450 every 24 months in addition to eye examination biennially, and hearing aid acquisition every 36 months. Vision care coverage can be used for laser eye surgery.

- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September

28, 1993 or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deductions.

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

Dental recall, including preventative services, every 9 months.

The Hospital also agrees to contribute 75% of the billed premiums towards coverage of Blue Cross rider #2 (or equivalent) [complete and partial dentures] at 50/50 co-insurance to \$1000 annual maximum and Blue Cross rider #4 (or equivalent) [crowns, bridgework, and repairs to same] at 50/50 co-insurance to \$1000 annual maximum providing the balance of the monthly premiums are paid by the employee through payroll deduction.

The dental plan fee schedule for services for the dental plan benefits provided above shall be based on the current ODA fee schedule as it may be updated from time to time.

- (e) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.
- (f) A copy of all current master policies of the benefits referred to in this Article shall be provided to the Union.

### **18.02 – CHANGE OF CARRIER**

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

It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. The Hospital shall notify the Union sixty (60) days in advance of making such a substitution to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein. The Hospital will provide the Union with the full details of any changes made by an existing carrier to current plan provisions.

### **18.03 – PENSION**

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

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

## **18.04 – BENEFITS FOR PART-TIME EMPLOYEES**

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

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

## **18.05 – UNION EDUCATION**

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

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

## **ARTICLE 19 – HEALTH & SAFETY**

### **19.01 – PROTECTIVE FOOTWEAR**

Effective January 1, 2014, and on that date for each subsequent calendar year, the Hospital will provide \$120 per calendar year to each full-time and each regular part-time employee who is required by the Hospital to wear safety footwear during the course of their 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 – INFECTIOUS DISEASES**

- a) **The employer shall take every precaution reasonable in the circumstances for the protection of a worker. [*Occupational Health and Safety Act*, s. 25 (2) (h)].**
- b) **When faced with occupational health and safety decisions, the Hospital will not await full scientific or absolute certainty before taking reasonable action(s) including but not limited to, providing readily accessible personal protective equipment that reduces risk and protects employees.**
- c) **Hospitals will ensure adequate stocks of the N95 respirator or equivalent or better (or such other personal protective equipment as the parties may in writing agree) to be made available to bargaining unit members at short notice in the event that there are reasonable indications of the emergence of a pandemic, epidemic or outbreak of an infectious disease in the community served by the Hospital.**

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

### **19.03 – VIOLENCE**

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

**“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.**

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

1. **The Hospital will ensure that employees are properly advised in advance if they are required to interact with patients who the Hospital is aware have exhibited violent behaviour previously or who could otherwise reasonably be considered to pose a danger of exhibiting violent behaviour.**
2. **The Hospital shall give due consideration to whether, in light of all the relevant circumstances, it is appropriate that an employee interacts with a known violent patient alone.**

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

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

- (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.**

#### **19.04 – INFLUENZA VACCINATION**

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

- (a) Hospitals recognize that employees have the right to refuse any recommended or required vaccination.
- (b) If an employee refuses to take the recommended or required vaccine required under this provision, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case they will be placed on unpaid leave. If an employee is placed on unpaid leave, they can use banked lieu time or vacation credits in order to keep their pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (c) If an employee refuses to take the recommended or required vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be placed on paid leave. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (d) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (e) If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee's working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.

- (f) This article shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

## **ARTICLE 20 – COMPENSATION**

### **20.01(A) – JOB CLASSIFICATION**

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

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

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

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

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

### **20.01(B) – JOB DESCRIPTIONS**

A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification which is covered by terms of this collective

agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01(a) above.

#### **20.02 – ASSIGNMENT OF DUTIES FROM ANOTHER CLASSIFICATION**

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

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

#### **20.03 – PROMOTION TO A HIGHER CLASSIFICATION**

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

#### **20.04 – WAGES AND CLASSIFICATION PREMIUMS**

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

#### **20.05 – PROGRESSION ON THE WAGE GRID**

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

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

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

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

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

- (a) The Union's representative(s) will be included in the consultation and planning process from the early phases of the budget planning process, through representation on the Fiscal Advisory Committee or equivalent committee to its final stages of completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary, and in otherwise minimizing adverse effects on CUPE-represented employees through program or service restructuring.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to its budgetary plans which have been approved by the Ministry of Health, or the Local Health Integration Network, the Hospital agrees that revisions to the budget will be carried out in consultation with the Union.
- (c) In furtherance of the foregoing, and, where possible, in advance of any scheduled FAC or equivalent committee meeting, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to its budget, or to any other re-structuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at FAC or equivalent committee meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at their 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, 2023. 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 \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**FOR THE HOSPITALS**

**FOR THE LOCAL UNION**

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

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

**LETTER OF UNDERSTANDING**

**Regarding 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.

**FOR THE HOSPITALS**

**FOR THE UNION**

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\_\_\_\_\_

**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, 2024.

**FOR THE HOSPITALS**

**FOR THE UNION**

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**LETTER OF UNDERSTANDING**

**Re: Voluntary Part-time Benefits**

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

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

**FOR THE HOSPITALS**

**FOR THE UNION**

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**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.

**FOR THE HOSPITALS**

**FOR THE UNION**

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

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

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

1. Within thirty days of the ratification by the Hospitals and the Union of the collective agreement, a provincial Joint Benefits Committee (“the Committee”) will be established.
2. Both the Hospitals and the Union will nominate three members of the Committee and appoint co-chairs. The Committee will meet and mutually select a third party facilitator. Failing to do so, William Kaplan will appoint the facilitator.
3. The Hospitals and the Union will be responsible for their own expenses, but they will share equally in the fees of the expenses of the facilitator.
4. The Committee will meet monthly or as otherwise agreed by the parties or directed by the facilitator.
5. The Committee will immediately request from all participating hospitals a copy of their current benefit plan master policies as they pertain exclusively to CUPE and booklets to be provided within 90 days of the request.
6. The Committee will review those plans and determine what, if any, variations exist among the plans.
7. The Committee will also consider whether, without reducing the level of benefits provided at each individual participating hospital, there are cost saving mechanisms available to the parties.
8. The Committee may retain expert assistance, the cost of which shall be borne equally by the Hospitals and the Union. Should the Hospitals and the Union not agree on retaining expert assistance, the decision of the facilitator shall be binding.
9. The Committee shall complete its work and prepare a final report within eighteen months, unless the parties agree otherwise. The parties agree that this memorandum of agreement and the report of the Committee shall not be introduced or relied upon by either party in any proceedings

whatsoever. However, it is agreed and understood that the data collected may be relied upon by either party for any purpose in any proceeding.

**FOR THE HOSPITALS**

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**FOR THE UNION**

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**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).

**FOR THE HOSPITALS**

**FOR THE UNION**

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**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.

**FOR THE HOSPITALS**

**FOR THE UNION**

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**LETTER OF UNDERSTANDING**

**Letter of Understanding re: An Act to implement moderation measures in respect of compensation in Ontario's public sector.**

**Reopener on monetary proposals in the event that the Unions are granted an exemption, or Bill 124 is declared unconstitutional by a court of competent jurisdiction, or the Bill is otherwise amended or repealed. If the parties are unable to come to an agreement following a reopening of monetary proposals, the parties agree the board of arbitration chaired by Brian Sheehan will remain seized.**

**Retroactivity**

**CUPE/OCHU and the Hospitals are directed to negotiate a retroactivity provision as part of their implementation agreement.**

**The Board remains seized in accordance with subsection 9(2) of HLDAA until the parties sign new collective agreements.**

**FOR THE HOSPITALS**

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\_\_\_\_\_

**FOR THE UNION**

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\_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Re: Commitment to Equity, Diversity and Inclusivity**

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

The parties are committed to promoting a workplace of diversity, inclusion and where everyone feels valued. The parties are committed to a workplace that is inclusive of their diverse communities, including but not limited to Women, Racialized workers, workers with a disability, Black, Indigenous, People of Colour (BIPOC) workers, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual and/or Agender, Two-Spirited and the countless affirmative ways in which workers choose to self-identify (LGBTQIA2+).


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

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

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

DATED this 22<sup>nd</sup> day of September 2021.

ON BEHALF OF  
CANADIAN UNION OF PUBLIC EMPLOYEES:

  
\_\_\_\_\_


  
\_\_\_\_\_

  
\_\_\_\_\_

ON BEHALF OF  
THE PARTICIPATING HOSPITALS:

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

Suzana Hollingworth

Michelle W

Michelle

Wayne Zamora

Hayden Jewell

Duff Glyn

Shirley

Judy Zarr

Lucas

Stella Jordan

Scott

D. Mutt

Scott

Phil Capelli

Jadira Belli

Phil

## **APPENDIX OF LOCAL ISSUES**

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

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

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

### **IMPLEMENTATION NOTE RE 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: <input type="checkbox"/> 7.5 Hr Shift <input type="checkbox"/> 11.25Hr Shift
Name of Supervisor:	Date/Time Submitted:

**SECTION 2: DETAILS OF OCCURRENCE**

Provide a concise summary of the occurrence:

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

**SECTION 3: INITIAL ATTEMPT AT RESOLUTION**

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

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

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No    Why not? \_\_\_\_\_

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

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

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No      Why not? \_\_\_\_\_

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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?

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No      Why not? \_\_\_\_\_

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**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: \_\_\_\_\_

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

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\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**SECTION 5: RPN RECOMMENDED SOLUTIONS**

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

**SECTION 6: EMPLOYEE SIGNATURES**

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

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

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

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

**SECTION 7: MANAGEMENT COMMENTS**

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**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:

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**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.:

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**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:

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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:

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c) Was it resolved                      Yes                No   

Provide details of how it was or was not resolved:

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**SECTION 5: RECOMMENDATIONS**

To correct this problem, I/we recommend:

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**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:

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**LOCAL COLLECTIVE AGREEMENT**

**Between**

**Scarborough Health Network**  
(hereinafter called the “Hospital”)

**And**

**CUPE LOCAL 5852**  
(hereinafter called the “Union”)



**SHN**

**Expires: September 28, 2023**

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## **ARTICLE A - Management Rights**

A.1 The Union recognizes that the management of the Hospital and the direction of working forces are fixed exclusively in the Hospital and shall remain solely with the Hospital and without limiting the generality of the foregoing, it is the exclusive function of the Hospital to:

- (a) Maintain order, discipline and efficiency;
- (b) Hire, assign, schedule, retire, discharge, direct, classify, transfer, promote, demote, layoff, recall, and suspend and otherwise discipline employees;
- (c) Establish, alter and enforce rules and regulations to be observed by the employees (any changes will be communicated to the relevant staff and the union);
- (d) Determine the kind and location of machines and equipment to be used, the allocation and number of employees required, the services to be performed and all other rights and responsibilities of management not specifically modified elsewhere in this Agreement.

