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Collective Agreement

Dated: 01 October 1990

Ending: 30 September 1992

Between:

**SunnyBrook Health Science Centre
Office and Clerical (Part Time)**

And:

**SunnyBrook Hospital Employees'
Union Local 777**

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SUNNYBROOK HOSPITAL
EMPLOYEES' UNION, LOCAL 777
(Clerical Part-Time)
October 1, 1990 — September 30, 1992

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COLLECTIVE AGREEMENT

CLERICAL — PART-TIME

by and between

SUNNYBROOK HEALTH SCIENCE CENTRE
(hereinafter called
“The Employer” or “The Hospital”)

— and—

SUNNYBROOK HOSPITAL EMPLOYEES’ UNION
LOCAL 777, a voluntary Union of Employees
affiliated with the Service Employees’ International
Union AFL-CIO-CLC (hereinafter called
“The Union”)

NOW THIS AGREEMENT THEREFORE
WITNESSETH:

Article 1
GENERAL PURPOSE

1.01 The purpose of this Agreement is to establish an orderly collective bargaining relationship between the Employer and certain classifications of employees represented by the Union which will not interfere with the operation of Sunnybrook Hospital.

Article 2
RECOGNITION AND BARGAINING UNIT

2.01 The Employer recognizes the Union as the exclusive bargaining agent with respect to all Office

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and Clerical employees of Sunnybrook Hospital at Metropolitan Toronto regularly employed for not more than twenty-four (24) hours per week and students employed as office and clerical employees during the school vacation period save and except supervisors, persons above the rank of supervisor, secretaries to Director, Vice President, Chief Operating Officer and Chief Executive Officer, professional medical staff, registered and graduate nurses, professional, administrative and paramedical staff, students taking formal courses leading to their certification both graduate and undergraduate and persons covered by subsisting collective agreements.

2.02 The word “employee” or “employees” wherever used in this Agreement shall mean any *or* all of the employees in the bargaining unit as defined above except where the context otherwise provides.

2.03 Where the masculine pronoun is used it shall mean and include the feminine pronoun where the context so applies.

Article 3
RESERVATION OF MANAGEMENT
FUNCTIONS

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

- (i) maintain order, discipline and efficiency;
- (ii) hire, discharge, direct, classify, transfer, promote, demote, lay-off, suspend or otherwise discipline employees for just and sufficient cause;

- (iii) establish and enforce Rules and Regulations not inconsistent with the provisions of this Agreement governing the conduct of the employees, and;
- (iv) generally to manage and operate the Sunnybrook Hospital, and without restricting the foregoing to determine the kinds and locations of equipment, machines and tools to be used, the allocation and number of employees required by the Employer from time to time, and to operate and maintain the Hospital and premises of the Employer in a manner consistent with the complete maintenance and efficient operation of the Hospital.

3.02 The Employer agrees that these functions will be exercised in a manner consistent with the provisions of this Agreement.

Article 4
RELATIONSHIP

4.01 It is agreed that there will be no discrimination, interference, restraint, coercion or intimidation exercised or practiced upon any employee by the Employer or the Union because of membership or non-membership in the Union.

4.02 The Employer agrees that a representative of the Union shall be given the opportunity of interviewing each employee once, on completion of 450 hours' employment, for the purpose of informing such employees of the existence of the Union at Sunnybrook Hospital and of ascertaining if the employee desires to become a member. The Employer shall advise the Union from time to time as to the

names of the persons to be interviewed and the time and place for such interview, the duration of which shall not exceed fifteen (15) minutes.

4.03 An employee who offends any of the provisions of this Article may be appropriately dealt with by the Employer under the provision of the Grievance Procedure.

Article 5

UNION MEMBERSHIP AND CHECK-OFF DUES

5.01 It is agreed that the employees who are now or hereafter become members of the Union shall maintain their membership in the Union during the term of this agreement as a condition of their continued employment. No person shall lose her job as a result of denial of Union membership or expulsion from the Union, except by reason of her failure to pay monthly Union dues uniformly levied on the membership.

5.02 The Hospital will deduct from the first pay of an employee who has completed one (1) calendar month of employment with the Hospital an amount equal to the regular monthly Union dues which may be expressed in dollar amounts or hourly formula and is uniformly levied on all employees. The Union shall hold the Hospital harmless with respect to all dues deducted and remitted and with respect to any liability which the Hospital might incur as a result of such deduction and remittance.

5.03 The amounts deducted in accordance with Clause 5.02 are to be remitted by cheque to the Union prior to the end of the month in which the deduction is made.

5.04 The Employer will, at the time of making such remittance hereunder to the Union, furnish it with a statement showing the names and Social Insurance Numbers of the employees from whose pay such deductions have been made together with a list showing those employees for whom deductions have not been made and the reason for the absence of any deductions.

Article 6
STRIKES & LOCK-OUTS

6.01 The Union agrees that there will be no strike, sit-down, slow-down, picketing or other interference which will stop, curtail or interfere with work and in the event of any such action taking place, it will instruct employees involved to return to work and perform their usual duties, as well as to resort to the Grievance Procedure, established herein. The Employer agrees that there will be no lock-out of employees during the term of this agreement.

Article 7
UNION REPRESENTATION

7.01 The Employer acknowledges the right of the Union to appoint or otherwise select not more than three (3) Shop Stewards. All Stewards shall have acquired seniority in the bargaining unit (450 hours).

7.02 The Union acknowledges that the steward has her regular duties to perform on behalf of the Employer and that she will not leave her regular duties without first receiving permission from her supervisor or his/her deputy. She shall state her destination to her supervisor and report again to him/her at the time of her return to work. In accordance with this

understanding, the Employer will compensate the steward for the time spent during regular working hours by her in handling grievances of employees. The functions of the steward are to investigate and attempt to settle grievances which arise in the department for which she has been appointed as steward. If a departmental steward is unavailable, an employee for the purposes set out in Clause 9.02 may request of her immediate supervisor, that the Chief Steward may be permitted to assist the employee with her complaint.

