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PART-TIME

COLLECTIVE AGREEMENT

BETWEEN:

**KINGSTON GENERAL HOSPITAL
(hereinafter referred to as "the Hospital")**

-and-

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, Local 450
(hereinafter referred to as "the Union")**

EXPIRY: March 31, 1999

0 8488(04)

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ARTICLE 1 - PURPOSE

- 1.01 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 on-going 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** salaries, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

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

ARTICLE 2 - DEFINITIONS

- 2.01 Whenever the feminine pronoun is **used** in this Agreement, it includes the masculine pronoun and vice versa where ~~the~~ context **so** requires. Where the singular is used, **it** may also **be** deemed to mean plural and vice versa.

ARTICLE 3 - NO DISCRIMINATION OR HARASSMENT

- 3.01 The Hospital and the Union agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practised by **any** of their representatives with respect to any employee because of his membership or non-membership in ~~the~~ Union or activity or lack of activity on behalf of the Union or by reason of exercising his rights under the Collective Agreement.
- 3.02 It ~~is~~ agreed that there will be no discrimination by either party or by any of the employees covered by **this** Agreement on the basis of **race**, creed, colour, national origin, sex, marital status, age, religious affiliation or any other factor which **is** not pertinent to the employment relationship.
- 3.03 Every employee who ~~is~~ covered by this agreement has a right to freedom from harassment in the workplace in accordance with the Ontario Human Rights **Code**.

ARTICLE 4 - NO STRIKE/NO LOCKOUT

- 4.01 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 (Dues Deduction)

5.01 The Hospital will deduct from each employee in the bargaining unit an amount **equal** to **the regular** monthly union **dues** designated **by** the Union. The amount of regular monthly **dues** shall be as certified to the Hospital by the Treasurer of the Union from time to time. The amounts **so** deducted shall be remitted **by** the Hospital to the Union's Director of Finance no later than the 15th of the month following the month in which such deductions were made. In **consideration** of the deducting and forwarding of union dues by the Hospital, the Union agrees to indemnify and save harmless the Hospital against any **claims** or liabilities arising or resulting from the operation of this Article.

ARTICLE 6 - REPRESENTATION AND COMMITTEES

6.01 Union Stewards

The Hospital agrees to recognize union stewards to be elected or appointed from amongst employees in the bargaining unit for the purpose of handling grievances **as** provided under this Collective Agreement.

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. **Such** permission shall not be unreasonably withheld. If, in the performance of his grievance duties, a union steward **is** required to enter **an** area within the Hospital in which he is not ordinarily employed, he shall report his presence to the supervisor in the area immediately upon entering it. When resuming **his** regular duties and responsibilities, **such** steward shall again report to his immediate supervisor. A union steward shall suffer no **loss** of earnings for time spent in performing the above duties during his regular scheduled working hours.

The number of stewards, the areas which they represent, are to be determined locally and will be set out in the Local Provisions Appendix.

6.02 Grievance Committee

The Hospital will recognize a grievance committee comprising of members to be elected or appointed from the bargaining unit. One member shall be chairman. The purpose of the committee **is** to deal with grievances **as set** out in this Collective Agreement.

The number of employees on the grievance committee shall be determined locally and shall be set in the Local Provisions Appendix.

6.03 Labour Management Committee

- (a) The parties mutually agree that there are matters that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement. The Committee shall be comprised of an equal number of representatives of each party as mutually agreed and shall meet at a time and place mutually satisfactory. The Committee shall meet once **every two (2)** months, unless agreed otherwise. A request for a meeting hereunder will be made in writing at least fourteen **(14)** days prior to the date proposed and accompanied by an agenda of matters proposed to **be** discussed.

Where a Hospital has two or more agreements with OPSEU, then a joint committee shall represent all units unless otherwise agreed.

- (b) In the event of reorganization or restructuring of the Hospital, which will have potential adverse effects upon employees in the bargaining unit, the parties agree that they will discuss possible ways and means of avoiding or minimizing the impact, including:
- identifying and proposing possible alternatives to any action that the Hospital may propose taking;
 - identifying and seeking ways to address on-the-job retraining needs of employees;
 - identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled **but** which are expected to become vacant within a twelve **(12)** month period.

To allow the Labour Management Committee to carry out its mandated role under this Article (6.03 (b)), the Hospital will provide the Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit.

- (c) Professional Responsibility

Where an employee, or group of employees, covered by this agreement and governed by an Ontario College under the Health Disciplines Act, have cause to believe that they are being asked to perform more work than is consistent with proper patient care it is agreed by the parties that such workload problems may be discussed by the local Labour Management Committee. Such complaint must be filed in writing within fifteen **(15)** calendar days of the alleged improper assignment.

6.04 (a) Negotiating Committee

The Hospital agrees to recognize a negotiating committee comprised of members to be elected or appointed from the bargaining unit. Where the Hospital participates in central bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined in this Collective Agreement. Where the Hospital does not participate in central bargaining, the purpose of the negotiating committee shall be to negotiate a renewal of this Collective Agreement. 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 negotiating meetings with the Hospital up to, and including, conciliation.

The number of members on the negotiating committee shall be determined locally and will be set out in the Local Provisions Appendix.

(b) For Central Negotiating Committee

Union Negotiating Committee members up to a maximum of seven (7) 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 Hospital Central Negotiating Committee in direct negotiations up to and including conciliation. If the parties are unable to arrive at a negotiated collective agreement through either direct negotiations or conciliation, the Hospital agrees that members of the Union Negotiating Committee shall receive unpaid leave for purpose of attending arbitration hearings.

6.05 List of Union Representatives

The Union agrees to provide and maintain an up-to-date list of all Union Representatives (including Union Stewards, Union Executive, Grievance Committee, Labour/Management Committee and Negotiating Committee) to the Director of Human Resources or designate.

6.06 New Employee Interview

All new employees 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 probationary period, without loss of regular earnings. The purpose of such meeting will be to acquaint the employee(s) with such representative of the Union and the collective agreement. These interviews will be scheduled in advance and may be arranged collectively or individually by the Hospital.

ARTICLE 7 - ACCIDENT PREVENTION- HEALTH & SAFETY COMMITTEE

- 7.01 The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- 7.02 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.
- 7.03 Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programmes and recommend actions to be taken to improve conditions related to safety and health.
- 7.04 The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.
- 7.05 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.
- 7.06 Any representative appointed or selected in accordance with 7.02 hereof, shall serve for a term of least one (1) calendar year from the date of appointment. 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.