A.2 The Hospital will exercise its rights in a manner consistent with the Collective Agreement.

## **Article B - RECOGNITION**

The Hospital recognizes the Union as the sole and exclusive bargaining agent for all service, trade, maintenance, office and clerical employees of Scarborough Health Network save and except, Registered Record Librarians, Librarians and Library Technicians, Administrative or Executive Assistants to Directors and above, Information Services Department staff, Chief Engineer, Supervisors and persons above the rank of Supervisor, and positions listed in Appendix B.

## **ARTICLE C - Union Security**

C.1 All employees shall be required to permit the Hospital to deduct, every pay period, from the pay of each employee an amount equivalent to the dues of the Union and to remit such deductions to the Treasurer of the Union Local prior to the next pay running. The Union agrees to save the Hospital harmless from all such deductions and payments so made.

C.2 Temporary employees hired in accordance with Article 2.01 will be paid in accordance with Appendix 'A' and will be required to pay union dues in accordance with Article C.1 at 100% of the regular monthly dues of the Union. The Hospital will notify the Union of the name, department and start date of each such employee.

C.3 Each remittance shall be accompanied by a list of the names of employees from whose wages the deductions have been made, indicating union dues, employee status (Active or Leave), status date, employee number and employment type.

## **Seniority List**

C.4 The Hospital shall maintain a seniority list.

C.5 The Hospital shall post an up to date seniority list as of January 1<sup>st</sup> and July 1<sup>st</sup>.

C.6 For the purposes of Definition of Seniority for Part-Time employees (article 9.02) the twelve (12) month period shall be based on the calendar year, January 1 to December 31.

## **Article D - Committees**

The Hospital agrees to recognize the following representation of the Union.

- (a) A negotiating committee of not more than seven (7) employees of the Hospital.
- (b) A grievance committee of not more than five (5) employees of the Hospital including the Union President and the Union Recording Secretary.
- (c) Each Chief Steward (maximum of (3)) shall be granted one (1) day per month hospital paid leave to deal with union matters. The union will notify the hospital at least fourteen (14) days in advance of the days off.
- (d) Ten (10) shop stewards in the Hospital's employ to assist employees whom the steward represents in the presentation of a grievance in accordance with the grievance procedure. The Union will notify the Hospital in writing the name of each steward and the Department(s) represented before the Hospital shall be required to recognize them.
- (e) A Labour Management Committee of not more than eight (8) employees; which includes the President, and Vice President(s).

## **Union Business / Paid Union Time**

- (a) Not more than two (2) elected union officials from any department at any one time (including the Local President) shall be absent on Union Business as specified in Article 12.02.
- (b) The eight (8) CUPE members of the Labour-Management committee will be booked off the full day on the day that the CUPE Labour-Management meeting is scheduled, in order for them to address hospital-union issues.
- (c) For the purpose of Article 12.02, the Hospital agrees to grant requests for unpaid leaves of absence for attending to union business provided such leaves do not interfere with the efficient operation of the Hospital.
- (d) The total of such time off shall not exceed four hundred (400) staff days per year exclusive of six (6) days of bargaining preparation for the committee and exclusive of time off for the Union President.

## **ARTICLE E – SCHEDULING**

### **Definitions**

- E.1 The Parties agree that the shifts will be defined as Days, Evenings and Nights. Day shift to be defined as any shift starting between 5:00 A.M. and 10:59 A.M. Evening shift to be defined as any shift starting between 11:00 A.M. and 4:00 P.M. Night shift to be defined as any shift starting between 10:00 P.M. and midnight.

This is not intended to restrict the Hospital's right to establish shifts starting at other hours. If a new shift is created, the parties will meet to discuss if it is a Day, Evening or Night shift.

For the purpose of scheduling, a weekend shall be defined as a minimum of fiftysix (56) consecutive hours during the period following the completion of the Friday day shift until the commencement of the Sunday night shift or the completion of the Friday evening shift until the commencement of the Monday day shift.

### **Scheduling – General**

- E.2 Days off shall be consecutive, unless mutually agreed, and shall be planned in such a way as to fairly distribute weekends. Subject to the efficient operation of the Hospital, the Hospital will schedule so that an employee will have one (1) weekend off in three (3) and endeavor to have one weekend off in two (2). In the event a third or subsequent weekend is worked by an employee, they shall be paid at the rate of one and one half times their regular straight time rate of pay for time worked on such third weekend.
- E.3 In no instance will an employee be normally required to work more than seven (7) consecutive days/shifts without receiving their day(s) off. An employee who is scheduled to work more than seven consecutive days/shifts shall be paid overtime rates, until the next shift off begins, for the time worked that exceeds seven consecutive days/shifts. However, the exchanging of shift by employees with the consent of the Hospital shall not result in overtime payment. No employee will be scheduled for consecutive periods of seven days/ shifts separated by day(s) off.
- E.4 The schedule shall be posted at least six (6) weeks in advance of it going into effect, showing shifts and off days, and will not be changed after posting except for good reason. Any changes to the posted schedule will be communicated to the relevant staff. For full-time employees, where less than forty-eight (48) hours' notice is given to the employee of a change in schedule, one and one-half times the employee's regular straight time hourly rate of pay will be paid for the shift that has been changed.
- E.5 For part-time employees, where less than twenty-four (24) hours' notice is given to the employee of a change in schedule, one and one-half times the employee's regular straight time hourly rate of pay will be paid for the shift that has been changed.
- E.6 The acceptance of additional hours/shifts by an approved tour exchange or giveaway does not constitute a change in the posted schedule, and therefore overtime will not be paid. \

- E.7 No split shifts will be scheduled by the Hospital.
- E.8 On call duty as required in a department and/or unit shall be equally divided among those employees with the necessary knowledge, training, skill and ability to perform the required work.
- E.9 The Hospital and the Union shall address scheduling issues by representatives of Local 5852 and management, meeting as necessary through the Labour / Management committee process. In order to address the issues the Union will receive a copy of relevant schedules upon request.

### **Full-Time Scheduling**

- E.10 There shall be no less than sixteen (16) hours off between shifts. However, if an employee has less than sixteen (16) hours off between shifts, they shall be paid time and one half their regular straight time rate of pay for all hours worked in the period less than sixteen (16) hours, when such hours worked are at the request of the Hospital.

### **Part-time Employees**

- E.10 There shall be no less than twelve (12) hours off between shifts. However, if an employee has less than twelve (12) hours off between shifts, they shall be paid time and one half (1 ½) their regular straight time rate of pay for all hours worked in the period less than twelve (12) hours, when such hours worked are at the request of the Hospital.

#### **a) Regular Part-time Commitment:**

Regular part-time employees must be available for work, as required, on the following basis:

- i. To be available to work if required fifty-two weeks per year minus their individual vacation entitlement.
- ii. To regularly rotate between the shifts on that unit;
- iii. To work if required forty-five hours per pay period. iv. To be available to work Christmas or New Years.
- v. To be available as required to work fifty (50) percent of the remaining paid holidays except when the department does not work designated holidays; and
- vi. To be available to work two weekends in every three-week period minus their individual vacation entitlement.

It is understood that this shall not be, nor construed to be, a guarantee of working schedules and some part-time employees may be scheduled to work less than set out in E.11.

It is understood that the above availability will only be used for the creation of the schedule. Once the schedule is posted employees are deemed to have met their obligation.

**b) Prior to Posting**

Prior to posting the schedule, part-time employees shall indicate their availability in a manner prescribed by the Employer to their manager of a minimum of forty-five (45) hours per pay period. It is understood that this shall not be, nor construed to be, a guarantee of working schedules and some part-time employees may be scheduled to work less than forty-five (45) hours per pay period. Assignment under the above provision will be based on seniority. ii. Shifts shall be equitably distributed up to commitment among the regular part-time employees in each unit over a pay period.

**c) After the Schedule is Posted**

- i. Once the schedule has been posted additional tours shall be offered singularly, according to availability first to the most senior regular part-time employee not scheduled up to their commitment and in descending order of seniority. Part-time employees shall indicate any additional availability in a manner prescribed by the Employer to their manager. A shift is deemed to be offered whenever communication is made. It is understood that the Employer will not be required to offer shifts which would result in overtime premium pay;
- ii. Part-time employees shall have a commitment to their home unit within their classification when providing availability for extra shifts. An employee who has first refused an additional shift with their home department, and that shift is still available, will not be eligible for that same extra shift in another unit during the day that they have refused the additional shift.
- iii. Once the employee has been offered and accepted these extra shift(s) and is unable to fulfill the shift, they must obtain a replacement via an approved shift exchange.

When an employee must be cancelled from a shift on a unit/department, the least senior employee shall be cancelled within the classification within the unit.

**Casual Availability**

E.12

- a) Casual employees will declare on a bi-weekly basis their availability for work in a manner prescribed by the Hospital

- b) *A casual employee is an employee on an on call basis and has the option of accepting or rejecting those hours of work. Casual employees shall be used when regular part-time employees are not available to cover for absences or vacations.*
- c) Casual employees are not to be regularly scheduled on the posted schedule and will not be called to cover a shift, unless all available and qualified part-time employees who have indicated availability for that shift in the unit/department are unable to cover the shift.

### **Overtime – General**

#### **E.13**

- a) When an overtime situation occurs, no part-time employee shall do overtime where there are qualified permanent full-time employees on duty, available, and willing to work the shift. When there are no full-time employees on duty willing to work the shift, the overtime will be equitably distributed by seniority on a sequential basis to part-time employee's on-duty willing to work.

When there are no full-time or part-time employee's on-duty willing to work, the overtime will then be equitably distributed by seniority on a sequential basis to fulltime employees not on duty, prior to part-time employees not on duty.