7.03 Negotiating Committees

(a) The Hospital agrees to recognize a negotiating committee comprising of members to be elected, or appointed from amongst employees in the bargaining unit, who have completed their probationary period. Where the Hospital participates in joint bargaining, up to two members of the negotiating committee from each Hospital shall negotiate jointly.

(b) Where the Hospital participates in joint bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined.

(c) Where the Hospital does not participate in joint bargaining, the purpose of the negotiating committee shall be to negotiate a renewal of this Collective Agreement.

(d) The Hospital agrees that the members of the negotiating committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending such negotiating meetings with the Hospital up to, but not including Arbitration.

(e) Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Union when negotiating with the Hospital.

(f) The number of employees in the local negotiating committees shall be up to three (3) part-time.

7.04 The Union will advise the Hospital in writing of the names of the members of all committees recognized by this Agreement and shall notify the Hospital in writing of any changes from time to time.

Article 8
CONSULTATION

8.01 The Employer agrees to discuss matters of common interest with a Union committee which shall consist of a Chief Steward and two (2) stewards selected by the Union, not more than three (3) of which committee members shall meet with management at any one time. The Employer shall be advised of the names of the members of this committee and shall be notified of any changes from time to time. All members of the committee shall be regular employees of the Hospital.

8.02 The Union acknowledges that the members of this committee must continue to perform their regular duties, and that as far as possible all activities of the committee will be carried on outside of the regular working hours of the members thereto, unless otherwise mutually arranged.

Regular meetings between committee and management will be held on a monthly basis unless otherwise arranged and more frequently if arranged by mutual consent. A written Agenda must be provided at least three (3) days prior to the agreed meeting date and minutes kept of all meetings with copies to be furnished by both parties.

It is agreed that the Union Officer of Local 777 shall act as a member of the above committee.

Article 9
COMPLAINTS AND GRIEVANCES

9.01 Either the Employer or the Union or any employee has the right to lodge a grievance with respect to any matter arising out of the interpretation, application or alleged violation of this agreement.

9.02 It is the mutual desire of the parties hereto that complaints of the Employer or of the employee shall be adjusted as equitably as possible, and it is understood that an employee has no grievance until she has first given her supervisor an opportunity to adjust her complaint.

9.03 If any employee has an unsettled complaint within the terms of this Agreement, it may be taken up as a grievance within five (5) working days after the circumstances giving rise to the grievance occur, in the following manner and sequence:

Step 1

The employee shall submit the grievance in writing, signed by him/her, to the immediate supervisor. A meeting will then be held between the employee, the Union Steward, the supervisor and another management representative as appropriate within five (5) full working days of the submission of the grievance. The immediate supervisor will deliver his/her decision in writing within three (3) full working days of the meeting. Failing settlement, then within five (5) full working days:

Step 2

The grievance shall be submitted in writing by the designated Union Steward to the head of the department. A meeting will then be held between the employee, the Union Steward, the Chief Steward, the supervisor, and the head of the department within five (5) full working days of the submission of the grievance. The head of the department will deliver his/her decision within four (4) full working days of the meeting. Failing settlement, then within five (5) full working days:

Step 3

The grievance shall be submitted in writing by the Chief Steward to the Chief Executive Officer of the Hospital or designated Hospital representative. A meeting will then be held between the employee, the Union Steward, the Chief Steward, the general representative of the Union, the supervisor, the head of the department and the designated Hospital representative within five (5) full working days of the submission of the grievance at Step 3. The decision of the Hospital shall be delivered in writing within ten (10) full working days following the date of such meeting.

9.04 Failing a settlement under Step 3 of any difference between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such difference or question may be taken to arbitration as provided in Article 10. If no written request for arbitration is received within ten (10) days after the decision in Step 3 is given, it shall be deemed to have been settled or abandoned.

9.05 Any adjustment arising out of the settlement of any employee's grievance or the grievance of a group of employees under the Grievance or Arbitration Procedure shall not be made retroactive before the date it was presented thereunder.

9.06 Saturdays, Sundays and Statutory Holidays will not be counted in determining the time within which any action is to be taken or completed under the Grievance or Arbitration Procedure.

9.07 Any and all time limits fixed by this Article and Article 10 may be at any time extended by written agreement between the Employer and the Union.

9.08 All the decisions arrived at between the Employer and the Union shall be final and binding upon each of them and the employee or employees concerned.

Article 10

ARBITRATION

10.01 When either party requests that any matter be submitted to arbitration as hereinbefore provided, it shall make such request in writing addressed to the other party in this agreement and at the same time nominate an arbitrator. Within five (5) full working days thereafter the other party shall nominate an arbitrator provided, however, that if such party fails to nominate an arbitrator as herein required, the Ontario Labour Management Arbitration Commission shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two (2) arbitrators shall attempt to select by agreement a third person to be a member and Chairman of the Arbitration Board. If they are unable

to agree upon such a Chairman within a period of three (3) full working days, they may then request the Ontario Labour Management Arbitration Commission to assist them in selecting a Chairman provided that the Chairman shall be selected from other than the Civil Services and shall be chosen having regard to his impartiality, his qualifications in interpreting Collective Bargaining Agreements and his familiarity with industrial relations.

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

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

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

10.05 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority of such Board will be final and binding upon the parties hereto and the employee(s) concerned.

10.06 In dealing with matters of discipline, disciplinary demotion or transfer the conferring parties or the Board of Arbitration shall have power to:

- (i) confirm the Employer's action;
- (ii) reverse the Employer's action;

(iii) make any other arrangement which may be deemed just in the opinion of the conferring parties of the Board of Arbitration.

10.07 Each of the parties hereto will bear the fees and expenses of the arbitrator appointed by it, and the parties will jointly bear the fees and expenses of the Chairman of the Board of Arbitration.