"A member of a committee is entitled to,

- (a) one hour or such longer period of time as the committee determines is necessary to prepare *for* each committee meeting;
- (b) such time as is necessary to attend meetings ~~of~~ the committee; and
- (c) such time as is necessary to carry out [inspections and investigations under subsection 9 (26), 9 (27), and 9 (31) of the Act.]" ref: **Occupational Health and Safety Act**, Sec. 9 (34)

"A member of a committee shall be deemed to be at work during the times described [above] and the member's employer shall pay the member for those times at the member's regular or premium rate as may be proper." ref. **Occupational Health and Safety Act**, Sec. 9(35)

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

7.08 Hepatitis B vaccine

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.

ARTICLE 8 - GRIEVANCE & ARBITRATION PROCEDURE

8.01 Employees shall have the right, upon request, to the presence of a Union Steward at any stage of the grievance procedure, including the complaint stage, or at any time when formal discipline is imposed. Where the hospital **deems** it necessary to **suspend** or discharge an employee, the hospital shall notify the union, in writing, of such suspension or discharge.

8.02 For purposes of this Agreement, a grievance is defined as a difference arising between a member of the bargaining unit and the Hospital relating to the interpretation, application, administration or alleged violation of the Agreement.

8.03 It is the mutual desire of **the** parties hereto that complaints shall be adjusted **as** quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity **of** adjusting his complaint. Such complaint shall be discussed with his immediate supervisor within seven (7) calendar days from the event giving rise to the grievance, or from when the employee should have reasonably become aware of the event giving rise to the grievance and, failing settlement within seven (7) calendar days, it shall then be taken up as a grievance within the seven (7) calendar days following his immediate supervisor's decision in the following manner and sequence:

Step No. 1

The employee must submit the grievance in writing signed **by** him to his immediate supervisor and may be accompanied, if he so desires, by his union steward. The grievance shall identify the nature of the grievance, **the** remedy sought, and should specify the provisions of the Agreement which are alleged to have been violated. The immediate supervisor will deliver his decision in writing within seven (7) calendar days following the day on which the grievance **was** presented to him. Failing settlement, then:

Step No. 2

Within seven (7) calendar days following the decision under Step No. 1, the employee who, if he **so** desires, may **be** accompanied by his union steward, may submit the written grievance to his Department Head who will deliver his decision in writing within seven (7) calendar days from the date on which the written grievance was presented. This step may be omitted where the employee's immediate supervisor and Department Head are the same person. Failing settlement, then:

Step No. 3

Within seven (7) calendar days following the decision in the immediately preceding step, the grievance may be submitted in writing to the Chief Executive Officer of the Hospital or his designate. A meeting will then be held between the Chief Executive Officer or his designate and the Grievance Committee within seven (7) calendar days of the submission of the grievance at Step No. 3 unless extended by agreement of the parties. It is further understood that either party may have such assistance as they may desire at such meeting. The decision of the Hospital shall be delivered in writing within fourteen (14) calendar days following the date of such meeting.

8.04 Policy Grievance

A 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. 3 within fourteen (14) calendar **days** following the circumstances giving rise to the 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 he could have instituted himself and the regular grievance procedure shall not be thereby bypassed. Where the grievance is a Hospital grievance it shall be filed with the Local Union President or designate.

8.05 Group Grievance

Where **a** number of employees have identical grievances and each one would be entitled to grieve separately, they may present a group grievance in writing, signed by each employee who **is** grieving, to the Department Head or his designate within fourteen (14) calendar days **after** the circumstances giving rise to the grievance have occurred. 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 handling of such grievance.

8.06 Discharge Grievance

The release of a probationary employee shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 3 within seven (7) calendar days after the date the discharge 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 **loss** of seniority and with or without full compensation for the time lost, or
- (c) by any other arrangement which may be deemed just and equitable.

The Hospital agrees that it will not discharge, without just cause, an employee who has completed his probationary period.

8.07 The Hospital agrees that it will not discipline an employee without just cause.

8.08 Failing settlement under the foregoing procedure, **any** grievance, including a question as to whether the grievance is arbitrable, may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within fourteen (14) calendar days after the decision under Step No. 3 is given, the grievance shall be deemed to have been abandoned.

8.09 All agreements reached under the grievance procedure between the representatives of the Hospital, the representatives of the Union and the grievor(s) will be final and binding upon the Hospital, the Union, and the employee(s).

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

- 8.11 No person may be appointed **as** an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 8.12 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 8.13 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.
- 8.14 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority, and where there is no majority, the decision of the chairman will **be** final and binding **upon** the parties hereto and the employee or employees concerned.
- 8.15 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.
- 8.16 The time limits set out in this Article 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.
- 8.17 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 9 - LETTERS OF REPRIMAND AND ACCESS TO FILES

- 9.01 Any letter of reprimand or suspension will be removed from the record of an employee eighteen **(18)** months following the receipt by the employee of such letter or suspension provided that the employee's record has been discipline free for such eighteen (18) month period.
- 9.02 Each employee shall have reasonable access to his file for the purposes of reviewing any evaluations or formal disciplinary notations contained therein in the presence of the Employer. **A** copy of the evaluation will be provided to the employee at his request.

ARTICLE 10 - SENIORITY AND SERVICE

10.01 Newly hired employees shall be considered to **be** on probation for a period of sixty (60) tours worked from date of last hire (450 hours of work for employees **whose** regular hours of **work** are other than the standard work day). If retained after the probationary period, the employee shall be credited with seniority from date of last hire. With the written consent of the Hospital, the probationary employee and the President of the Local Union or his designate, such probationary period may be extended.

It is understood and agreed that any extension to the probationary period will not exceed an additional **sixty** (60) tours (**450** hours of work for employees whose regular hours of work are other than the standard work day) worked or such lesser period as may be agreed by the parties. The release of a probationary employee shall not be the subject of a grievance or arbitration.

10.02 A seniority list will be maintained for each department. The Hospital shall post such list and provide the Union with a copy, indicating bargaining unit seniority, twice per year.

10.03 (a) Part-time **employees shall** have their seniority expressed on the basis of number of hours worked in the bargaining unit. (The foregoing is for clarity only and therefore does not modify an employee's level of seniority under this collective agreement or previous collective agreements.)

(b) Notwithstanding Article 10.03 (a) seniority shall accrue during a pregnancy leave or parental leave. For the purposes of pregnancy leave and parental leave, seniority accrual shall be determined by multiplying the normal weekly hours times the number of weeks the employee is absent due to a pregnancy leave up to a maximum of 17 weeks and/or the number of weeks the employee is absent due to a parental leave up to a maximum of 18 weeks, whichever *is* applicable.

10.04 Seniority **shall be** retained **by** an employee in the event he is transferred from full-time to part-time or vice versa. For the purposes of the application of seniority under the agreement but not for the purposes of service under **any** provisions of the agreement, an employee whose status is changed from full-time to part-time shall receive credit for his seniority on the **basis** of 1650 hours worked for each year of full-time seniority. For the purposes of the application of seniority, under the agreement but not for the purposes of service under any provisions of the agreement, an employee whose status is changed from part-time to full-time shall receive credit for his seniority **on** the basis of one(1) year of seniority for each 1650 hours worked. Any time worked in excess of an equivalent shall be pro-rated at the time of transfer.