- b) None of the situations included in this article shall result in premium/overtime payment if the situation arises due to an approved exchange of shift by employees, or a change in schedule mutually agreed to by the employee and the Department.
- c) For overtime, a shift is deemed to be offered whenever communication is made.
- d) Once a communication is made offering an employee over time, the Hospital will move on to the next eligible employee. A shift is deemed to be offered once a communication is made, provided there is a record of the offer on voicemail, email, text message or the employer records why the employee was not contactable.

### **Overtime - Full-Time**

- E.14 Overtime hours/ shifts will be equitably distributed by seniority on a sequential basis among the employees from the site where the overtime occurs, to those who are qualified, on duty and available within the classification that normally performs the work.

Scheduled overtime will be offered by seniority on an equitable basis to the qualified and available employee who normally performs the work.

### **RPN Floating**

- E.15 The assignment to other patient areas (floating) will occur in the following manner:

- An employee will not float during their probationary or orientation period;
- Volunteers will be requested first;
- Starting with the most junior part-time RPN, on a rotation basis within a calendar year (January-December).

The employee will be provided with a meal allowance of eleven dollars (\$11.00) when they float to another unit for four (4) hours or more.

### **Shift exchange**

#### **E.16**

- a) All proposed shift exchanges and/or shift giveaways must be approved by the manager or designate and will not be unreasonably denied.
- b) Giveaways and shift exchanges shall be between staff on their home unit first.
- c) An employee shall not receive a travel allowance if they exchange shifts with an employee on another site.
- d) An employee exchanging shifts must have the necessary knowledge, training, skill and ability to perform the required work.
- e) Double shift exchanges and/or giveaways (i.e. same shift exchanged twice) will not be allowed unless unforeseen circumstances arise and are communicated to the manager and approved.
- f) Shift exchanges shall not result in additional premium payments. The employee may take the shift exchange and waive their right to the premium.
- g) The acceptance of additional hours/shifts by an approved shift exchange which results in less than sixteen (16) hours for a full-time employee, or less than twelve (12) hours for a part-time employee, between shifts is not at the request of the Hospital, and therefore premium pay will not be paid
- h) Only part-time employees shall be entitled to giveaway shifts. A part-time employee may only giveaway shifts to another part-time employee.

### **Article F - Uniforms**

- F.1 When an employee is required by their classification to wear a uniform of the Hospital's choice and specifications. It shall be supplied by the Hospital. Uniforms so supplied remain the property of the Hospital, and are not to be used for work other than Hospital duties. The employee shall be required to return such uniforms on termination of employment. The Hospital shall supply each

full-time employee with seven (7) uniforms. The Hospital shall supply each part-time employee with five (5) uniforms.

F.2 All full-time employees who are required to wear uniforms (other than those employees who have uniforms provided by the Hospital) will receive a uniform allowance of **\$150** to be paid in January for the previous year.

F.3 All part-time employees who are required to wear uniforms (other than those employees who have uniforms provided by the Hospital) will receive a uniform allowance of **\$100** to be paid in January for the previous year.

### **Article G – Holidays**

G.1 Employees who qualify shall receive the following holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Truth and Reconciliation Day

G.2 An employee will be scheduled to work on either the Christmas or New Year's statutory holiday, unless they request to work both. Employees scheduled to work the Christmas or New Year's holiday will be scheduled to work the opposite the following year. If an employee is able to have the same statutory holiday off in two consecutive years, this will be granted on the basis of seniority. If scheduling allows an employee to have both statutory holidays off, this will be granted on the basis of seniority.

G.3 Unless otherwise requested by the Employee and based on seniority, the Hospital will endeavor to schedule at least four (4) consecutive days off at either

Christmas or New Years, included in the four(4) days off for Christmas,

Christmas Eve, and Christmas Day and Boxing Day; for New Years, New Year's Eve and New Year's Day. It is understood that scheduling provisions relating to weekends off will not apply to the extent necessary to accommodate four (4) consecutive days, where the Employer can demonstrate to the Union that adherence with these provisions is not feasible.

This clause does not apply to those employees that are not normally scheduled on the statutory holiday.

- G.4 Unless otherwise requested by the Employee and based on seniority, the Hospital will endeavor to schedule at least four (4) days off at Easter, included in the four (4) days off for Easter, Good Friday, Saturday, Easter Sunday and Easter Monday. It is understood that scheduling provisions relating to weekends off will not apply to the extent necessary to accommodate four (4) consecutive days, where the Hospital can demonstrate to the Union that adherence with these provisions is not feasible.
- G.5 The Hospital shall endeavour to schedule an employee to work the statutory holiday when they have been scheduled to work the Saturday and/or Sunday of said holiday and vice-versa when the employee is not scheduled to work the weekend, unless otherwise requested by the employee and agreed to by the Hospital.
- G.6 For those full time employees who work statutory holidays, when a holiday falls between Tuesday and Thursday (except Christmas and New Years and in areas that are not fully operational) the master rotation will not be changed unless the holiday is requested off by the employee and the Employer can accommodate it.
- G.7 Whenever holidays herein provided fall on a Saturday or a Sunday, the following Monday may be observed as the holiday. When Christmas Day is moved, for observance, to Monday, then Boxing Day shall be observed on the following Tuesday.
- G.8 For full time employees, further to Article 16.03, they shall receive seven and one half (7.5) hours pay in a lieu day bank. The employee may draw on the banked hours in increments of seven and one half (7.5) hours. Such paid time shall be taken within a mutually agreeable time within ninety (90) days of the Statutory Holiday or the employee will be paid out. An employee has the option of taking seven and one half (7.5) hours pay within the pay period in which it was earned.

#### **Article H – Wages**

- H.1 Payment of wages will be made every other week and cover time worked in the two (2) weeks, ending on the last shift of the preceding Sunday.
- H.2 Where an employee gives at least two (2) weeks written notice of their intention to terminate, the Hospital will pay all monies owing within seven (7) days after the date of termination.
- H.3 A Lead Hand, so long as they are designated and assigned by the Hospital, shall be paid one dollar and twenty cents (\$1.20) per hour over and above their regular straight time rate of pay
- H.4 There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or Worker's Compensation benefits.
- H.5 Upon transfer to a new job as a result of a job posting that is in a lower paid classification, the employee shall enter said job on the same increment level as they held in their original job.

## **ARTICLE I - MEAL ALLOWANCE**

In the event that an employee is required to work in excess of their current shift for a two (2) or more hours, they shall be given a meal allowance of **Eleven (\$11.00)** dollars.

## **Article J – Bulletin Boards**

The Hospital will provide bulletin boards upon which the Union may post any notices of union business. Where such bulletin boards are locked, the Union will be supplied with a key. The Hospital may request the union to remove materials that it finds is not within the scope of “notices of union business”.

## **Article K - Communication**

- K.1 The Hospital shall continue to provide an access number on the telephone communication system for use by the Union.
- K.2 All correspondence between the parties, arising out of this agreement or incidental thereto, shall pass to and from the Manager of Labour Relations or designate and the Union President or designate and the Recording Secretary of the Union, Local 5852.
- K.3 The Hospital will provide access to the Hospital’s intranet system for all bargaining unit members.
- K.4 The Manager of Labour Relations will forward to the Union President and the Recording Secretary all email updates on Policy changes/additions. A copy of any new or amended Human Resources written policy that directly affects employees within the bargaining unit will be provided to the Union President or designate.
- K.5 All current policies shall be posted online by the Hospital. The Manager of Labour Relations will also make any current policies available to the Union upon request.

## **Article L – Vacation**

- L.1 Vacation preference shall be granted by seniority within each occupational classification and within each particular work group or department. The Hospital will make every effort to grant the employees’ vacation request, subject to the operational requirements of the department/unit.
- L.2 The Hospital will post, by March 1<sup>st</sup>, a vacation planner in each department. Each employee in this department/*unit* should indicate by not later than 1500 hours on the last weekday of March each year their preference for vacations during the period from May 1<sup>st</sup> to April 30<sup>th</sup>.

The vacation schedule shall be confirmed in writing by April 15<sup>th</sup> and the original vacation planner posted by May 1<sup>st</sup> each year. The planner shall not be changed unless mutually agreed to by the employee concerned and the Hospital.

Pursuant to article L.3, vacation requests received after the March deadline will be granted on a first come first served basis from the times that are available on the posted vacation planner. The hospital will respond to requests within (2) two weeks.

- L.3 Employees making a short notice vacation request, will have their request responded to within two (2) weeks. Such requests will be granted on a first come first served basis from the times that are available.
- L.4 Unless otherwise requested by the employee, the weekend off either preceding or following the requested vacation period will be granted. The employer will endeavour to schedule both weekends off provided coverage at non-overtime rates is available.

#### **Article M – General**

- M.1 The Hospital will send the Union the on file addresses and phone number of each employee covered by this Agreement **as requested but no more frequently than** semi-annually. It shall be the responsibility of the employees to keep the Hospital informed of their current address and telephone number.
- M.2 An electronic copy of this Collective Agreement shall be made available by the Hospital on all employees, after ratification of the Agreement. In addition, the parties agree to print a sufficient number of paper copies of the Agreement for those employees who wish to receive a hard-copy. The cost of preparing such copies shall be equally shared by the Hospital and the Union. The size of the Collective Agreement and unionized printing arrangements will be determined by The Scarborough Health Network and Local 5852.
- M.3 The Hospital will supply the Union with a copy of the job posting and will provide the name of the successful applicant in writing.
- M.4 (a) The effective date referred to in Article 9.06 Transfer and Seniority and Outside the Bargaining Unit shall be May 3, 1985.
- (b) The effective date referred to in Article 9.07 Transfer of Seniority and Service shall be September 16, 1985

- M.5 The Hospital will instruct its supervisory staff that reprimands must be given in private. An employee will be given a copy of any written reprimand, and a copy filed with the Union Secretary.
- M.6 The Hospital and the Union agree that the Hospital may employ individuals in the Apprentice classification under the following terms and conditions:
- i) The Hospital and the Union recognize that the purpose of the classification is to provide qualified individuals with training in the trade of their choice. As such, only individuals designated as apprentices under the *Trades Qualification and Apprenticeship Act of Ontario* may occupy this classification.
  - ii) Wage rates for Apprentices shall be specified in Appendix 'A', and shall be in such proportion to the start rate, and the maximum rate after one year of the Journeyman classification rate as required under the *Trades Qualification and Apprenticeship Act of Ontario*.
  - iii) Any employee hired as an Apprentice shall be considered a temporary employee as per Article 2.01 of this agreement. The term of a temporary assignment as defined in Article 2.01 may be extended to the date that the employee ceases to be an apprentice as defined by the Apprenticeship and Tradesman Qualification Act of Ontario.
  - iv) The release or discharge of an Apprentice shall not be the subject of a grievance or arbitration. An Apprentice will not have access to the lay-off and recall procedure specified in Article 9 of the Collective Agreement.
- M.7 Journeymen, Tradesmen, Plant Operators, Facility Support Technician, Electrician, and Plumber may be required by the Hospital to remain within the Hospital and in audible range of the public address system in order to answer any pages. If they are required to remain on site, they will be paid a half (½) hour lunch break. Employees will be notified of their expectation to remain on site with each posted schedule.
- M.8 Identification badges considered by the Hospital to be damaged during the performance of Hospital duties shall not be subject to a replacement cost. Consideration shall not be unreasonable.
- M.9 Employees who submit a job application electronically shall receive a confirmation email to acknowledge their submission.
- M.10 Any permanent employee who requires a locker will be provided with a personal locker if available.