Article 11
PROBATION, TEMPORARY EMPLOYEES
AND DISCHARGE

11.01 Probation

A new employee will be considered on probation until she has completed 450 hours of work within any twelve (12) calendar months. Upon completion of the probationary period she shall be credited with seniority equal to 450 worked hours. With the written consent of the Hospital, the probationary employee, and the President of the Local Union or designate, such probationary period may be extended. Any extension 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 and is at the sole discretion of the Hospital.

11.02 Temporary Employees

Employees may be hired for a specific term, not to exceed six (6) months, to replace an employee on leave 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. 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 her 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.

11.03 Discharge

(a) A claim by an employee with seniority that she has been unjustly discharged will be treated as a grievance if a written statement of such grievance is lodged with the Hospital at Step 2 of the Grievance Procedure within five (5) days after the employee ceased to work for the Employer.

(b) Where the discharge decision was made by a Department Director, such grievance will be lodged at Step 3 of the Grievance Procedure.

(c) Such special grievance may be settled under the Grievance Procedure provided in the agreement by:

- (i) confirming the employer's action in dismissing the employee;
- (ii) reinstating the employee with full compensation for time lost, or;
- (iii) by any other arrangement which may be deemed just in the opinion of the conferring parties or the Board of Arbitration, if arbitration is involved.

11.04 Disciplinary Action

The Hospital agrees that in considering the imposition of any disciplinary penalty including discharge, no weight will be given to letters of warning in respect of matters which occurred more than thirty-six (36) months prior to the date of the matters under current consideration, provided the employee's record has been discipline free for such thirty-six (36) month period.

Article 12 SENIORITY, CONTRACTING OUT, LAYOFF AND RECALL

12.01 Seniority

(a) An employee will be considered on probation and will not acquire seniority until after she has completed the probationary period as defined in Clause 11.01, after which time the seniority shall commence from the date of hiring.

(b) An employee whose status is changed from full-time to part-time shall receive credit for her full seniority. An employee whose status is changed from part-time to full-time shall receive credit for seniority on the basis of one (1) year of seniority for each 1950 hours worked.

(c) The Employer shall supply the Union with an up-to-date seniority list in the months of January and July of each year of this agreement, such list to contain names of employees, job classification, Social Insurance Numbers and date of employment.

12.02 Loss of Seniority

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

- (a) resigns;
- (b) retires;
- (c) is discharged and not reinstated through the grievance and arbitration procedures;
- (d) has been laid off for a period equivalent to his/her seniority at time of lay-off to a maximum of 18 months;
- (e) if an employee has been laid off and fails to return to work within seven (7) calendar days after the employee has been notified by the Hospital through registered mail addressed to his/her last address on the records of the Hospital;
- (f) is absent from scheduled work for a period of five (5) or more consecutive working days without notifying of such absence and providing a reason satisfactory to the Hospital;
- (g) employee is absent due to illness or disability which absence continues for twenty-four (24) months;
- (h) fails to return to work upon the expiration of a leave of absence granted by the Hospital without permission in writing from the Hospital.

12.03 Work of the Bargaining Unit

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

Note: The purpose of this clause is the protection of the work of the bargaining unit employees and not the broadening of that work to other areas.

12.04 No 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 lay-off of any employees other than casual part-time employees results from such contracting out. Contracting out to an employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off with similar terms and conditions of employment is not a breach of this agreement.

12.05 Layoff and Recall — Part Time

(a) The Hospital shall give each employee in the bargaining unit who has acquired seniority and who is to be laid off for a period of more than eight (8) weeks, notice in writing of her layoff in accordance with the following schedule:

- Up to one 1 year service One week's notice
- 1 year but less than 3 years' service
..... Two weeks' notice
- 3 years' but less than 4 years' service
..... Three weeks' notice
- 4 years' but less than 5 years' service
..... Four weeks' notice
- 5 years' but less than 6 years' service
..... Five weeks' notice
- 6 years' but less than 7 years' service
..... **Six** weeks' notice
- 7 years' but less than 8 years' service
..... Seven weeks' notice
- 8 years' service or more
..... 8 weeks' notice

Such notice will be handed to the employee and a signed acknowledgement requested if the employee is **at work at the time the notice is ready for delivery**. In the alternative, it shall be mailed by registered mail. An employee on lay-off and recalled to a temporary position shall not be entitled to further notice of layoff.

In the event of a proposed layoff of more than eight (8) weeks' duration, the Hospital will:

1. Provide the Union with no less than thirty (30) calendar days' notice of such layoff, and
2. meet with the Union through the Labour Management committee to review the following:
 - (i) the reason causing the layoff;
 - (ii) the service the Hospital will undertake after the layoff;
 - (iii) the method of implementation including the areas of cut-back and employees to be laid off.

In the event of a substantial bed cut-back or cut-back in service, the Hospital will provide the Union with reasonable notice. If requested, the Hospital will meet with the Union through the Labour Management Committee to review the reasons and expected duration of the bed cut-back or cut-back in service, any realignment of service or staff and its effect on employees in the bargaining unit.

(b) In all other cases of layoff, the Hospital shall give each employee in the bargaining unit who has acquired seniority one (1) week's notice provided however, such notice shall not be required if the layoff occurs because of emergencies (for example, fire, act of God, power failure or equipment breakdown).

(c) In the event of layoff, the Hospital shall layoff employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who then have the ability to perform the work.

(d) An employee who is subject to layoff shall have the right to either:

- (i) Accept the layoff; or
- (ii) displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the employee originally subject to layoff can perform the duties of the lower or identical classification without training other than orientation. Such employee so displaced shall be laid off subject to his or her rights under this section.

The decision of the employee to choose (i) or (ii) above shall be given in writing to the designated Hospital representative within five (5) working days (excluding Saturday, Sunday and holidays) following the notification of layoff. Employees failing to do so will be deemed to have accepted the layoff.

(e) An employee shall have the opportunity of recall from a layoff to an available opening, in order of seniority, provided she has the ability to perform the work, before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the collective agreement shall not apply until the recall process has been completed.

Employees on layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be

required to accept such recall and may instead remain on layoff.