NOTE: Those Hospital contracts currently with a **lesser** hourly requirement shall continue.

- 10.05 Not Applicable to part-time.
- 10.06 For purposes of layoff and recall, seniority shall operate on a department-wide basis, i.e., laboratory, radiology or such other departments which exist in the individual hospitals where the employees are covered by this Agreement,
- 10.07 Seniority lists **and** layoff and recall rights for full-time employees shall be separate from seniority lists and layoff and recall rights for part-time employees.
- 10.08 An employee ~~who is~~ transferred to a position outside the bargaining unit for:
- (a) a period of less than eighteen (**18**) months or such longer period as the parties may agree upon or;
 - (b) a specific term of appointment, including temporarily replacing an employee outside the bargaining unit shall retain but not accumulate seniority held at the time of transfer. In the event the employee is returned to a position in the bargaining unit within the time periods noted in (a) or (b) above he shall be credited with the seniority held at the time of transfer and shall resume accumulation from the date of his return to the bargaining unit.
- 10.09 **An** employee shall lose **all** service and seniority and shall be deemed to have terminated if he:
- (a) leaves of **his** own accord;
 - (b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
 - (c) **has** been laid off without recall pursuant to Article ~~11.06~~ for twenty-four (**24**) months.
 - (d) is absent from scheduled work for a period of three (3) or **more** consecutive working days, without notifying the Hospital of such absence and providing a reason satisfactory to the Hospital;
 - (e) fails to **return** to work (subject to the provisions of (d)) upon termination of an authorized leave of absence without satisfactory reason or utilizes a leave of absence, without permission, for purposes other than that for which the leave was granted;

- (f) fails upon being notified of a recall to signify his intention to return within five **(5)** calendar days after he has received the notice of recall mailed by registered mail to the last known address according to the records of the Hospital and fails to report to work within ten **(10)** calendar days after he has received the notice of recall or such further **period** of time as may be agreed upon by the parties;
- (g) is absent due to illness or disability for a period of thirty (30) months, unless he has **less** than six **(6)** months' service at the time the illness or disability commenced and is not eligible for long-term disability benefits. If the employee has less than six months' service at the time the illness or disability commenced and is not eligible for long-term disability benefits, this provision will apply after an absence equal to his length of service at **the** time the absence commenced.

ARTICLE 11 - LAYOFF AND RECALL

NOTE: Article 11 applies to Regular Part-Time Employees only.

11.01 In the event of a proposed layoff at the Hospital of a permanent or long term (in excess of 13 **weeks**) nature, the Hospital will:

- (a) provide the Union with no less than 30 calendar days' notice of long-term layoffs and no less than 5 months' notice of permanent layoff;
- (b) **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
 - (iv) ways **the** Hospital can assist employees to find alternate employment.

11.02 Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the terms of layoff in this Agreement.

11.03 In the event of layoff, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that those employees who remain on the job have the qualifications and ability to perform the work, Employees shall be entitled to 3 months' notice of permanent layoff. In the event of a long-term layoff, the employee shall be entitled to notice in accordance with the provisions of the **Employment Standards Act**. It is agreed and understood that Regulation 327, Section 7, of the **Employment Standard Act** applies. It is further agreed that notice to both the Union and the employees may run concurrently.

NOTE: For purposes of layoff under Article 11, the clinical laboratory department would include the sub-disciplines of laboratory medicine. For purposes of layoff under this Article, a discipline is a service function within a department.

11.04 (1) An employee who is subject to permanent or long term layoff shall have the following entitlements:

- (a) accept the layoff and be placed on a recall list for twenty-four **(24)** months; or
- (b) the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee within her classification, identical paying classification, or lower paying classification in her discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee within her classification, identical paying classification, or lower paying classification in her discipline or department without training other than orientation.
- (c) If the employee cannot displace an employee in her discipline or department, the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in another department without training other than orientation.

11.04 (2) An employee who is subject to layoff for a period not greater than thirteen weeks shall have the following entitlements:

- (a) accept the layoff and be placed on a recall list for twenty-four **(24)** months; or
- (b) displace an employee within her classification who has lesser bargaining unit seniority and who is the least senior employee within her classification, if the **employee** originally subject to layoff can perform the duties of the least senior in her classification in her discipline without training or orientation.

- (c) If the employee cannot displace an employee in (b), the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in her discipline, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in her discipline without training or orientation.
- 11.04 (3) Where an employee has her shift cancelled, the employee shall not be entitled to displace another employee.
- 11.05 **An** employee who displaces **an** employee in **a** lower paying classification will be placed on the **salary** grid of the lower classification consistent with the level he **would** have **achieved** in the lower classification based on his service and experience with the Hospital.
- 11.06 **An** employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he has the qualifications and 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. An employee who is recalled shall be credited with the seniority he had at the time of the layoff.
- 11.07 **An** employee **recalled** to work in a different classification from which he was laid off, or an employee who has displaced an employee in a lower classification shall **be** entitled to return to the position he held prior to the layoff should it become vacant within twenty-four **(24)** months of the layoff, provided that the employee remains qualified and able to perform the duties of his former position.
- 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.
- 11.08 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 **fifth** day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee **shall** report for work. The employee **is** solely responsible for his proper address being **on record** with **the** Hospital.

- 11.09 Where there is an available opening which has not been **filled** in accordance with Article 11.06, an employee who has either accepted a layoff or is under notice of layoff **and is** unable to displace any other employee will be given an opportunity *for* on-the-job retraining of up to 6 months, subject to the staffing requirements of the hospital, if, with the benefit of such retraining, the employee could reasonably be expected to obtain the qualifications and ability to perform the **work**. Such opportunities will be provided in order of seniority. During the period of on-the-job retraining the recall period will continue to apply from the original date of layoff. If, following the period of on-the-job retraining the employee has not obtained the qualifications and ability to perform the work, the employee will be returned to the recall list or will be terminated in accordance with Article 10.09 (c).
- 11.10 In the event that an employee **who** has been laid off and is placed on a recall list *is* assigned, by the Hospital, ad hoc shifts or to a temporary vacancy, she will retain, **but** not accumulate her seniority and service held at the time of layoff. Employees in such assignments will be treated as part-time. Where an employee is recalled pursuant to Article 11.06, she will receive credit for service and seniority for shifts worked under this provision. Any assignments under this provision will be offered on a voluntary basis.

ARTICLE 12 - TECHNOLOGICAL CHANGE

NOTE: Article 12 applies to regular part-time employees only. It does not apply to casual part-time employees.

12.01 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 effect, if any, upon employees concerned.