- M.11 When counseling letters are issued, the employee may respond to the counseling letter in writing. A copy of the response will be kept in the employee's file with the counseling letter. The parties agree that counseling letters are nondisciplinary. Counseling letters shall be removed from an employee's file, at the employee's request, provided that eighteen (18) months have passed from the  
  
date the letter is issued.
- M.12 Notification of discipline - In cases of suspension, discharge or release, the Hospital will schedule a meeting and will notify the Local Union President or their designate and the Local Union Secretary of the meeting via email. The Hospital agrees that it will reasonably endeavour to provide the Union with 48 hours' notice. The Union agrees that it is responsible for arranging for a representative to be in attendance at the meeting. Further, the Union understands that the Hospital will proceed with the meeting as scheduled.
- M.13 Continuing Education -- Both parties express an interest in encouraging all bargaining unit employees to further their education through participation in seminars, workshops, lectures etc. The Parties also express a desire to continue the cooperation between the Parties in developing and holding such activities within the Hospital's education facilities.
- M.14 All Support Services employees shall be granted five (5) minutes at the end of their regular scheduled shift for purposes of wash-up.

## **Article N – Safety**

- N.1 The Hospital will require employees performing the following functions to wear protective footwear:
- a) Maintenance
  - b) Grounds
  - c) Stores (only where frequently working in storage areas)
  - d) Porterage (as determined by the Hospital, heavy carts on a regular basis, e.g. linen carts, food wagons)
  - e) Dishroom (exclusive of the beltline)
- N.2 When an employee is required by the Hospital to wear an outdoor coat for the performance of Hospital duties, it shall be supplied by and laundered by the Hospital.

When an employee is required by the Hospital to wear outdoor boots for the performance of Hospital duties, **whether outside or in refrigerated areas**, the boots shall be supplied by the Hospital. The boots will be issued to each employee who is required to use them, and employees will not be required to share boots. For reasons of safety, the boots will be in a size that fits the employee.

#### **Article O – Tools**

- O.1 Journeymen, Tradesmen, and Plant Operators, are hired on the basis that they have a sufficient supply of their own hand tools to, in the opinion of the Hospital, carry out the duties of the job for which they are hired in an efficient and effective manner.
- O.2 The Hospital will replace hand tools in accordance with its current practice, current practice being the replacement of employee owned hand tools when such hand tools are lost, stolen, destroyed, damaged or worn out solely in the performance of Hospital duties.
- O.3 Hand tools lost or stolen through neglect or carelessness will not be replaced. Hand tools destroyed or damaged through neglect, misuse, carelessness or failure to follow instruction will not be replaced. The type and cost of the replacement hand tools is at the sole discretion of the Hospital.
- O.4 Any dispute arising from the above shall be discussed at Labour Management Committee meetings, then failing settlement of the dispute at this state, the Union may raise the matter directly with the Director, Employee Relations or designate.

#### **Article P – Health and Safety**

The parties fully endorse the responsibilities of Hospital and Employees under the *Occupational Health and Safety Act*. Accordingly, the provisions of the *Occupational Health and Safety Act* are incorporated into and form part of this collective agreement and the rights and responsibilities set out here in will not be diminished.

- (a) It is a mutual interest of the parties to promote health and safety in workplaces and to prevent and reduce the occurrence of workplace injuries and occupational diseases. The parties agree that health and safety is of the utmost importance and agrees to promote health and safety and wellness throughout the organization. The parties further agree that when faced with occupational health and safety decisions, the Hospital will not await full scientific or absolute certainty before taking responsible action(s) that reduces risk and protects employees. The Hospital shall provide orientation and training in health and safety to new and current employees on an ongoing basis and employees shall attend required health and safety training sessions.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention – Health and Safety Committee at least

one representative selected or appointed by the Union from amongst bargaining unit employees at each site.

- (c) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention – Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at their regular or premium rate as may be applicable.

At each site where there are bargaining unit members, there shall be one Health and Safety Representative from CUPE who will be a certified worker as defined under the *Occupational Health and Safety Act*. This would not preclude the Hospital from having more than one certified worker.

Training: The CUPE certified worker shall be trained at the Hospital's expense.

Pre-Prep Time: CUPE's representatives to the Joint Occupational Health and Safety Committee shall be given one (1) hour of paid preparation time to prepare for each meeting of the Joint Occupational health and Safety committee (JOHSC). When a certified worker is called in to work to perform their duties under the *Occupational Health and Safety Act* and/or the Collective Agreement, they shall be paid at the applicable rate of pay.

- (d) The Hospital agrees to cooperate in providing necessary information and management support to enable the JOHSC to fulfill its functions. In addition, the Hospital will provide the JOHSC with access to all accident reports, health and safety records and other pertinent information in its possession. The JOHSC shall respect the confidentiality of the information.
- (e) Meetings shall be held every second month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) 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 they request, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- (g) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

- i) Where the Hospital identifies high areas where employees are exposed to infectious or communicable diseases for which there are available protective medications, such medications shall be provided with personal protective equipment reasonable necessary for the protection of the employee.
- ii) Where the Hospital determines that there is a risk that employees may be exposed to infectious or communicable diseases (viral or bacterial), or blood borne pathogens, employees who may be so exposed will be provided with personal protective equipment reasonably necessary for the protection of the employee.
- iii) An employee who is required by the Hospital to wear or use any protective clothing, equipment or device shall be instructed and trained in its care, use and limitations before wearing or using it for the first time and at regular intervals thereafter and the employee shall participate in such instruction and training

#### Violence in the workplace

The Hospital recognizes its obligation under the *Occupational Health and Safety Amendment Act* (Violence and harassment in the Workplace) Bill 168.

The parties recognize that employees may be exposed to unwanted behaviour from others in the workplace and that such behaviour may result in injury and/or emotional distress to an employee.

The Hospital agrees to continue its development of explicit policies and procedures to deal with such situations and shall submit such policies to the Occupational Health and Safety Committee for review.

The Joint Occupational Health and Safety Committee shall concern itself with those matters and shall make such recommendation as it deems appropriate. Further, the Committee will review the CUPE document "Violence in the Workplace" and make recommendations as may be deemed appropriate.

The Hospital will inform the Union within three (3) working days of any employee who has been subjected to violence while performing their work. Such information will be submitted to the Union in writing

#### **ARTICLE Q - RPN ISSUES**

##### **(a) In-Service Education**

If the Hospital determines that added skills for Registered Practical Nurses (RPNs) in their current position, as defined by the College of Nurses, are to be performed in this Hospital, they will supply the education and certification as required.

## **RPN Skill Utilization**

The Hospital agrees that RPNs will be allowed and encouraged to fully employ all of the skills for RPNs as outlined by the College of Nurses of Ontario.

The Hospital undertakes to encourage RPNs to upgrade their skills to the present level of those being acquired by the graduating RPNs. Further, the Hospital will, where practicable, encourage and permit the utilization of the upgraded skills.

Should the Hospital require those skills on the work units, the Hospital will pay for attendance at such training at regular wages and will also pay for tuition and materials.

### **(b) Mentorship**

Registered Practical Nurses (RPNs) may, from time to time, be assigned a formal mentorship role for a designated nurse. Mentorship is a formal supportive relationship between two (2) RPNs, which results in the professional growth and development of an individual practitioner to maximize their clinical practice. The relationship is time limited and focused on goal achievement. Orientation to the organization or general functioning of the unit does not constitute mentorship.

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

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

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

### **c) Preceptorship**

Nurses may be required, as part of their regular duties, to supervise activities of students in accordance with the current College of Nurses of Ontario Practice Guidelines – Supporting Learners. Nurses will be informed in writing of their responsibilities in relation to these students and will be provided with what the Hospital determines to be appropriate training. Any information that is provided to the Hospital by the educational institution with respect to the skill level of the students will be made available to the nurses recruited to supervise the students. Upon request, the Hospital will review the

nurse's workload with the nurse and the student to facilitate successful completion of the assignment.

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

#### **ARTICLE R - EXTENDED TOURS**

R.1 Extended shifts and schedules will only be introduced by mutual agreement.

The implementation of extended tours shall be properly dealt with by the existing Labour Management Committee. The Union may also be represented by up to two (2) additional representatives when discussing extended tours.

The purpose of the committee will be to resolve any difficulties, problems or disputes related to extended tours. Any issue that cannot be resolved will be dealt with through the grievance procedure as set in the Collective Agreement.

#### **R.2 Trial Period and Evaluation**

Prior to the implementation of a trial extended shift schedule the Hospital will post work schedules for the unit affected a minimum of four (4) weeks in advance so that employees affected can individually evaluate the impact of the program.

If seventy-five percent (75%) (as determined by secret ballot) of the affected employees and the Hospital mutually agree to implementing an extended shift schedule, the changes will be in effect for a trial period of six (6) months.

The program will be evaluated separately by the Hospital and the Union participating in the program at the end of the fourth (4<sup>th</sup>) month in order for the Labour Management Committee to ascertain whether to continue the program beyond the initial six (6) month period.

#### **R.3 Continuation**

Following the six-month (6-month) trial period, where seventy-five percent (75%) (as determined by secret ballot) of the affected employees agree to continue the extended tour schedule, such schedule may be adopted on a permanent basis, subject to annual review as determined by the *Employment Standards Act*.