(f) In determining the ability of an employee to perform the work for the purposes of Paragraphs (c), (d) and (e) above, the Hospital shall not act in an arbitrary or unfair manner.

(g) An employee recalled to work in a different classification from which she was laid off shall have the privilege of returning to the position she held prior to the layoff should it become vacant within six (6) months of being recalled.

(h) No new employee shall be hired until all those laid off have been given an opportunity to return to work and have failed to notify the Hospital of their intention to do so, in accordance with (i) below, or have been found unable to perform the work available.

(i) It is the sole responsibility of the employee who has been laid off to notify the Hospital of her intention to return to work within five (5) working days (exclusive of Saturdays, Sundays, and paid holidays) after being notified to do so by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to have been received on the second day following the date of mailing) and to return to work within ten (10) working days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for her proper address being on record with the Hospital.

(j) Where the employee fails to notify the Hospital to return to work in accordance with the provisions of Paragraph (i), she shall lose all seniority and be deemed to have quit the employ of the Hospital.

(k) In the event that a lay-off commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be disentitled thereto solely because of the day on which the layoff commenced.

(l) A laid off employee shall retain the rights of recall for a period of eighteen (18) months from the date of layoff.

(m) Any agreement reached between the Hospital and the Union concerning the method of implementing layoffs will take precedence over other terms of layoff in this Agreement.

12.06 Change of Address

It shall be the duty of the employees to notify the Employer promptly of any changes of their address. If any employee should fail to do so the Employer will not be responsible for failure of such notice to reach the employee. Any such communications given under this agreement shall be deemed given and received as of the business day following the date of mailing.

12.07 Technological Change

01 Technological change means the automation of equipment or the mechanization or automation of operations, or the replacement of existing equipment or machinery with new equipment or machinery which results in the displacement of an employee from his/her regular job.

02 Where the Hospital has decided to introduce a technological change, the Hospital undertakes to meet with the Union to consider the minimizing of adverse effect on the status of an employee (if any) upon the employees concerned.

03 Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of the 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 wherever possible and may extend for up to six months.

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

05 Employees who are pregnant shall not be required to operate VDTs. At their request, the Employer shall temporarily relocate such employees to other appropriate work without loss of employment benefits, but at the wage rate of the job in which the employee is relocated. The determination of the appropriate alternative work shall be at the discretion of the Employer and such discretion shall not be exercised in an arbitrary or discriminatory manner. If such work is not available or if the employee does not wish to accept the alternative work, the employee may be placed on unpaid leave of absence.

06 Each employee required to use a VDT more than four hours per day shall be given eye examinations at the beginning of employment or

assignment to VDTs and every twelve months thereafter. The eye examinations shall be paid for by the Hospital where not covered by OHIP.

07 Employees who work continuously at a VDT screen will be allowed to perform other tasks away from the VDT screen for ten (10) minutes for every sixty (60) minutes worked.

08 The Employer shall not use a VDT to monitor the productivity or performance of an operator on an individual basis, without the knowledge of the employee.

12.08 Disabled Employees

If an employee becomes disabled with the result that she is unable to carry out the regular functions of her position, the Hospital may establish a special classification and salary with the hope of providing an opportunity of continued employment.

Article 13 BULLETIN BOARDS

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

Article 14
HOURS OF WORK

14.01 (a) The regular shift shall not normally exceed seven and one-half (7½) hours exclusive of meal time for each employee although it is understood that this article shall not be construed to be a guarantee as to the hours of work per day nor as to the hours of work per week nor as for any period whatsoever nor as a guarantee of working schedules.

14.02 The normal hours of work presently in effect shall remain in effect for the term of this Agreement. It is understood normal hours include those required to accommodate the change from Daylight Saving Time to Standard Time and vice versa to which the other provisions of the Articles dealing with Hours of Work and overtime do not apply. It is further understood that the amount of regular pay for a full normal shift worked shall not be affected by reason of the change in the number of normal hours worked in consequence of such change from Daylight Saving Time to Standard Time and vice versa. The provisions of this Article are intended only to provide a basis of calculating time worked and shall not constitute a guarantee of hours of work per shift or per week or for any other period whatsoever nor a guarantee of working schedules.

14.03 In the case of departments where employees are required to rotate on the day, evening, and/or night shifts, the Employer will endeavour to arrange shifts such that there will be a minimum of twenty-three (23) hours between the beginning of shifts and changeover of shifts and of thirty-nine (39) hours if there is one (1) day off and sixty-three (63)

hours if there are two (2) days off between the changeover of shifts.

The Employer may allow an exchange of shifts at the request of two (2) employees provided that its approval is obtained in advance and that no such additional cost to the Employer results from such exchange of shifts.

14.04 Shifts are defined by starting times as follows:

Days 0600 hours
Evenings 1400 hours
Nights 2200 hours

Any shift commencing between 0600 hours and 1400 hours will be classified as a day shift; any shift commencing between 1400 hours and 2200 hours will be classified as evening shift; and any shift commencing between 2200 hours and 0600 hours will be classified as night shift.

14.05 Where in effect the Employer shall post schedules of work no less than one (1) week and preferably two (2) weeks in advance of the commencement of the schedule.

14.06 Rest Periods

Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes each three and one-half (3½) hours of work during their shift.

**Article 15
JOB POSTING**

15.01 (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 by the

Hospital for a period of five (5) days excluding Saturday, Sunday and holidays. The posting shall stipulate the qualifications, classification, rate of pay, department and shift and a copy shall be provided to the Chief Steward. All applications are to be made in writing within the posting period.

15.02 Vacancies created by the filling of a posted vacancy need not be posted, however consideration for such subsequent vacancies will be given to employees in this bargaining unit who have a request for transfer on file. Such requests will be considered as applications for posted vacancies as well as subsequent vacancies. The maximum number of positions to which an employee may request a transfer at any one time is four (4). Requests for transfer shall become active upon receipt and must be renewed during the month of January of each year to remain so.