Employees with one 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 set forth above and the requirements of the applicable legislation.

- 12.02 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 previous educational background, during which they may perfect or acquire the skills necessitated by the newer 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.

ARTICLE 13 - JOB POSTING, PROMOTION AND TRANSFER

- 13.01 Where a vacancy exists, or where the Hospital creates a new position in the bargaining unit, such vacancy shall be posted for a period of seven (7) calendar days. Applications for such vacancies shall be made in writing within the seven (7) day period referenced herein.

Notwithstanding the above, the Hospital may fill at **its own** discretion vacancies caused by:

- (a) illness;
- (b) accident;
- (c) pregnancy and parental leaves of absence;
- (d) leave of absence not expected to exceed six (6) months;
- (e) **vacation;**
- (9) specific tasks not expected to exceed six (6) months.

In filling such temporary vacancies the Hospital shall consider employees who have expressed an interest, in writing, in filling such vacancies, on the basis of the selection criteria as set out in Article 13.06.

Employees in bargaining units at the **Hospital** represented by OPSEU selected to **fill** such temporary vacancies agree not to apply for other temporary positions while filling the temporary vacancy. Upon completion of the temporary vacancy, the bargaining unit employee will be returned to his former position. Such employees shall continue to accrue seniority while filling a temporary vacancy.

Employees newly hired to **fill** such temporary vacancy will not accrue seniority during the filling of such vacancy. If such employees successfully post into a permanent position within the bargaining unit, prior to the end of the non-posted vacancy, they will be credited with seniority from their last date of hire. The release or discharge of such employee at the completion of the temporary vacancy shall not be the subject of a grievance or arbitration.

- 13.02 Notices of vacancies referred to in 13.01 shall include, for informational purposes: department, classification, qualifications.
- 13.03 A copy of the posted notice will be sent to the local President or his designate, within the aforementioned seven (7) calendar days.
- 13.04 The name of the successful applicant will be posted and a copy sent to the local President or his designate.
- 13.05 The Hospital agrees to discuss with unsuccessful applicants ways in which they can improve for future postings, if requested.
- 13.06 In filling posted vacancies the selection shall be made based on skill, ability, experience, and relevant qualifications of the applicants. Where these factors are relatively equal, bargaining unit seniority shall be the governing factor.
- 13.07 In matters of promotion and staff transfer, a successful bargaining unit applicant shall **be** allowed a trial period of up to sixty (60) days (450 hours for employees whose regular hours of work are other than the standard work day) worked 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. Should the employee return or be returned to his former **job**, the filling of subsequent vacancies will be **reversed**.
- 13.08 An employee who is promoted to a higher rated classification within the bargaining unit will **be** placed in the range of the higher rated classification **so** that he shall receive **no less an** increase in wage rate than the equivalent of one step in the wage rate of his previous classification (provided that he does not exceed the wage rate of the classification to which he has been promoted).
- The employee's anniversary date shall **be** adjusted.
- 13.09 An employee selected as a result of a posted vacancy need not be considered for a further vacancy for a period of up to six (6) months from his date of selection.

- 13.10 Where there are no successful applicants from within the bargaining unit for posted vacant positions, employees in other OPSEU Paramedical bargaining units at the Hospital will be considered for such staff transfers or promotions prior to considering persons **outside** OPSEU Paramedical 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 Article 13, and selection shall be made in accordance **with** Article 13.06. All provisions of Article 13 will apply to employees selected in accordance with this provision.

ARTICLE 14 - LEAVES OF ABSENCE

NOTE: Article 14, Leaves of Absence, applies to regular part-time employees only.

14.01 Personal Leave

Written requests for a personal leave of absence without pay will be considered on an individual basis by the employee's Department Head or his designate. Such requests are to be submitted as far in advance as possible and a written reply will be given. Such leave shall not **be** unreasonably withheld.

14.02 Union Business Leave

(a) Local Union Business Leave

The Hospital agrees to grant leaves of absence without pay to local bargaining unit members for the purpose of attending Union seminars and/or attending to Union business. The cumulative total leave of absence will be determined locally, but shall not exceed forty (**40**) days per year per hospital.

The amount of notice required and the number of employees who may be absent at any one time and from any one area shall be determined locally and will be **set** out in the Local Provisions Appendix.

(b) Union Position **Leave - F.T.**

When an employee is elected as the Union's President or First Vice-president (Provincially) the Union will immediately following such election advise the Employer of the name of the employee so elected. Leave of absence shall be granted from the employee's place of employment for the duration of the current term of office. The Union shall reimburse the Employer the amounts paid on behalf of the employee, including **pay** and benefits.

- (c) Where an individual of the bargaining units represented centrally **by** OPSEU is elected or appointed **as** an Executive Board Member, Executive Officer, member of the central negotiating committee, member of Medical Division Executive or as a Membership Development Trainee, such individual shall be granted leave of absence for the time off required to exercise the duties of such appointment. The notice requirements to obtain such time *off* shall be governed in accordance with the leave of absence policy and procedure of the affected Hospital. Such positions shall be limited to two (2) members from a Hospital with no more than one individual from within a section/division within a Department.
- (d) For leaves of absence without pay for Union business under the terms of this Agreement, including unpaid leave for members of the Central Negotiating Team, the employee's salary and applicable benefits will be maintained by the Hospital and the Union will reimburse the Hospital for the cost of salary and benefits. The Hospital will bill the Union and the Union will reimburse the Hospital within a reasonable period of time. In addition, there shall be no loss of seniority during such leaves of absence.

14.03 Bereavement Leave

Any employee who notifies the Hospital **as** soon as possible following a bereavement will **be** granted bereavement leave for up to three (3) consecutive scheduled working days off without loss of regular pay from regularly scheduled hours within the seven (7) calendar **day** period commencing three (3) calendar days prior to the day of the funeral of a member of his immediate family.

Immediate family, for the purposes of this section, shall mean spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law and grandparent of spouse. "Spouse" for the purposes of bereavement leave will include a partner of the same sex.

The Hospital, in **its** discretion, may extend such leave with or without pay. Furthermore, where an employee **does** not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave.

14.04 Jury and Witness Duty

If an employee is requested to serve as a juror in any court of **law** or is required **by** subpoena to attend **as** a witness in a court proceeding in which the Crown is a party, or **is** required to attend a coroner's inquest in connection with a case concerning the Hospital, the employee shall not lose regular pay because of necessary absence from **work** due to such attendance, and shall not be required to work on the day of such duty, provided that the employee:

- (a) informs the Employer immediately upon being notified that the employee will be required to attend court or the coroner's inquest;
- (b) presents proof of service requiring the employee's attendance; and
- (c) promptly repays the Employer the amount (other than expenses) paid to the employee for such service as a juror or for attendance as such witness.