#### **R.4 Discontinuation**

The extended shift program shall be discontinued after the initial trial period at any time provided twelve (12) weeks' notice is given by either party of their intent to do so.

If either party wishes to discontinue, the Hospital and the Union agree to meet to discuss this prior to any formal notice of the discontinuation of the extended shift agreement

If fifty percent (50%) (as determined by secret ballot) of the affected employees indicate they wish to discontinue extended tours a vote shall be held. Where seventy-five percent (75%) (as determined by secret ballot) of the affected employees vote to discontinue, the extended tours shall cease at the end of the twelve (12) week notice period. Such vote shall not be held more than once in six (6) months.

In the event an extended shift program is discontinued, the employees affected will revert back to a standard work day schedule.

#### **R.5 Hours of Work**

The standard extended work day shall be eleven and a quarter (11.25) hours per day.

#### **R.6 Overtime**

Overtime shall be defined as being all hours worked in excess of the standard extended workday or in excess of the standard extended workweek averaged over two (2) weeks.

However, it is agreed that where master rotations exceed seventy-five (75) hours

in a given pay period, the hours of work per week shall be averaged over a period of not greater than six (6) weeks.

#### **R.7 Averaging Pay**

Where employees work alternative schedules with fluctuating hours per pay period, pay, for the purpose of overtime shall be averaged at seventy-five (75) hours per pay save and except where overtime and unpaid leave provisions apply.

#### **R.8 Scheduling**

The following scheduling provisions shall apply to all staff working the extended tour

Shift schedules shall be posted six (6) weeks in advance, and shall cover an eight (8) week period any changes to the posted schedule will be communicated to the relevant staff. Where less than forty-eight (48) hour notice is given to the Employee of a change in the schedule, one and one half (1 ½) times the employee's regular straight time hourly rate of pay will be paid for the shift that has been changed.

Not more than (3) consecutive extended tours shall be scheduled except for four (4) days at Easter, and for four (4) days at Christmas or New Year's, further to Article G.3. at least twelve (12) hours' time off will be scheduled between shifts.

An employee scheduled more than three (3) consecutive days (or for four (4) days at Easter, Christmas or New Year's) without at least one (1) day off, shall be paid time and one-half (1 ½) their regular rate of pay for all hours worked beyond the three (3) consecutive days (or for four (4) days at Easter, Christmas or New Year's) until such time as a day off is scheduled.

Failure to provide twelve (12) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in the payment of one and one-half (1 ½) times the employee's regular straight time hourly rate for only those hours which reduce the twelve (12) hour period. Where the twelve (12) hour period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

Employee(s) will not be scheduled more than eighty-eight (88) hours and not less than sixty-seven and one-half (67 ½) hours in a two week period.

The Hospital will not schedule split shifts.

The exchange of shifts(s) by employees will not result in overtime payment.

The first (1<sup>st</sup>) shift of the day shall be the day tour.

### **R.9 Weekends Off**

The Hospital will schedule no less than one weekend off in two.

The weekend off shall be fifty-six (56) continuous hours beginning on Friday.

### **R.10 Weekends Worked**

Employees may request in writing to work more than one (1) weekend in two (2).

Such scheduling shall be discontinued in the schedule following said written request by the employee

### **R.11 Rest Periods**

Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each three and three quarters (3.75) hours worked.

### **R.12 Meal Periods**

Employees are entitled to accumulate unpaid meal time of fifteen (15) minutes for each three and three quarters (3.75) hours worked. Employees shall be entitled up to two (2) unpaid meal breaks totaling forty-five (45) minutes. The timing of the unpaid meal break(s) will be contingent upon operational requirements.

Staff that are required to remain on Hospital premises during break to answer any call or pages will be paid for the meal break.

### **R.13 Sick Leave and Long-Term Disability**

(Applicable to Full-Time Employees Only)

The short-term sick leave plan will provide payment for the number of hours of absence according to the scheduled tour to a total of 562.5 hours (HOODIP or its equivalent). All other provisions of the existing plan shall apply mutates mutandis.

(\*with the necessary changes having been made or with the respective differences having been considered.)

#### **R.14 Paid Holidays**

(Applicable to Full-Time Employees Only)

Holiday pay will be as per Article 16.03

In addition, the employee will receive seven and one-half (7.5) hours pay in a lieu day bank. The employee may draw on the banked hours in increments of three and three quarters (3.75) up to eleven and one quarter (11.25). Such paid time shall be taken within a mutually agreeable time within ninety (90) days of the Statutory Holiday or the employee will be paid out. An employee has the option of taking seven and one half (7.5) hours pay within the pay period in which it was earned.

#### **R.15 Vacation**

(Applicable to Full-Time Employees Only)

Vacation entitlement as set out in Article 17.01 will be converted to hours on the basis of the employee's normal work week as averaged over a six (6) week period.

#### **R.16 Applicable to Part-Time Employees Only**

As set out in Article 17.01 of this collective agreement.

Should an issue arise not covered by this extended tour agreement, the terms of the existing collective agreement shall apply.

### **ARTICLE S - MODIFIED WORK**

- S.1 The Hospital and the Union are committed to a consistent, fair approach to meeting the needs of disabled workers, to restoring them to work which is meaningful for them and value to the Hospital, and to meeting the parties' responsibilities under the law.
- S.2 To that end, the Hospital and the Union agree to cooperate in facilitating the return to work of all WSIB-related and non-WSIB-related employees who require accommodation. The Hospital and the Union agree that ongoing and timely communication by all participants in this process is essential to the success of the process. Where an individual Return to Work plan is required due to an accommodation, the employee shall be offered Union representation for all meetings with

the Hospital. The Hospital and the Union agree that all participants will use electronic communication and other processes where possible to expedite communication.

- S.3 Joint Return to Work Committee (RTW) comprised of an equal number of Union and Hospital representatives not to exceed 3 from each party will be established. One (1) of the Union representatives will be recognized as Co-chair. One (1) of the Hospital representatives will be recognized as the other Co-chair.

The Hospital will provide an updated list of information to the RTW committee before each monthly meeting, including the following:

- i) Employees who require temporary modified work; ii) Employees who require permanent accommodation in the workplace; iii) Employees absent from work because of disability who are in receipt of Workplace Safety Insurance Board benefits.

The Hospital will notify the President of the Local of the names of all members off work due to a work related injury (whether or not the employee is in receipt of WSIB benefits). A separate list will be provided for employees on LTD with department listed.

The Hospital will endeavour to provide the above information one week prior to each meeting.

The monthly meetings will be held in conjunction with the Labour Management meeting, except in the summer months when the RTW Committee will meet separately if required. The Union will receive a copy of all return to work modified plans, subject to employee approval.

- S.4 When cases are identified to be of a more complex nature, with the approval of the employee, or at the request of the employee, the Hospital will notify and meet with a representative of CUPE to review the case and cooperatively develop an appropriate action plan. The Co-Chairs may meet with affected employee and the manager to create and recommend a return to work plan.

- S.5 The Hospital will provide the employee and the Union Representative on the Joint Health and Safety Committee with a copy of the Work Place Safety and Insurance Board Form 7 (absent the Social Insurance Number and Date of Birth) at the same time it is sent to W.S.I.B.

- S.6 Upon written authorization from the injured employee, the Hospital will forward a copy of the WSIB Form to the Union. The Hospital will inform the employee of their right to Union representation.

#### **Article T - Sick Leave Administration**

- T.1 In the event the Hospital does not support medical documentation provided for sick leave an employee will have the right to union representation at any meeting with the Hospital. When an employee's medical absence is not supported the Union shall be notified in writing.
- T.2 Employees who have collected sick benefits for more than sixty (60) days, and remain off work, should contact Human Resources for details of their benefits' coverage.

T.3 Following sick leave, employees are not eligible for call in shifts prior to the time that they notify the Hospital that they are well enough to return to work.

#### **ARTICLE U - MOBILITY BETWEEN SITES**

1. The parties agree to the principle of mobility between sites.
2. If an employee is required to travel between sites while on duty, they will be reimbursed in accordance with the Hospital's Transportation policy.
3. It is understood that this agreement will be a standing agenda item to be dealt with at Labour Management Meetings.
4. a) Each employee shall have a designated home worksite. Such home worksite will change if an employee transfers to the other site under the job posting provisions.  
  
b) The Hospital may assign or schedule an employee who does not regularly work in more than one worksite, to perform the duties of their classification at another worksite. The Hospital will not be unreasonable or arbitrary in assigning or scheduling such employee to a worksite other than their home worksite.  
  
c) Where an employee has commenced their shift and is requested by the Hospital to go to another worksite to perform the duties of their classification, the employee will not suffer any loss of earnings for time spent traveling to the other worksite. In addition, the Hospital will reimburse the employees for transportation costs in accordance with the Hospital Transportation Policy.  
  
e) An employee who pays for parking at their home site will not be required to pay for parking at the other site.

#### **ARTICLE V - MILEAGE AND TRANSPORTATION ALLOWANCE**

- V.1 The Mileage and Transportation Allowance Provisions will apply to all employees required and authorized by the Hospital, for any purpose, to travel in order to perform assigned duties of their classification, including education and in-service.

Any travel time between sites required and authorized by the Hospital, as defined above, will be considered working time.

#### **V.2 Transportation Between Sites**

Employees who do not have personal transportation (i.e. vehicle) shall be transported to and from the other site at the Hospital's expense to the other site and returned-time worked to the site in which they began.

Employees who have their own transportation and are required to travel between sites will be reimbursed by the Hospital at the current corporate rate. Parking at the alternate site will be provided at no cost to the employee, if employee has paid parking at one site. No employee shall be required to transport other employees.

### **V.3 Transportation Cost on Call-Backs and Standby**

When an employee has completed their regularly scheduled shift and has left the Hospital and is called back to work outside their regularly scheduled hours, the Hospital will pay transportation costs either by taxi or by their own vehicle at the current corporate rate to a maximum of twenty dollars (\$20.00).

When an employee is on medical leave and is required by the Hospital to report to Workplace Health and Safety, this employee will receive parking validation for that appointment if the employee does not have active parking.