15.03 Employees shall be selected for positions under either Article .01 or .02 on the basis of their ability, experience and qualifications. Where these factors are relatively equal amongst the employees considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available work. The name of the successful applicant will be posted on the bulletin board and unsuccessful applicants will be notified. Copies of all such notices will be sent to the Union.

15.04 Where there are no successful applicants from within this bargaining unit for positions referred to in Article .01 and .02, employees in other SHEU Clerical bargaining units at the Hospital will be considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who

have applied for the position in accordance with Article .01 and .02, and selection shall be made in accordance with Article .03 above.

15.05 Vacancies which are not expected to exceed six (6) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to part-time employees in SHEU Clerical bargaining units who have recorded their interest in accordance with .02 above, prior to considering persons not employed by the Hospital. In considering such part-time employees the criteria for selection in .03 shall apply. Part-time employees selected to fill a vacancy under this Article will continue to maintain their part-time status and upon completion of the assignment the employee will return to her former position.

15.06 The Hospital shall have the right to fill any vacancy on an interim basis until the posting procedure or the Request for Transfer procedure provided herein has been complied with, and the arrangements have been made to assign the employee selected to fill the vacancy to the job. No grievance may be filed concerning such temporary arrangements.

15.07 The successful applicant will be placed in the vacancy for a trial period not exceeding forty-five (45) working days and if the employee proves satisfactory, then she shall be considered permanently assigned to the vacancy. If the employee proves unsatisfactory during that time, or if the employee feels she is unable to perform the duties of the vacancy to which she is posted, the employee will be returned to her former position at her former salary or rate of pay, as will any

other employee in the Bargaining Unit who was promoted or transferred by reason of such placing. Newly hired employees shall be terminated and such termination shall not be subject to the grievance and arbitration procedure.

15.08 Successful applicants and newly hired employees will not be permitted to apply for job postings or any subsequent vacancies for a period of six (6) months, unless otherwise mutually agreed.

15.09 Credit for Experience

An employee hired by the Hospital with recent and related clerical experience may claim, at the time of hiring on an application form or otherwise, consideration of such experience. Any such claim shall be accompanied by verification of previously related experience. The Hospital shall then evaluate such experience and, where in the Hospital's opinion, such experience is relevant, the employee shall be slotted in the step of wage progression consistent with such previous experience, effective from the date of hire. This procedure will be explained to each new employee during the interview process.

Article 16

**OVERTIME/CALLBACK/MEAL
ALLOWANCE/STANDBY PAY**

16.01 Employees shall be entitled to payment of time and one-half (1½) the employee's basic straight time hourly rate for all authorized overtime work in excess of seven and one-half hours in a tour of duty or in excess of the average full-time hours of work over the period scheduled by the Hospital. Such period for this purpose shall not exceed two (2) weeks.

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

Call back shall not be considered as hours worked for purposes of this Article.

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

16.02 Overtime Pay on Statutory Holidays

Where an employee is required to work authorized overtime in excess of his/her regularly scheduled hours on a paid holiday (but not including hours on a subsequent regularly scheduled shift) such employee shall receive two and one-half (2½) times his/her regular straight time hourly rate for such additional authorized overtime.

16.03 Meal Allowance

When an employee is required to work for three (3) or more hours of overtime beyond her normal shift, she shall be entitled to meal allowance of five dollars (\$5.00) and a fifteen (15) minute rest period.

Notwithstanding the foregoing, where the overtime assignment is for a period of three (3) hours, no more or less, the employee is not required to take a hot meal, if available, and may claim the five dollars (\$5.00) payment.

16.04 Standby Pay

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 two dollars and ten cents (\$2.10) per hour for all hours on standby. Standby pay shall cease where the employee is called in to work and works during the period of standby.

16.05 Transportation Allowance

When an employee is required to travel to the Hospital or to return to her home as a result of reporting to or off work between the hours of 2400 - 0600 hours, or at any time while on standby, the Hospital will pay transportation costs either by taxi or by her own vehicle at the rate of thirty-five (35) cents per mile (to a maximum of fourteen dollars (\$14.00) or such greater amount as the Hospital may in its discretion determine for each trip between the aforementioned hours. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

Article 17
SHIFT PREMIUM

17.01 Employees who are required to work an afternoon or night shift shall be paid forty-five (45) cents per hour for each full and completed afternoon or night shift. Shift premiums will not be paid for any hours in which an employee receives overtime premium and shift premium will not form part of the employee's straight time hourly rate.

Article 18
WAGES

18.01 During the lifetime of the agreement, the Employer agrees to pay and the Union agrees to

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accept the scale of wages as set out in Schedule "A" attached hereto which is hereby made a part of this agreement.

18.02 (a) For the purpose of calculating any benefit or money payment under this agreement to which an employee is entitled, the regular straight time rate of pay is that prescribed in wage Schedule "A" of this agreement.

(b) The scale of wages as set out in Schedule "A" will reflect the hourly rate. The formula for calculating the hourly rate is:

Monthly Rate x 12 Months

1950 hours

18.03 **Part-Time Wage Progression**

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

Notwithstanding the above, employees hired prior to April 23, 1987 will be credited with the seniority they held under the agreement expiring September 30th, 1986 and will thereafter accumulate seniority in accordance with this Article.

18.05 **Pay Days**

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

- (ii) The parties agree the pay period and the pay day may be changed during this agreement if **the parties agree.**

18.06 Temporary Transfer Pay

(a) Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half ($\frac{1}{2}$) of a shift, she shall be paid the rate immediately above her current rate in the higher classification to which she was assigned from the commencement of the shift on which she was assigned the job.

(b) When an Employer temporarily assigns an employee to carry out the assigned responsibilities of a higher paying classification outside the bargaining unit for a period in excess of one-half ($\frac{1}{2}$) of one shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.

18.07 New Classifications

When a new classification (which is covered by the terms of this collective agreement) is established by the Hospital, or the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital shall determine the rate of pay for such new or changed classification and notify the local union of same within seven (7) days. If the local union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational

classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the rate was given by the Hospital. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit, having regard to the requirements of such classification, and shall be retroactive to the date that notice of the new rate was given by the Hospital.