In addition to the foregoing, where a part-time employee is required by subpoena to attend a court of law or Coroner's inquest, in connection with a **case** arising from the employee's duties at the Hospital, on his regularly scheduled day off, he shall receive regular pay as if he had been scheduled to work the day.

14.05 (a) Pregnancy Leave

- (i) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this agreement.
- (ii) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (**SUB**) plan, and retroactive to date of confirmation by the Employment Insurance Commission, an employee who is on pregnancy leave as provided under this agreement and who is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, 1996, 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 Employment Insurance pregnancy benefits during her leave and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of 15 weeks for a pregnancy leave. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

This provision only applies to employees with at least 10 months of continuous service at the hospital prior to the commencement of the pregnancy leave.

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.

(iii) Transfer of Pregnant Employees

Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the current contractual maternity leave provisions.

(b) Parental Leave

- (i) Parental leaves will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this agreement
- (ii) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (**SUB**) plan, and retroactive to date of confirmation by the Employment Insurance Commission, an employee who is on parental leave **as** provided under this agreement and who **is in** receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, 1996, 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 Employment Insurance parental benefits during her leave and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee **is** in receipt of such benefits, for a maximum period of ten (10) weeks for a parental leave. The employee's regular weekly earnings shall be determined **by** multiplying her regular hourly rate on her last day worked prior to the commencement of the parental leave times her normal weekly hours.

This provision only applies to employees with at least 10 months of continuous service at the hospital prior to the commencement of the parental leave.

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.

- (iii) Where an employee has become a natural father or has qualified to adopt a child and has at least 10 months of service at the commencement of his/her approved parental leave, such employee may **be** entitled to extend the parental leave up to an aggregate of **six (6)** months without pay. Such employee shall advise the Hospital as far in advance as possible of their qualifying to adopt, and shall request the leave of absence in writing upon receipt of confirmation of the pending adoption. Such request for an extension of the parental leave shall not be unreasonably withheld.

It is understood that during any such extension of the parental leave seniority and service **do** not accumulate.

14.06 Education Leave

Where the Hospital directs and the employee agrees to take an educational course to upgrade or acquire new employment qualifications such employee shall not lose regular pay because of necessary absence from work due to participation in such course, The Hospital shall pay the full cost of such course in advance. The Employee may apply to the Hospital for a reasonable advance to cover additional costs associated with the course.

14.07 Pre-Paid leave

(For details on Pre-Paid **Leave** see Article 26.04)

ARTICLE 15 - SICK LEAVE AND LONG-TERM DISABILITY

Not applicable to part-time employees.

ARTICLE 16 - HOURS OF WORK & OVERTIME

16.01 (a) Work Week and Work Day

The normal or standard work day shall be seven and one-half (7 1/2) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37 1/2) hours per week except in those hospitals where agreements already provide a normal or standard work day of less than seven and one-half hours and a normal or standard full-time **work** week of less than thirty-seven and one-half (37 1/2) hours. (Those Hospitals with the lesser required hours shall reflect in the salary rates a pro-rata lesser amount compared with salaries for other Hospitals based on the ratio that the standard or normal hours work at the Hospital concerned are to thirty-seven and one-half (37 1/2) hours **and** shall appropriately reflect such hours in this article.)

- (b) Part-time employees shall be entitled to overtime pay at the rate of time and one-half their **regular** straight time hourly rate for **all** hours worked in excess of the normal or standard work day or in excess of the normal or standard full-time work week.

The length of time over which the hours of work per week are to be averaged shall **be** determined locally and shall be **set** out in the Local Provisions Appendix.

- (c) Where the Hospital **and** the **Union** agree, subject to the **approval** of the Ministry of Labour, other arrangements regarding hours of work may be entered into between parties on a local level with respect to tours beyond the normal or standard work day in accordance with the provisions set out in Article 25.01 of the collective agreement.

16.02 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 full half shift.

16.03 Overtime i

Overtime shall **be** defined as being all hours worked in excess of the normal or standard work day, or in excess of the normal or standard work week.

The overtime rate shall **be** one and one-half (1 1/2) times the regular straight time hourly rate of pay.

16.04 Not applicable to ,part-time.

16.05 Missed Meal Breaks

If an employee is authorized to work, during the lunch break, due to the requirements of patient care, he will be paid his regular straight time hourly rate for all hours worked. Notwithstanding this provision, he will be paid time and one-half (1 1/2) his regular straight time hourly rate for all time worked in excess of the normal or standard work day.

ARTICLE 17 - Premium Payments and Transportation/Meal Allowance

17.01 Standby

An employee required to standby or remain available for call-back duty on other than regular scheduled hours shall be paid at the rate of two dollars and fifty cents (\$2.50) per hour of standby time. Where such standby falls on any of the designated holidays listed in the collective agreement, the employee shall be paid at the rate of three dollars (\$3.00) per hour of standby time. Hours worked for call-back shall be deducted from hours for which the employee receives standby pay. However, an employee shall be entitled to a minimum of five dollars (\$5.00) for each eight hour period on standby even if called back to work.

NOTE: Article 17.02 is applicable to regular part-time employees only.

17.02 Call back

An employee who is called to work after leaving the Hospital premises **and** outside of his regular scheduled hours, shall be paid a **minimum** of no **less** than two (2) hours' pay (except those Hospitals where 2 1/2 or 3 hours is applicable; such hospitals shall appropriately reflect the applicable hours in this article) at time and one-half (1 1/2) his regular straight time hourly rate for work performed on each call-in. In the event that such two (2) hour period overlaps and extends into his regular shift he will receive the two (2) hour guarantee payment at time **and** one half (1 1/2) and his regular hourly rate for the remaining hours of his regular shift. The reference to leaving the Hospital premises referred to above will not be applicable where an employee remains in the Hospital on standby arrangement with the Hospital.

For purposes of clarification, Article 17.02 does not apply to prescheduled hours of work. Article 17.02 does not apply where the employee elects to work additional unscheduled hours made available by the Hospital.

17.03 Shift Premium

An employee shall be paid a shift premium of one dollar (\$1.00) per hour for each hour worked which **falls** within the normal hours of the evening shift and one dollar and twenty-five (**\$1.25**) cents for each hour worked which **falls** within the normal hours of the night shift provided that such hours exceed *two* (2) hours if worked in conjunction with the day shift. For purposes of this provision, the normal or standard evening and night shift each consist of 7.5 hours. For those hospitals with lesser required hours **as** provided for in Article 18.01, the length of the evening and night shift will be adjusted accordingly. Shift premium will not **form** part of the employee's straight time hourly rate.

17.04 Weekend Premium

An employee shall **be** paid a weekend premium of one dollar and thirty-five cents (\$1.35) **per** hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other 48 hour period that the Hospital may establish. **If** an employee is in receipt of premium payment pursuant to a local scheduling regulation with respect to consecutive weekends worked, he will not receive weekend premium under this provision.