## **ARTICLE W – TEMPORARY VACANCIES**

- W.1 In the case of both full-time and part-time vacancies for a period not exceeding six (6) months, the provisions of Article 9.05 do not apply and such vacancies may be filled at the sole discretion of the Employer. This term may be extended a further six (6) months on mutual agreement of the Union, employee and the Hospital, or by the Hospital on its own up to twelve (12) months, where the leave of the person being replaced extends that far.
- W.2 Full-time temporary openings which the Hospital intends to fill, which will exceed, or are expected to exceed six (6) months, will be offered to part-time employees within the unit or program where the temporary vacancy exists, by seniority and where the employee can perform the job without any training period. This term may be extended a further six (6) months on mutual agreement of the Union, employee and Hospital, or by the Hospital on its own up to twelve (12) months where the leave of the person being replaced extends that far, or by the Hospital on its own up to eighteen (18) months where the leave of the person being replaced is a pregnancy/parental leave and the leave extends that far.
- W.3 Nothing in this article shall be construed as restricting the right of the Hospital to temporarily assign an employee to a job on a temporary basis until the posting procedure has been completed and the employee selected to fill the job is available to commence the position.

## **ARTICLE X – Inclusive Language**

- X.1 The local provisions of the collective agreement will be modified in such a way that it is inclusive and gender neutral.

**LETTER OF UNDERSTANDING #1  
Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: Innovative Scheduling (Working Group)**

The parties agree to establish a working group to discuss innovative and alternate scheduling. The purpose of this working group will be to consider whether there are departments or units or classifications which may benefit from different scheduling. Items for discussion will include whether there are ways in which more employees may be scheduled for five (5) consecutive days/shifts in lieu of seven (7), and whether there are different means of scheduling to improve the working and family/personal lives of employees, and foster greater work-life balance.

The working group will also consider flexible hours of work, or flextime, as a system designed to accommodate the individual preferences and needs of employees while at the same time ensuring the efficient operation of the Hospital's services.

The working group will consist of an equal number of representatives from the Hospital and CUPE representatives, and will include at least six (6) representatives in total.

The working group will meet for the first time no later than six (6) weeks following the date of ratification of this agreement.

**For the Hospitals**

**For the Union**

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**LETTER OF UNDERSTANDING #2  
Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: Staggered Shifts Exception at the Centenary site**

The Hospital will provide to the Union proof that, as of March 14, 2019, a practice of staggered shifts with less than sixteen (16) hours' time off between shifts is in place for the surgical suites and MDRD at the Centenary site.

Upon receipt of this information, the Union agrees to grandparent the existing practice, provided that the time off between shifts for any affected employees shall be at least thirteen and a half (13.5) hours.

This shall be a standing agenda item at the Labour Management

Committee, and schedules will be provided as requested by the Union.

**For the Hospitals**

**For the Union**

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**LETTER OF UNDERSTANDING #3**

**Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: MEDICAL TRANSCRIPTIONISTS AND CODERS**

Based on departmental needs, the Hospital will consider requests by medical transcriptionists and Health Information Management Specialists/Professional ("Coders") in Health Records to work at home. Such requests may be approved provided the transcriptionist/coder is well trained, able to function independently and produce quality work without assistance from the manager or other transcriptionists/coders. No transcriptionist/coder will be required to work at home in order to maintain employment **without consultation with the Union**. Any changes to the use of at-home transcriptionists/coders will be discussed at Labour Management.

**Article 1 - Hours of Work:**

'At home' transcriptionists/coders are provided with flexibility in their hours of work; however, the number of scheduled hours must be completed and productivity standards are maintained. Full time staff shall work five (5) days, seven and one half (7.5) hours unless otherwise mutually agreed. Overtime and vacation hours must be approved prior to completing them. Staff scheduled to work weekends and statutory holidays shall receive appropriate premiums for these hours.

In the event that the employee is unable to 'log on' or experience 'dead time' as a result of a computer malfunction or technical difficulty, the 'at home' transcriptionists/coders will transcribe/code when the system is available.

A work schedule/days of work will be transmitted to each employee six (6) weeks in advance of the start of the schedule.

Scheduled down time: The Hospital will endeavour to provide not less than twenty-four (24) hours regarding scheduled system down times. Hours of work will be completed prior to and after system downtimes.

**Article 2- Equipment:**

The 'at home' transcriptionists/coders agrees that they shall not use the phone lines or equipment provided for any purpose other than the provision of services to Scarborough Health Network..

**Article 3 - Work Environment:**

The 'at home' transcriptionists/coders shall be responsible for providing their own desk and chair and setting them up ergonomically. If required, a telephone consultation with the Staff Rehab Therapist or designate may be set up to provide advice about proper ergonomics. All expenses related to any future moving of the employee's equipment would be the sole responsibility of the employee.

**Article 4 - Reference Material:**

The 'at home' transcriptionists/coders shall be responsible for supplying their own reference materials.

**Article 5 - Standards of Performance:**

The 'at home' transcriptionists/coders agree to perform the services to the standards of performance as determined by the Hospital, which may be amended from time to time.

**Article 6- Confidentiality:**

The 'at home' transcriptionists/coders acknowledge and agree that in the course of their association with Scarborough Health Network, they will acquire confidential information which they agree that they shall not disclose to any person or use for any other purposes. The 'at home' transcriptionist/coders agrees to shred all documents or notes relating to patients that they may have at home.

**Article 7 - Communication:**

The 'at home' transcriptionists/coders shall communicate with their immediate supervisor via email or phone. Attendance at staff meetings may be required.

**Article 8 - Termination of "At Home" Agreement:**

The Hospital reserves the right to terminate 'at home' transcriptionist/coder. In such a case, the affected staff member shall revert to working on-site and all equipment loaned to employee shall be returned to the Hospital. Such termination of 'at home' arrangements shall neither be unreasonable nor arbitrary.

**Article 9 - Termination of Employment:**







**LETTER OF UNDERSTANDING #5**

**Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: Union President Leave**

Upon application in writing by the Union on behalf of the employee to the Hospital, a leave of absence with pay, vacation, benefits, sick leave, pension, accrual of seniority and service and all other provisions of the agreement, shall be granted to the employee elected to the positions of the Union President so long as the employee remains president.

The elected Union President will be available to work on union issues with the Hospital. The Union President's attendance will generally be expected at for the following listed meetings:

- Labour management committee
- Grievance meetings
- Return to Work
- High level meetings with the hospital
- Any other relevant meetings with the hospital

The Union will reimburse the Hospital 60% of salary plus 18% for benefits, holidays, vacations and government statutory benefit costs.

Generally, except for vacations, holidays, bereavement, sick leave, other approved leave and Union business off site, the Union President shall remain on site and be available to meet with CUPE employees and the Hospital.

If the Hospital decides to replace the employee's position, notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

The Union President agrees to notify the Hospital of their intention to return to work at least two (2) weeks prior to the date of such return. The employee shall be returned to their former duties on the same shift in







**LETTER OF UNDERSTANDING #8**

**Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: Letter of Understanding: Lunch Breaks**

Employees who currently receive the paid ½ hour lunch break will maintain the paid ½ hour lunch break during which they will remain within the Hospital and in audible range of the public address system in order to answer any pages. New hires will be subject to the collective agreement provision in Article N.9.

**For the Hospitals**

**For the Union**

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**LETTER OF UNDERSTANDING #9**

**Between**

**SCARBOROUGH HEALTH NETWORK**

**("the Employer")**

**-And-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5852**

**("the Union")**

**RE: Tools**

Employees who were employed by the Rouge Valley Health System prior to December 1, 2016 (i.e., the changeover date), and who continue to work at a worksite which was part of the Rouge Valley Health System prior to the changeover date, will not be required to supply their own hand tools and equipment. The following language from their former collective agreement will continue to apply:

All hand tools and equipment required for performance of employee's duties shall be supplied by and remain the property of the Hospital.

**For the Hospitals**

**For the Union**

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**APPENDIX A:**  
**SALARY SCALES**

## CUPE Salary Scale - Effective September 29, 2020

Classification Title	Job Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Previous Classification Title
Booking Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Business Office Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Health Records Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Menu Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Pre-Admit Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Unit Clerk 4	CU-01	21.855	22.932	24.010	*	*	
Transport Services Representative	CU-02	23.162	23.627	24.091	*	*	Facilities Services Rep (Centenary) Porter (G/B)
Dietary Helper General	CU-03	23.162	23.848	24.533	*	*	
Environmental Services Representative	CU-04	23.162	23.908	24.654	*	*	Environmental Services Rep (Centenary) Custodian (G/B)
Linen Aide	CU-04	23.162	23.908	24.654	*	*	
Storesperson	CU-05	23.570	24.114	24.659	*	*	
Patient Food Services Representative	CU-06	23.679	24.167	24.654	*	*	Nutrition Services Rep (Centenary) Dietary Helper 1 (G/B)
Charge Clerk D.I.	CU-07	23.949	25.041	26.134	*	*	
Clerk 5	CU-07	23.949	25.041	26.134	*	*	
Emerg Unit Clerk 5	CU-07	23.949	25.041	26.134	*	*	
Health Records Clerk 5	CU-07	23.949	25.041	26.134	*	*	
Clerk DI	CU-08	24.091	24.670	25.250	*	*	Clerk 2 - DI (Centenary)
Communication Services Representative	CU-08	24.091	24.670	25.250	*	*	Telecommunications Services Rep
Customer Service Representative	CU-08	24.091	24.670	25.250	*	*	
Patient Support Representative	CU-08	24.091	24.670	25.250	*	*	
Resource Centre Diet Clerk	CU-08	24.091	24.670	25.250	*	*	
Secretary II - Surgical Clinics	CU-08	24.091	24.670	25.250	*	*	
Booking Clerk OR	CU-09	24.091	25.113	26.134	*	*	Booking Clerk OR (Centenary) Booking Clerk 5 (G/B)
Secretary III	CU-09	24.091	25.113	26.134	*	*	Secretary III (Centenary) Secretary 5 (G/B)
Unit Clerk II	CU-09	24.091	25.113	26.134	*	*	Unit Clerk II (Centenary) Unit Clerk 5 (G/B)
Dietary Helper 3	CU-10	24.382	24.585	24.787	*	*	
ICC/Stores Person	CU-10	24.382	24.585	24.787	*	*	
Printing Services Operator	CU-11	24.785	25.043	25.301	*	*	
Material Handler	CU-12	24.784	25.155	25.525	*	*	Material Handler (Centenary) Supplies/Services Assistant (G/B)
Storeskeeper	CU-13	24.785	25.499	26.214	*	*	