Article 19
PART-TIME VACATION PAY

19.01 Effective on or after October 1, 1990:

A Part-time employee who has completed less than 5175 hours of continuous service as of the anniversary date of hire shall receive 4% of gross earnings.

19.02 A Part-time employee who has completed 5175 hours but less than 13,800 hours of continuous service as of the anniversary date of hire shall receive 6% of gross earnings.

Effective in the vacation year where the date for determining vacation entitlement falls on or after October 1st, 1990, the service requirement for 6% of earnings shall be 3450 hours of continuous service.

19.03 A Part-time employee who has completed 13,800 hours but less than 25,875 hours of continuous service as of the anniversary date of hire shall receive 8% of gross earnings.

Effective in the vacation year where the date for determining vacation entitlement falls on or after October 1st, 1990, the service requirement for 8% of earnings shall be 10,350 hours of continuous service.

Effective in the vacation year where the date for determining vacation entitlement falls on or after October 1st, 1991, the service requirement for 8% of earnings shall be 8,625 hours of continuous service.

19.04 A Part-time employee who has completed 25,875 hours but less than 43,125 hours of continuous service as of the anniversary date of hire shall receive 10% of gross earnings.

19.05 A Part-time employee who has completed 43,125 hours of continuous service or more as of the anniversary date of hire shall receive 12% of gross earnings.

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

19.07 An employee is entitled to two (2) weeks' leave without pay for vacation purposes annually.

19.08 Employees hired prior to April 23, 1987 will be credited with the service they held under the Agreement expiring September 30, 1986.

Article 20
BEREAVEMENT LEAVE

20.01 An employee who notifies the Hospital as soon as possible following a bereavement shall be granted up to three (3) consecutive days off, without

loss of his regular pay for his scheduled hours from the date of death up to and including the date of the funeral of a member of her immediate family. "Immediate family" means parent, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent.

Article 21
MATERNITY LEAVE

21.01 An employee who is pregnant and who has been employed for at least ten (10) months immediately preceding the expected date of birth shall be entitled, upon her written application therefore, to a leave of seventeen (17) weeks from her employment or such shorter Leave of Absence as the employee may request, commencing during the ~~period~~ of eleven (11) weeks immediately preceding the estimated day of her delivery.

An employee on leave as set out above who is in receipt of Unemployment Insurance maternity benefits pursuant to Section 18 of the Unemployment Insurance Act shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five per cent (75%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Such payment shall commence following completion of the two (2) week Unemployment Insurance waiting period, and receipt by the Hospital of the employee unemployment Insurance cheque stub as proof that she is in receipt of Unemployment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiply-

ing her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly **hours**.

21.02

21.02 Where the actual date of her delivery is later than the estimated day of her delivery, the Leave of Absence shall not end before the expiration of six (6) weeks following the actual date of her delivery.

21.03 The employee shall give her Employer four (4) weeks' notice in writing prior to the day upon which she intends to commence her Leave of Absence and shall furnish her Employer with the certificate of a legally qualified medical practitioner, stating that she is pregnant and giving the estimated day upon which the delivery will occur, in her opinion.

21.04 An employee may, if she desires to return to work, shorten the duration of the Leave of Absence requested upon giving her Employer three (3) weeks' notice of her intention to do so and furnishing her Employer with the certificate of a legally qualified medical practitioner stating that she is able to resume her work.

21.05 The Employer may require the employee to begin her Leave of Absence at such time as in its opinion, the duties of her position cannot reasonably be performed by a pregnant woman or the performance of her work is materially affected by the pregnancy.

21.06 The employee shall, if requested by the Employer furnish medical proof of her fitness to resume her employment following the Leave of Absence.

21.07 Credits for service shall accumulate for the initial seventeen (17) weeks from the commencement of the leave on the basis of what the employee's normal regular hours of work would have been.

Credits for seniority shall accumulate during the period of the leave on the basis of what the employee's normal regular hours of work would have been.

21.08 An employee intending to resume employment with the Employer is required to advise the Employer in writing two (2) weeks prior to the expiry of the leave of absence for pregnancy. Subject to any changes to the employee's status which would have occurred had she not been on maternity leave, the employee shall be reinstated to her former duties, on the same shift, in the same department, at the same rate of pay.

21.09 The leave of absence provided for under this Article shall be extended upon application in writing to the Employer at least two (2) weeks prior to the expiry of the leave, for a period up to six (6) months following the date the leave commenced.

21.10 If the employee fails to report for work upon the expiration of her leave, she shall be considered to have terminated her employment with the Hospital. Changes in legislation where applicable shall apply where required.

Article 22
LEAVE OF ABSENCE WITH PAY

22.01 Jury and Witness Duty

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

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

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

22.02 In addition to the foregoing, where an employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on a day on which she has not been scheduled to work, she shall be paid for all hours actually spent at such hearing at her regular straight time hourly rate subject to the overtime provisions of the Collective Agreement and subject to (i), (ii) and (iii) in Clause 22.01.

22.03 Education Leave

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

- (a) The Employer shall pay the full costs associated with the courses.
and
- (b) The employee shall be entitled to leave of absence without loss of regular earnings and without loss

of seniority and benefits to attend the course and write the examinations.

Article 23

LEAVE OF ABSENCE WITHOUT PAY

23.01 Union Business

The Hospital shall grant leave of absence without pay, to employees attending Union conventions, seminars, or other legitimate Union business provided such leave does not interfere with the efficient operation of the Hospital. Such leave shall be subject to the following conditions:

- (i) A request must be made in writing at least twenty-one (21) days prior to the commencement of the leave.
- (ii) The Hospital may grant leave of absence without pay for attendance at Union conferences and conventions for not more than two (2) employees for any one period and not more than one (1) employee from the same job classification, not more than two (2) employees from the same department, excepting the Nursing Department where only one (1) employee from the same nursing unit. Additionally, leave of absence may be granted provided that at least six (6) weeks' notice in writing (which states the purpose and term of the leave) is given to the Hospital and provided that such leave of absence does not interfere with the efficient operation of the Hospital.
- (iii) In addition to the leave of absence set out above, members of the Union Executive Board and/or Council employed by the Hospital will be entitled to an additional cumulative leave of

absence, without pay, not to exceed ten (10) days per contract year, subject to the conditions set out above, for the purpose of attending Executive and/or Council meetings.