17.05 Meal Allowance

An employee who continues to work more than two (2) hours of overtime immediately following his scheduled hours of **work**, **shall be provided** with a meal voucher valued at a maximum of four dollars (\$4.00) or four dollars (\$4.00) if the Hospital **is** unable to provide a meal voucher.

17.06 Transportation Allowance

When an employee is required to travel to the Hospital, or to return to his home, as a result of being called back to work outside of his regularly scheduled hours, the Hospital will pay transportation costs either **by** taxi or **by** his own vehicle at the rate of (amounts to be determined locally and will be set out in the **Local Provisions Appendix**) or such greater amount that the Hospital may in its discretion determine for each trip. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

17.07 Responsibility Pay

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification **in** or out of the bargaining unit, for one full shift or more, he shall be paid a premium equal to the greater of his next or last increment in his salary range for the duration of the assignment.

17.08 Time Off Between Shifts

Failure to provide the minimum number of hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 1/2) times the employee's regular straight time hourly rate for only those hours which reduce the minimum hour period.

Where the minimum period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

The minimum number of hours for purposes of this Article shall be determined locally and will be set out in the Local Provisions Appendix.

17.09 Change of Schedule

(Applicable to regular part-time employees only)

Where a regular part-time employee's scheduled shift is cancelled by the Hospital with less than twelve (12) hours notice, she shall receive time and one-half (1 1/2) of her regular straight time hourly rate for all hours worked on her next shift.

17.10 No Pyramiding

Premium payment (including both overtime and holiday premium payment) shall be calculated and paid under one provision of this Agreement only, even though hours worked may be premium payment hours under more than one provision. In such circumstances the highest premium will be applied. The provision of this clause will not negate any entitlement to shift premium, call-back, standby, or weekend premium.

ARTICLE 18 - PAID HOLIDAYS

18.01 The collective agreements shall list twelve (12) holidays for purposes of payment for work performed on such holidays.

18.02 An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03.

- 18.03 Where the employee *is* required to work on a paid holiday for which he is paid at the rate of time and one-half (1 1/2) his regular straight time hourly rate and is required to work additional hours following the full shift on that day (but not including hours on a subsequent regularly scheduled tour for such employee) he shall receive two (2) times his regular straight time hourly rate for such additional hours worked.
- 18.04 Not Applicable to part-time employees.

ARTICLE 19 - VACATIONS

- 19.01 All regular part-time employees shall **be** entitled to vacation pay based upon the applicable percentage provided in accordance with the vacation entitlement of full-time employees of their gross salary for **work** performed in the preceding year. Scheduling of vacations shall be in accordance with local scheduling provisions.

Equivalent years of service shall be **used** to determine vacation pay entitlement. Equivalent years of service shall be calculated on the basis of one **(1)** year of service for each 1650 hours worked.

Notwithstanding this provision, the calculation of **service** for purposes of vacation entitlement will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03 (a) (ii) of the agreement.

- NOTE: Employees hired prior to April 17, 1985 who are currently enjoying vacation benefits superior to those set out above shall continue to receive such superior benefits.

- 19.02 Not applicable to part-time.
- 19.03 Should an employee terminate with less than two weeks notice of termination, the vacation pay requirements of the **Employment Standards Act** will apply.

ARTICLE 20'- BENEFITS FOR PART-TIME EMPLOYEES

- NOTE: Articles 20.01 to 20.03 are not applicable to part-time.

- 20.04 Divisible Surplus

The parties agree that any surplus, credits, refunds or reimbursements excluding sick leave and/or pension credits, under whatever name accrue to and for the benefit of the Hospital.

20.05 Part-Time Benefits

A part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or in part by the hospitals, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call-in pay, responsibility pay, jury and witness duty, bereavement leave, and pregnancy and parental supplemental unemployment benefits) an amount equal to 14% of his regular straight time hourly rate for all straight time hours paid. For part-time employees who are members of the Hospital's pension plan the percentage in lieu of fringe benefits is twelve percent (12%).

ARTICLE 21-MODIFIED WORK

21.01 Modified Work

Where the Hospital and the Union agree, the Hospital may implement modified/rehabilitative work programs in order to assist employees returning to work following illness or injury. To facilitate these programs, it is understood and agreed that provisions of the collective agreement may, where agreed, be varied. The specific terms of the program will be signed by the Hospital and the Union.

ARTICLE 22-CONTRACTING OUT

22.01 The Hospital shall not contract *out* work currently performed **by** members **of** this bargaining unit if, as a result of such contracting out, a layoff of any bargaining unit employees occurs. This clause will not apply *in* circumstances where the Hospital no longer provides particular services as **a** result of the rationalization or sharing of services between Hospitals in a particular geographic **district**, or as **a** result *of* the withdrawal *of* the Hospital's license to perform such services,

ARTICLE 23 -WORK OF THE BARGAINING UNIT

23.01 Supervisors or Managers excluded from the bargaining unit shall not perform duties normally performed by members in the bargaining unit which shall directly cause or result in the layoff, **loss** of seniority or service or reduction in benefits to members in the bargaining unit.

ARTICLE 24 – COMPENSATION

24.01 When a new classification in the bargaining unit is established **by** the Hospital, or the Hospital makes a substantial change in the **job** content of an existing classification, the Hospital shall advise the Union of such new or substantially changed classification and the rate of pay which is established. If so requested within thirty (30) calendar days of such advice, the Hospital agrees to meet with the Union to permit the Union to make representations with respect to the appropriate rate of pay, providing any such meetings shall not delay the implementation of the new or substantially changed classification. Where the Union challenges the rate established by the Hospital and the matter is not resolved following the meeting with the Union, the matter may be referred to arbitration in accordance with the arbitration provisions contained in this collective agreement, it being understood that any arbitration board shall be limited to establishing an appropriate rate based on the relationship existing among other classifications within the Hospitals (which are covered by the O'Shea award) and the duties and responsibilities involved. It is further understood and agreed that when determining the appropriate rate, primacy must be given to the relationship between **job** classifications covered by this collective agreement and that such relativity must be maintained. Each change in the rate established by the Hospital either through meetings with the Union or by a Board of Arbitration shall be retroactive from the time at which the new or substantially changed classification was first filled.

24.02 Claim for recent related experience, if any, shall be made in writing by the employee at the time of hiring on the application for employment form or otherwise. The employee shall cooperate with the Hospital by providing verification of previous experience. The Hospital will credit the employee with one increment on the salary scale for every two years of recent, related, full-time experience, as determined **by** the Hospital, to a maximum of two increment levels below the maximum of the salary scale.

For **the** purposes of this clause, part-time experience will **be** calculated on the basis of 1650 hours worked equalling one year of experience.