MDRD Technician	CU-14	24.785	25.533	26.282	*	*	Processing Technician (Centenary) MDRD Technician (G/B)
Team Attendant	CU-15	25.562	25.763	25.964	*	*	
Payroll Associate	CU-16	26.041	27.078	28.115	29.153	30.189	Payroll Associate (Centenary) Payroll Clerk 5 (G/B)
Cook	CU-17	26.094	26.785	27.476	*	*	Culinary Specialist (Centenary) Cook 1 (G/B)
Maintenance Services Representative	CU-17	26.094	26.785	27.476	*	*	Maintenance Service Rep (Centenary) Maintenance Helper (G/B)
Medical Dicta Typist	CU-17	26.094	26.785	27.476	*	*	Medical Dicta Typist (Centenary) Medical Dicta-Typist 5 (G/B)
Registration Clerk	CU-17	26.094	26.785	27.476	*	*	Admitting Clerk (Centenary) Registration Office Clerk (G/B)
Secretary III - RVC Cardiac Diagnostics	CU-17	26.094	26.785	27.476	*	*	
Painter/Decorator	CU-18	27.965	28.269	28.573	*	*	
Dietary Technician	CU-19	28.195	29.551	30.908	32.265	33.622	
Release of Information Specialist	CU-20	28.905	30.056	31.207	32.358	33.509	
Accounts Payable Clerk	CU-21	29.001	29.814	30.627	*	*	Accounts Payable Clerk II (Centenary) Accounts Payable Clerk 4 (G/B)
Accounts Receivable Clerk	CU-21	29.001	29.814	30.627	*	*	Accounts Receivable Clerk II (Centenary) Accounts Receivable Clerk 4 (G/B)
OBSP Secretary	CU-21	29.001	29.814	30.627	*	*	
Senior Bed Allocation Clerk	CU-21	29.001	29.814	30.627	*	*	
Senior Medical Secretary	CU-21	29.001	29.814	30.627	*	*	
Staffing Clerk	CU-21	29.001	29.814	30.627	*	*	Staffing Clerk (Centenary) Program Scheduling Clerk 5 (G/B)
Chart Management Specialist	CU-22	29.763	30.597	31.430	*	*	
Maintenance Mechanic	CU-22	29.763	30.597	31.430	*	*	
HIM Coder	CU-23	29.763	30.698	31.635	32.573	33.509	HIM Specialist (Centenary) HIM Professional (G/B)
OT/PT Assistant	CU-24	29.763	30.725	31.690	32.655	33.622	OT/PT Assistant (Centenary) OT/PT/RH Assistant (G/B)
Registered Practical Nurse	CU-25	31.913	33.279	34.646	*	*	
Case Manager, RPN *	CU-25C	34.710	*	*	*	*	
Stationary Engineer 4th Class	CU-26	26.468	27.129	27.791	*	*	
Stationary Engineer 3rd Class	CU-27	28.491	29.203	29.916	*	*	
Stationary Engineer 3rd Class w/2nd Class	CU-27	28.491	29.203	29.916	*	*	
Biomedical Technologist	CU-28	32.152	34.886	37.621	40.355	43.089	
Senior Biomedical Technologist	CU-29	35.567	38.617	41.666	44.716	47.765	
Orthopaedic Technologist	CU-30	33.161	33.712	34.263	*	*	Orthopaedic Technologist (Centenary) Orthopaedic Technician (G/B)
Journeyperson	CU-31	33.909	34.220	34.531	*	*	
Journeyperson Tradesman/Plant Operator	CU-32	33.564	34.403	35.242	*	*	
Personal Support Worker	CU-33	24.839	25.045	25.250	*	*	

D.D.U. Attendant	<b>CU-34</b>	<b>23.501</b>	<b>24.030</b>	<b>24.559</b>	*	*	
File Clerk	<b>CU-34</b>	<b>23.501</b>	<b>24.030</b>	<b>24.559</b>	*	*	
Secretary II	<b>CU-34</b>	<b>23.501</b>	<b>24.030</b>	<b>24.559</b>	*	*	Secretary II (Centenary) Secretary 4 (G/B)
Unit Clerk	<b>CU-34</b>	<b>23.501</b>	<b>24.030</b>	<b>24.559</b>	*	*	
Inventory Coordinator	<b>CU-35</b>	<b>29.804</b>	<b>31.225</b>	<b>46.000</b>	*	*	

## CUPE Salary Scale - Effective September 29, 2021

Classification Title	Job Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Previous Classification Title
Booking Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Business Office Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Health Records Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Menu Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Pre-Admit Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Unit Clerk 4	CU-01	\$22.675	\$23.792	\$24.910	*	*	
Transport Services Representative	CU-02	\$24.031	\$24.513	\$24.994	*	*	Facilities Services Rep (Centenary) Porter (G/B)
Dietary Helper General	CU-03	\$24.031	\$24.742	\$25.453	*	*	
Environmental Services Representative	CU-04	\$24.031	\$24.805	\$25.579	*	*	Environmental Services Rep (Centenary) Custodian (G/B)
Linen Aide	CU-04	\$24.031	\$24.805	\$25.579	*	*	
Storesperson	CU-05	\$24.454	\$25.018	\$25.584	*	*	
Patient Food Services Representative	CU-06	\$24.567	\$25.073	\$25.579	*	*	Nutrition Services Rep (Centenary) Dietary Helper 1 (G/B)
Charge Clerk D.I.	CU-07	\$24.847	\$25.980	\$27.114	*	*	
Clerk 5	CU-07	\$24.847	\$25.980	\$27.114	*	*	
Emerg Unit Clerk 5	CU-07	\$24.847	\$25.980	\$27.114	*	*	
Health Records Clerk 5	CU-07	\$24.847	\$25.980	\$27.114	*	*	
Clerk DI	CU-08	\$24.994	\$25.595	\$26.197	*	*	Clerk 2 - DI (Centenary)
Communication Services Representative	CU-08	\$24.994	\$25.595	\$26.197	*	*	Telecommunications Services Rep
Customer Service Representative	CU-08	\$24.994	\$25.595	\$26.197	*	*	
Patient Support Representative	CU-08	\$24.994	\$25.595	\$26.197	*	*	
Resource Centre Diet Clerk	CU-08	\$24.994	\$25.595	\$26.197	*	*	
Secretary II - Surgical Clinics	CU-08	\$24.994	\$25.595	\$26.197	*	*	
Booking Clerk OR	CU-09	\$24.994	\$26.055	\$27.114	*	*	Booking Clerk OR (Centenary) Booking Clerk 5 (G/B)
Secretary III	CU-09	\$24.994	\$26.055	\$27.114	*	*	Secretary III (Centenary) Secretary 5 (G/B)
Unit Clerk II	CU-09	\$24.994	\$26.055	\$27.114	*	*	Unit Clerk II (Centenary) Unit Clerk 5 (G/B)
Dietary Helper 3	CU-10	\$25.296	\$25.507	\$25.717	*	*	
ICC/Stores Person	CU-10	\$25.296	\$25.507	\$25.717	*	*	
Printing Services Operator	CU-11	\$25.714	\$25.982	\$26.250	*	*	
Material Handler	CU-12	\$25.713	\$26.098	\$26.482	*	*	Material Handler (Centenary) Supplies/Services Assistant (G/B)
Storeskeeper	CU-13	\$25.714	\$26.455	\$27.197	*	*	
MDRD Technician	CU-14	\$25.714	\$26.490	\$27.268	*	*	Processing Technician (Centenary) MDRD Technician (G/B)

Team Attendant	CU-15	\$26.521	\$26.729	\$26.938	*	*	
Payroll Associate	CU-16	\$27.018	\$28.093	\$29.169	\$30.246	\$31.321	Payroll Associate (Centenary) Payroll Clerk 5 (G/B)
Cook	CU-17	\$27.073	\$27.789	\$28.506	*	*	Culinary Specialist (Centenary) Cook 1 (G/B)
Maintenance Services Representative	CU-17	\$27.073	\$27.789	\$28.506	*	*	Maintenance Service Rep (Centenary) Maintenance Helper (G/B)
Medical Dicta Typist	CU-17	\$27.073	\$27.789	\$28.506	*	*	Medical Dicta Typist (Centenary) Medical Dicta- Typist 5 (G/B)
Registration Clerk	CU-17	\$27.073	\$27.789	\$28.506	*	*	Admitting Clerk (Centenary) Registration Office Clerk (G/B)
Secretary III - RVC Cardiac Diagnostics	CU-17	\$27.073	\$27.789	\$28.506	*	*	
Painter/Decorator	CU-18	\$29.014	\$29.329	\$29.644	*	*	
Dietary Technician	CU-19	\$29.252	\$30.659	\$32.067	\$33.475	\$34.883	
Release of Information Specialist	CU-20	\$29.989	\$31.183	\$32.377	\$33.571	\$34.766	
Accounts Payable Clerk	CU-21	\$30.089	\$30.932	\$31.776	*	*	Accounts Payable Clerk II (Centenary) Accounts Payable Clerk 4 (G/B)
Accounts Receivable Clerk	CU-21	\$30.089	\$30.932	\$31.776	*	*	Accounts Receivable Clerk II (Centenary) Accounts Receivable Clerk 4 (G/B)
OBSP Secretary	CU-21	\$30.089	\$30.932	\$31.776	*	*	
Senior Bed Allocation Clerk	CU-21	\$30.089	\$30.932	\$31.776	*	*	
Senior Medical Secretary	CU-21	\$30.089	\$30.932	\$31.776	*	*	
Staffing Clerk	CU-21	\$30.089	\$30.932	\$31.776	*	*	Staffing Clerk (Centenary) Program Scheduling Clerk 5 (G/B)
Chart Management Specialist	CU-22	\$30.879	\$31.744	\$32.609	*	*	
Maintenance Mechanic	CU-22	\$30.879	\$31.744	\$32.609	*	*	
HIM Coder	CU-23	\$30.879	\$31.849	\$32.821	\$33.794	\$34.766	HIM Specialist (Centenary) HIM Professional (G/B)
OT/PT Assistant	CU-24	\$30.879	\$31.877	\$32.878	\$33.880	\$34.883	OT/PT Assistant (Centenary) OT/PT/RH Assistant (G/B)
Registered Practical Nurse	CU-25	\$33.110	\$34.527	\$35.945	*	*	
Case Manager, RPN *	CU-25C	\$36.012	*	*	*	*	
Stationary Engineer 4th Class	CU-26	\$27.461	\$28.146	\$28.833	*	*	
Stationary Engineer 3rd Class	CU-27	\$29.559	\$30.298	\$31.038	*	*	
Stationary Engineer 3rd Class w/2nd Class	CU-27	\$29.559	\$30.298	\$31.038	*	*	
Biomedical Technologist	CU-28	\$33.358	\$36.194	\$39.032	\$41.868	\$44.705	
Senior Biomedical Technologist	CU-29	\$36.901	\$40.065	\$43.228	\$46.393	\$49.556	
Orthopaedic Technologist	CU-30	\$34.405	\$34.976	\$35.548	*	*	Orthopaedic Technologist (Centenary) Orthopaedic Technician (G/B)
Journey person	CU-31	\$35.181	\$35.503	\$35.826	*	*	
Journey person Tradesman/Plant Operator	CU-32	\$34.823	\$35.693	\$36.564	*	*	
Personal Support Worker	CU-33	\$25.770	\$25.984	\$26.197	*	*	
D.D.U. Attendant	CU-34	\$24.382	\$24.931	\$25.480	*	*	
File Clerk	CU-34	\$24.382	\$24.931	\$25.480	*	*	