23.02 Personal Leave

(a) The Employer may grant leave of absence without pay to any employee for legitimate personal reasons, including vacation, illness and accident, upon written application by the employee. Such leave shall be confirmed in writing by the Hospital and shall specify the date on which the employee is required to return to work.

(b) If the employee returns to work on or before the date specified on her leave, her seniority shall be reinstated immediately; should she fail to return as scheduled she shall be deemed to have resigned unless excused by the Hospital.

(c) It is understood that while an employee is on leave of absence she shall not engage in gainful employment and that if she does engage in such gainful employment she shall forfeit all seniority rights under this agreement.

(d) The employee shall not use the leave of absence for any purpose other than that for which it was granted; should she do so she shall be deemed to have resigned.

(e) It is understood that such leave will be granted with due regard to the proper coverage in the department from which the employee is requesting the leave.

23.03 During an unpaid leave of absence exceeding thirty (30) continuous calendar days, those employees who are currently in receipt of EHC benefits will become respon-

sible for full payment of such subsidized benefits for the period of absence, except the Hospital will continue to pay its share of the premiums for up to eighteen (18) months while an employee is in receipt of W.C.B. benefits. Effective March 26, 1990, the Hospital will continue, where applicable to pay its share of the EHC premiums for the initial seventeen (17) weeks from the commencement of a maternity leave of absence for employees currently receiving EHC.

Article 24

UNIFORMS

24.01 It is mutually agreed that where the Hospital requires uniforms to be worn they will be supplied, repaired and laundered by the Hospital. The number of uniforms to be supplied shall be at the discretion of the Hospital.

Article 25

ACCIDENT PREVENTION — HEALTH AND SAFETY COMMITTEE

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

25.02 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 (1) representative selected or appointed by the Union from amongst bargaining unit employees.

25.03 Such Committee shall identify potential dangers and hazards, institute means of improving **health and safety programs and recommend actions to be taken to improve conditions related to health and safety.**

25.04 The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions.

25.05 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.

25.06 Any representative appointed or selected in accordance with Clause 25.02 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 his regular or premium rate as may be applicable.

25.07 The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.

25.08 In the case of an accident which will be compensated by the Workers' Compensation Board, the Employer will pay the employee's wages for the day of the accident.

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Article 26
BENEFITS

26.01 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) an amount equal to 13% of his/her regular straight time hourly rate for all straight time hours paid.

It is agreed employees currently receiving OHIP and E.H.C. will continue to do so.

Article 27
PAID HOLIDAYS

27.01 (a) If a part-time employee is required to work on any of the holidays listed in Article 27.01(b) the employee shall be paid at the rate of time-and-one-half (1½) her regular straight time hourly rate for all hours worked on such holiday.

(b)The Holidays for the purpose of 27.01(a) are as follows:

New Year's Day	Good Friday
Victoria Day	Dominion Day
Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	*Anniversary Day

*Refers to actual anniversary of the employee's date of hire.



Article 28
TERMINATION OF AGREEMENT

28.01 This Agreement shall continue in effect from the ~~date hereof~~ **until September 30, 1992** and shall continue ~~automatically thereafter during annual~~ periods of one (1) year each unless either party notifies the other in writing within the ninety (90) days next preceding the expiry date that it desires to amend or terminate this Agreement.

28.02 Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this Agreement not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this Agreement. Upon receipt of such notice by one party from the other, both parties will meet within fifteen (15) days thereafter for the purpose of bargaining on local matters.

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

28.03 If pursuant to such negotiations, an Agreement is not reached prior to the current expiration

date, this Agreement shall be automatically extended until consummation of a new Agreement.

28.04 Except where otherwise provided, official communications in the form of correspondence between the Employer and the Union shall be given by prepaid Registered Mail as follows:

To the Employer:
Director, Human Resources Services
Sunnybrook Health Science Centre

To the Union:
President, Local 777

DATED AT TORONTO THIS 30TH DAY OF MAY, 1991.

SUNNYBROOK HEALTH SCIENCE CENTRE:

J. Szymanski
Anne Strickland
Eileen Maxwell
Carol Perpick
D. Tregunno
Khanum Keshavjee

SUNNYBROOK HOSPITAL EMPLOYEES' UNION,
LOCAL 777 CLERICAL (PART-TIME)

David B. Douville
Arlene Ker
Barbara Mullin
Sybil Kissoon

APPENDIX "C"

The following formula is agreed on to provide seniority and progression for wage and vacation purposes.

Development of Seniority List (Layoff, Recall and Competitive).

- each part-time person will be given 85 hours' credit for each month up to and including the month of signing this agreement.
- effective the month following the signing, seniority will accrue based on actual hours worked.
- the Union will be given a Seniority List in the month following signing and each January and July thereafter.

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LETTER OF UNDERSTANDING

It is understood and agreed that employees working on the night shift who are instructed by the Hospital that they cannot leave their work station during their shift are to be paid 1½ times their regular straight time rate of pay for their meal breaks.

FOR THE UNION:

David B. Douville
Arlene Ker
Barbara Mullin
Sybil Kissoon

FOR THE HOSPITAL:

J. Szymanski
Anne Strickland
Eileen Maxwell
Carol Perpick
D. Tregunno
Khanum Keshavjee

Date: May 30, 1991

LETTER OF UNDERSTANDING

It is agreed that the Hospital and the Union will meet during the term of the Agreement and will make reasonable efforts to develop an implementation plan to address concerns which the Union may express regarding ergonomic adjustments to VDT work stations.