NOTE: Where existing collective agreements have provisions for recent related experience credit superior to the above provisions, such provisions shall continue to **be** in effect.

24.03 Part-time employees will accumulate service for purposes of progression on the salary grid, on the basis of one year of service for each 1650 hours worked.

Notwithstanding this provision, the calculation of service for purposes of progression on the salary grid will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03 (a)(ii) of the agreement.

ARTICLE 25 - SUPERIOR BENEFITS

25.01 Unless existing benefits, rights, privileges, practices, terms or conditions of employment which may be considered to be superior to those contained herein are specifically retained by this Agreement, they shall be deemed not to continue in effect.

ARTICLE 26 - MODEL SCHEDULING AGREEMENTS and PRE-PAID LEAVE

26.01 Extended Tours

Where the Hospital and the Union agree, subject to the approval of the Ministry of **Labour**, other arrangements regarding hours of **work** may be entered into between the parties on a local level with respect to tours beyond the normal or standard work day. The model agreement with respect to extended tour arrangements is set out below:

MODEL AGREEMENT WITH RESPECT TO EXTENDED TOUR ARRANGEMENTS

MEMORANDUM OF AGREEMENT

Between: The Hospital -

And: The Ontario Public Service **Employees** Union
(and its Local)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 - Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 - Hours of Work

- 2.1 The normal or standard extended work day shall **be** ___ hours per day.
- 2.2 (Detailed description with an attached schedule where appropriate.)
- 2.3 Failure to provide (___) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half ($1\frac{1}{2}$) times the employee's regular straight time hourly rate for only those hours which reduce the (___) hour period.

Where the (___) 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.

Article 3 - Overtime

- 3.01 Overtime shall **be** defined **as** being all hours worked in excess of the normal or standard extended work day, as set out in Article 2.1 of the Model Agreement or in excess of the normal or standard work week **as** set out in Article 16.01 of the collective agreement.
- 3.02 For purposes of overtime the hours of work per week shall **be** averaged over ___ weeks,

Article 4 - Rest Periods

- 4.01 Employees shall be entitled, subject to the exigencies of patient *care*, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

Article 5 - Meal Periods

- 5.01 (The length of the meal period to be determined locally.)

Article 6 - Sick Leave and Long-Term Disability

(Not applicable to part-time)

Article 7 - Paid Holidays

- 7.01 {Not applicable to part-time}
- 7.02 (Not applicable to part-time)

Article 8 - Vacation

8.01 As set out in Article 19.01 of the collective agreement.

Article 9 - Local Provisions

(Local provisions related to extended tours are to **be** set out in this Article and numbered in sequence,)

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (**days**, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this ___ day of _____, 19__.

For the Union

For the Hospital

26.02 Innovative/Flexible Scheduling

Where the Hospital and the Union agree, arrangements regarding Innovative Scheduling/Flexible Scheduling may be entered into **between** the parties on a local level. The model agreement with respect to such scheduling arrangements is set out below:

MODEL AGREEMENT WITH RESPECT TO INNOVATIVE SCHEDULING/FLEXIBLE SCHEDULING

MEMORANDUM OF AGREEMENT

Between: The Hospital-

And: The Ontario Public Service Employees Union
(and its Local)

This Model Agreement shall be part **of** the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the **Model** Agreement.

Article 1 - Work Unit and Employees Covered

(**Detailed** and specific description of department and employees covered.)

Article 2 - Hours of Work

(Scheduling arrangement to be set out in this Article.)

Article 3 - Agreed Variation From the Collective Agreement

(Collective Agreement provisions to be varied.)

Article 4 - Rest Periods

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

Article 5 - Meal Periods

5.01 (The length of the meal period to be determined locally.)

Article 6 - Local Provisions

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (days, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this ___ day of _____, 19__.

For the Union

For the Hospital

26.03 Job Sharing Arrangements

Where the Hospital and the Union agree, job sharing arrangements may be entered into between the parties on a local level. Job sharing is defined as an arrangement whereby two employees share the hours of work of one full-time position on a 50/50 basis. Subject to the provisions of Article 11, the position involved in the job sharing arrangement will be maintained as a full-time position in the Hospital's staffing complement.

The model agreement with respect to **job** sharing is set out below:

MODEL AGREEMENT WITH RESPECT TO **JOB SHARING**

MEMORANDUM OF AGREEMENT

Between: The Hospital-

And: The Ontario Public Service Employees Union
(and its Local)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the **Model Agreement**.

Article 1 - Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 - Hours of Work

(Scheduling and coverage arrangements to be set out in this Article.)

Article 3 - Status of Employees

The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered **by** the provisions of the applicable Collective Agreement.

Article 4 - Introduction

(Introduction provisions to be set out in this Article.)

Article 5 - Discontinuance

(Discontinuance provisions to be set out in this Article. In preparing discontinuance language, the parties shall make provisions for a full-time employee who has transferred to a regular part-time position as part of a **job** sharing arrangement to have the first option of returning to that full-time position on the collapse of the arrangement.)

Dated this ____ day of _____, 19__.

FOR THE UNION

FOR THE HOSPITAL

NOTE: Employees presently covered by a **job** sharing arrangement shall be subject to its terms and conditions until such job sharing arrangement is discontinued.

26.04 Pre-Paid Leave (Effective Date: April 1, 1989)

(a) Purpose

The **Pre-Paid Leave Plan** is a plan developed to afford employees the opportunity to take a one (1) year leave of absence, funded solely by the employee through the deferral of salary over a **defined** period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801 {**as** may be amended from time to time}.

(b) Application

Eligible employees must make written application to the Department Head, with a copy to the Director of Human Resources/Personnel, at least six (6) months prior to the intended commencement date of the salary deferral portion of ~~the~~ **Pre-Paid Leave Plan**. Such application will outline the reason the leave is being requested.

Priority will **be** given to applicants intending to use the leave to pursue formal education related to their profession. **As** between two (2) or more candidates, from the same department, with the same intended purpose seniority shall **govern**. The employee will be *informed of the disposition of his* application as soon as is reasonably possible after the closing date for applications.

- (c) The total number of employees that may be accepted into the Pre-Paid Leave Plan in any one plan year as defined in Article 14.07(l) and from any one department shall be (number subject to local negotiations). Where there **are** more applications than spaces allotted, seniority shall govern subject to 14.07 (b) above.

(d) Nature of Final Agreement

Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital, authorizing the Hospital to make the appropriate deductions from the employee's pay. The agreement will also include:

- (a) A statement that the employee is entering the plan in accordance with Article 14.07 of the Collective Agreement.
- (b) The period of salary deferral and the period for which the leave is requested.
- (c) The manner in which the deferred salary is to be held.

The letter of application to enter the plan will be appended to, and form **part** of, the written agreement.