Secretary II	<b>CU-34</b>	<b>\$24.382</b>	<b>\$24.931</b>	<b>\$25.480</b>	*	*	Secretary II (Centenary) Secretary 4 (G/B)
Unit Clerk	<b>CU-34</b>	<b>\$24.382</b>	<b>\$24.931</b>	<b>\$25.480</b>	*	*	
Inventory Coordinator	<b>CU-35</b>	<b>\$30.922</b>	<b>\$32.396</b>	<b>\$33.870</b>	*	*	

## CUPE Salary Scale - Effective September 29, 2022

Classification Title	Job Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Previous Classification Title
Booking Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Business Office Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Health Records Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Menu Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Pre-Admit Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Unit Clerk 4	CU-01	\$23.242	\$23.792	\$25.533	*	*	
Transport Services Representative	CU-02	\$24.632	\$24.513	\$25.619	*	*	Facilities Services Rep (Centenary) Porter (G/B)
Dietary Helper General	CU-03	\$24.632	\$24.742	\$26.089	*	*	
Environmental Services Representative	CU-04	\$24.632	\$24.805	\$26.218	*	*	Environmental Services Rep (Centenary) Custodian (G/B)
Linen Aide	CU-04	\$24.632	\$24.805	\$26.218	*	*	
Storesperson	CU-05	\$25.065	\$25.018	\$26.224	*	*	
Patient Food Services Representative	CU-06	\$25.181	\$25.073	\$26.218	*	*	Nutrition Services Rep (Centenary) Dietary Helper 1 (G/B)
Charge Clerk D.I.	CU-07	\$25.468	\$25.980	\$27.792	*	*	
Clerk 5	CU-07	\$25.468	\$25.980	\$27.792	*	*	
Emerg Unit Clerk 5	CU-07	\$25.468	\$25.980	\$27.792	*	*	
Health Records Clerk 5	CU-07	\$25.468	\$25.980	\$27.792	*	*	
Clerk DI	CU-08	\$25.619	\$25.595	\$26.852	*	*	Clerk 2 - DI (Centenary)
Communication Services Representative	CU-08	\$25.619	\$25.595	\$26.852	*	*	Telecommunications Services Rep
Customer Service Representative	CU-08	\$25.619	\$25.595	\$26.852	*	*	
Patient Support Representative	CU-08	\$25.619	\$25.595	\$26.852	*	*	
Resource Centre Diet Clerk	CU-08	\$25.619	\$25.595	\$26.852	*	*	
Secretary II - Surgical Clinics	CU-08	\$25.619	\$25.595	\$26.852	*	*	
Booking Clerk OR	CU-09	\$25.619	\$26.055	\$27.792	*	*	Booking Clerk OR (Centenary) Booking Clerk 5 (G/B)
Secretary III	CU-09	\$25.619	\$26.055	\$27.792	*	*	Secretary III (Centenary) Secretary 5 (G/B)
Unit Clerk II	CU-09	\$25.619	\$26.055	\$27.792	*	*	Unit Clerk II (Centenary) Unit Clerk 5 (G/B)
Dietary Helper 3	CU-10	\$25.928	\$25.507	\$26.360	*	*	
ICC/Stores Person	CU-10	\$25.928	\$25.507	\$26.360	*	*	
Printing Services Operator	CU-11	\$26.357	\$25.982	\$26.906	*	*	
Material Handler	CU-12	\$26.356	\$26.098	\$27.144	*	*	Material Handler (Centenary) Supplies/Services Assistant (G/B)
Storeskeeper	CU-13	\$26.357	\$26.455	\$27.878	*	*	
MDRD Technician	CU-14	\$26.357	\$26.490	\$27.950	*	*	Processing Technician (Centenary) MDRD Technician (G/B)

Team Attendant	CU-15	\$27.184	\$26.729	\$27.611	*	*	
Payroll Associate	CU-16	\$27.693	\$28.093	\$29.898	\$30.246	\$31.321	Payroll Associate (Centenary) Payroll Clerk 5 (G/B)
Cook	CU-17	\$27.750	\$27.789	\$29.219	*	*	Culinary Specialist (Centenary) Cook 1 (G/B)
Maintenance Services Representative	CU-17	\$27.750	\$27.789	\$29.219	*	*	Maintenance Service Rep (Centenary) Maintenance Helper (G/B)
Medical Dicta Typist	CU-17	\$27.750	\$27.789	\$29.219	*	*	Medical Dicta Typist (Centenary) Medical Dicta- Typist 5 (G/B)
Registration Clerk	CU-17	\$27.750	\$27.789	\$29.219	*	*	Admitting Clerk (Centenary) Registration Office Clerk (G/B)
Secretary III - RVC Cardiac Diagnostics	CU-17	\$27.750	\$27.789	\$29.219	*	*	
Painter/Decorator	CU-18	\$29.739	\$29.329	\$30.385	*	*	
Dietary Technician	CU-19	\$29.983	\$30.659	\$32.869	\$33.475	\$34.883	
Release of Information Specialist	CU-20	\$30.739	\$31.183	\$33.186	\$33.571	\$34.766	
Accounts Payable Clerk	CU-21	\$30.841	\$30.932	\$32.570	*	*	Accounts Payable Clerk II (Centenary) Accounts Payable Clerk 4 (G/B)
Accounts Receivable Clerk	CU-21	\$30.841	\$30.932	\$32.570	*	*	Accounts Receivable Clerk II (Centenary) Accounts Receivable Clerk 4 (G/B)
OBSP Secretary	CU-21	\$30.841	\$30.932	\$32.570	*	*	
Senior Bed Allocation Clerk	CU-21	\$30.841	\$30.932	\$32.570	*	*	
Senior Medical Secretary	CU-21	\$30.841	\$30.932	\$32.570	*	*	
Staffing Clerk	CU-21	\$30.841	\$30.932	\$32.570	*	*	Staffing Clerk (Centenary) Program Scheduling Clerk 5 (G/B)
Chart Management Specialist	CU-22	\$31.651	\$31.744	\$33.424	*	*	
Maintenance Mechanic	CU-22	\$31.651	\$31.744	\$33.424	*	*	
HIM Coder	CU-23	\$31.651	\$31.849	\$33.642	\$33.794	\$34.766	HIM Specialist (Centenary) HIM Professional (G/B)
OT/PT Assistant	CU-24	\$31.651	\$31.877	\$33.701	\$33.880	\$34.883	OT/PT Assistant (Centenary) OT/PT/RH Assistant (G/B)
Registered Practical Nurse	CU-25	\$33.938	\$34.527	\$36.844	*	*	
Case Manager, RPN *	CU-25C	\$36.912	*	*	*	*	
Stationary Engineer 4th Class	CU-26	\$28.148	\$28.146	\$29.554	*	*	
Stationary Engineer 3rd Class	CU-27	\$30.298	\$30.298	\$31.814	*	*	
Stationary Engineer 3rd Class w/2nd Class	CU-27	\$30.298	\$30.298	\$31.814	*	*	
Biomedical Technologist	CU-28	\$34.192	\$36.194	\$40.009	\$41.868	\$44.705	
Senior Biomedical Technologist	CU-29	\$37.824	\$40.065	\$44.309	\$46.393	\$49.556	
Orthopaedic Technologist	CU-30	\$35.265	\$34.976	\$36.438	*	*	Orthopaedic Technologist (Centenary) Orthopaedic Technician (G/B)
Journeyman	CU-31	\$36.061	\$35.503	\$36.722	*	*	
Journeyman Tradesman/Plant Operator	CU-32	\$35.694	\$35.693	\$37.478	*	*	
Personal Support Worker	CU-33	\$26.414	\$25.984	\$26.852	*	*	
D.D.U. Attendant	CU-34	\$24.992	\$24.931	\$26.117	*	*	
File Clerk	CU-34	\$24.992	\$24.931	\$26.117	*	*	

Secretary II	<b>CU-34</b>	<b>\$24.992</b>	<b>\$24.931</b>	<b>\$26.117</b>	*	*	Secretary II (Centenary) Secretary 4 (G/B)
Unit Clerk	<b>CU-34</b>	<b>\$24.992</b>	<b>\$24.931</b>	<b>\$26.117</b>	*	*	
Inventory Coordinator	<b>CU-35</b>	<b>\$31.695</b>	<b>\$32.396</b>	<b>\$34.717</b>	*	*	

Dated at Scarborough this \_\_\_\_ day of \_\_\_\_\_, 2024

**For the Hospital:**

**For the Union**

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**ADDENDUM**

Updates and corrections to the Collective Agreement – Expiring September 23<sup>rd</sup>, 2023

Whereas the Collective agreement signed inadvertently had the placeholder language in Articles 14, 15 and 17,

And Whereas the Union and the Employer have agreed to remove the placeholder language and inserted the ratified language,

The Union and Employer confirm that this amendments are corrected and reflect that which was agreed to and ratified by the membership.

For the Hospital:

*N. Shiwmgal*  
N. Shiwmgal (Aug 21, 2025 15:32:53 EDT)

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For the Union:

*Stacy James*  
Stacy James (Aug 26, 2025 10:22:47 EDT)

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*Aron Howgate*  
Aron Howgate (Aug 21, 2025 15:33:34 EDT)

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