FOR THE UNION:

David B. Douville
Arlene Ker
Barbara Mullin
Sybil Kissoon

FOR THE HOSPITAL:

J. Szymanski
Anne Strickland
Eileen Maxwell
Carol Perpick
D. Tregunno
Khanum Keshavjee

Date: May 30, 1991

SHEU -- OFFICE AND CLERICAL -- PART-TIME

Job Title/Position	SCC	Eff. Date	Step 01	Step 02	Step 03	Step 04
Admitting Clerk	PC15	01 Oct 90	\$12.634	\$12.993	\$13.363	\$13.747
		29 Dec 90	12.734	13.093	13.463	13.847
		01 Oct 91	13.625	14.010	14.405	14.816
Appointments Clerk	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Capital Equipment Clerk	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Clerk Cashier	PC04	01 Oct 90	12.447	12.801	13.163	13.533
		29 Dec 90	12.547	12.901	13.263	13.633
		01 Oct 91	13.425	13.804	14.191	14.587
Clerk Messenger	PC01	01 Oct 90	11.567	11.904	12.245	12.599
		01 Oct 91	12.377	12.737	13.102	13.481
Clerk Receptionist	PC06	01 Oct 90	12.668	13.005	13.361	13.716
		01 Oct 91	13.555	13.915	14.296	14.676
Clerk Typist	PC09	01 Oct 90	12.459	12.809	13.163	13.530
		29 Dec 90	12.559	12.909	13.263	13.630
		01 Oct 91	13.438	13.813	14.191	14.584

(48)

Department Clerk	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Department Clerk (Nursing)	PC17	01 Oct 90	13.117	13.497	13.886	14.273
		01 Oct 91	14.035	14.442	14.858	15.272
Forms Design Clerk	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Health Records Technician	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Hostel Receptionist	PC13	01 Oct 90	12.603	12.962	13.332	13.716
*		01 Oct 91	13.485	13.869	14.265	14.676
! Insurance Clerk	PC11	01 Oct 90	12.447	12.801	13.163	13.533
		29 Dec 90	12.547	12.901	13.263	13.633
		01 Oct 91	13.425	13.804	14.191	14.587
Intermediate Clerk	PC07	01 Oct 90	12.459	12.809	13.163	13.530
		29 Dec 90	12.559	12.909	13.263	13.630
		01 Oct 91	13.438	13.813	14.191	14.584
Junior Clerk	PC02	01 Oct 90	11.567	11.904	12.245	12.599
		01 Oct 91	12.377	12.737	13.102	13.481
Junior Clerk Typist	PC03	01 Oct 90	12.684	13.020	13.362	13.716
		01 Oct 91	13.572	13.931	14.297	14.676

SHEU — OFFICE AND CLERICAL — PART-TIME

Job Title/Position	SCC	Eff. Date	Step 01	Step 02	Step 03	Step 04
Medical Dicta Typist	CL5A	01 Oct 90	13.098	13.484	13.875	14.261
		01 Oct 91	14.015	14.428	14.846	15.259
Medical Stenographer	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
O.R. Booking Clerk	PC14	01 Oct 90	12.634	12.993	13.363	13.747
		29 Dec 90	12.734	13.093	13.463	13.847
		01 Oct 91	13.625	14.010	14.405	14.816
O.R. Booking Clerk 2	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Payroll Clerk	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Porter Escort	CL02	01 Oct 90	11.552	11.889	12.244	12.599
		01 Oct 91	12.361	12.721	13.101	13.481
Public Information Assistant	CL04	01 Oct 90	12.331	12.691	13.060	13.445
		01 Oct 91	13.194	13.579	13.974	14.386
Receptionist (SCIL)	PC16	01 Oct 90	12.634	12.993	13.363	13.747
		29 Dec 90	12.723	13.082	13.452	13.836
		01 Oct 91	13.614	13.998	14.394	14.805

Records Clerk	PC05	01 Oct 90	12.668	13.005	13.361	13.716
		01 Oct 91	13.555	13.915	14.296	14.676
Secretary to Head of Service	CL07	01 Oct 90	13.543	13.932	14.320	14.709
		01 Oct 91	14.491	14.907	15.322	15.739
Secretary to Medical Staff	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Secretary to Medical Staff (COST SHARED ONLY)	PC18	01 Oct 90	13.347	13.738	14.125	14.515
		01 Oct 91	14.281	14.700	15.114	15.531
Secretary Stenographer	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Secretary Stenographer 2	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Section Leader	CL07	01 Oct 90	13.543	13.932	14.320	14.709
		01 Oct 91	14.491	14.907	15.322	15.739
Senior Accounting Clerk	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Senior Administrative Clerk	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Senior Admitting Clerk	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428

SHEU — OFFICE AND CLERICAL — PART-TIME

Job Title/Position	SCC	Eff. Date	step 01	Step 02	step 03	step 04
Senior Billing Clerk	CL06	01 Oct 90	13.251	13.641	14.029	14.419
		01 Oct 91	14.179	14.596	15.011	15.428
Senior Clerk Cashier	CL05	01 Oct 90	12.969	13.349	13.738	14.125
		01 Oct 91	13.877	14.283	14.700	15.114
Senior Telephone Operator	CL04	01 Oct 90	12.331	12.691	13.060	13.445
		01 Oct 91	13.194	13.579	13.974	14.386
Telephone Operator	PC08	01 Oct 90	12.459	12.809	13.163	13.530
		29 Dec 90	12.559	12.909	13.263	13.630
		01 Oct 91	13.438	13.813	14.191	14.584
Terminal Operator	PC10	01 Oct 90	12.408	12.762	13.124	13.495
		29 Dec 90	12.508	12.862	13.224	13.595
		01 Oct 91	13.384	13.762	14.150	14.547
Unit Clerk	PC12	01 Oct 90	12.447	12.801	13.163	13.533
		29 Dec 90	12.547	12.901	13.263	13.633
		01 Oct 91	13.425	13.804	14.191	14.587

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