(e) Deferral Plan

The deferral portion of the plan shall involve an employee spreading four (4) years' salary over a five (5) year period, or such other schedule as may be mutually agreed **between** the employee and the Hospital. In the case of the four (4) years' salary over a five (5) year schedule, during the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee. Such deferred salary will not be accessible to the employee until the year of the leave or upon the collapse of the plan. **In** the case of another mutually agreed upon deferral schedule, the percentage of salary deferred shall be adjusted appropriately.

(9) Deferred Earnings

The manner in which the deferred salary is held shall be at the discretion of the Hospital. The employee will be made aware, in advance of having to sign any formal agreement, of the manner of holding such deferred salary.

Interest which **is** accumulated during each year of the deferral period shall be paid out to the employee in accordance with Part LXVIII of the Income Tax Regulations, Section 6801.

(g) Benefits for Part-time Employees

All benefits shall **be** kept whole during the deferral period of the plan.

(h) Seniority and Service

Not applicable to part-time.

(i) Assign on Return

On return from leave, a participant will **be** assigned to his former position unless it is no longer available, In such a case the employee **will** be given a comparable job, if possible, or the layoff provisions will be applied.

(j) Withdrawal Rights

(i) A participant may withdraw from the plan at any time up to a date three (3) months prior to the commencement of the leave. Deferred salary, and accrued interest will **be** returned to the participant within a reasonable period of time.

(ii) On Leaving Employment

If a **participant resigns, or is terminated, prior to the** commencement of the leave, deferred salary plus interest will **be** returned to the participant within a reasonable period of time. In the event of the death of a participant, **such** funds will be paid to the participant's estate.

(k) Replacement Employees

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. If, after a period of postponement, a suitable temporary replacement cannot be found, the Hospital will have the option of considering a further postponement or of collapsing the plan. The employee, subject to such a postponement, will have the option of remaining in the plan and rearranging the leave at a mutually agreeable time, or of withdrawing from the plan as outlined in Article 26.04 (j).

(l) Plan Year

The year for the purposes of the plan shall be from September 1 of one year, to August 31, of the following year, or such other years as the parties may agree to.

(m) Status of Replacement Employee

Only the original vacancy resulting from an absence due to pre-paid leave will be posted.

Employees in bargaining units at the Hospital represented by OPSEU, selected to fill vacancies resulting from replacing an employee on a pre-paid leave need not be considered for other vacancies while replacing such employee. Upon completion of the leave, the replacing employee will be returned to his former position, and the filling of subsequent vacancies will likewise be reversed.

Employees newly hired to fill vacancies resulting from replacing an employee on pre-paid leave will not accrue seniority during the filling of such vacancies. Furthermore, such employees need not be considered for other vacancies. If such employees do post into permanent positions they will be credited with seniority from their last date of hire. The release or discharge of such employees will not be subject of a grievance or arbitration.

DURATION AND RENEWAL

.01 This Agreement shall continue in effect until the 31st day of March, 1999 and shall continue automatically thereafter for annual periods of one year each unless either party notifies the other in writing that it intends to amend or terminate this Agreement in accordance with the following:

.02 (a) In the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party may give notice to the other of its desire to bargain for the renewal of this Agreement within **120** days prior to the termination date of this Agreement. Negotiations on local matters shall take place **during** the period from 120 to 60 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 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 as may be determined by mutual agreement between the central negotiating committees referred to above.

- (b) In the event the parties to this Agreement do not agree to negotiate for its renewal through the process of central bargaining, either party may notify the other within the period from ninety days to sixty days preceding the expiry date of this Agreement that it desires to amend or terminate this Agreement. If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiations within thirty (30) days after the giving of notice, if so requested.

It is further understood that the central negotiating committees will meet in the sixth month prior to the termination of this Agreement to convey the intentions of their principals as to participation in central negotiations, if any, and to determine the conditions for such central bargaining.

Proposals on central issues shall be exchanged by the central negotiating committees on a date set out in the Memorandum of Conditions for Joint Bargaining. Negotiations on central matters shall take place during the period commencing 90 days prior to the termination of this Agreement.

Letter of Intent

Re: Pay Equity

Recognizing that the Participating Hospitals and Local Unions have developed, or are developing, their individual pay **equity** plans, the Central Parties confirm the inter-relationship of the negotiated wage rates with those plans as follows:

- (I) a pay equity adjustment will not result in the maximum rate for a classification exceeding the rate for that classification's comparator;
- (ii) a negotiated increase in pay may result in the maximum rate *for* a classification exceeding the rate for that classification's comparator.

The parties agree that the provisions attached hereto represent the central portions of the part-time collective agreements between each of the applicable participating hospitals (as listed in Appendix "A" to the Memorandum of Settlement and the corresponding locals of the Ontario Public Service Employees Union, expiring March 31, 1999.

Signed at Toronto, Ontario the ____ day of _____, 1998.

FOR THE PARTICIPATING HOSPITALS

**FOR ONTARIO PUBLIC SERVICE
EMPLOYEES UNION**

PART-TIME

LOCAL COLLECTIVE AGREEMENT LANGUAGE

BETWEEN

KINGSTON GENERAL HOSPITAL

AND

ONTARIO PUBLIC SERVICE EMPLOYEES

UNION LOCAL 450

EXPIRY: March 31, 1999



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APPENDIX OF LOCAL ISSUES

“Note” – **Bold text** represents Central Language.

ARTICLE A - SCOPE AND RECOGNITION

- 1 The Employer recognizes the Union as the sole bargaining agent of all employees of the Kingston General Hospital at Kingston, Ontario regularly employed for not more ~~than~~ twenty-four **(24)** hours per week including persons employed through Grant Funding, save and except Registered Technologists and Radiology Technologists employed through Grant Funding, Chief Technologists and supervisor, Human Resources department ~~staff~~ and persons covered by subsisting collective agreements between the Kingston General Hospital and the Ontario Nurses' Association, Ontario Public Service Employees Union, Canadian Union of Public Employees and the Association of Allied Health Professionals: Ontario.

ARTICLE B - MANAGEMENT RIGHTS

- 1 **Subject** to the right of any employee who **feels** that he has been unjustly treated to lodge a grievance in the manner hereinafter provided, (Article Ten) the Union agrees to **cooperate** with the Employer at **all** times to maintain discipline and to maintain the highest possible standard of **service** and efficiency and ~~the~~ Union acknowledges the exclusive rights of the Employer as follows:
- (a) To direct ~~the~~ operation of ~~the~~ Hospital in the best interest of ~~the~~ patients, the community and the employees, both within and without the bargaining unit.
 - (b) To formulate policies, **rules** and regulations ~~which~~ are not inconsistent with the provisions of the Agreement.
 - (c) To introduce new practices or services, to expand, reduce, eliminate, change or modify present **services** and practices; to enter into contracts for buildings, repairs, equipment, supplies, materials and services.
 - (d) To **determine** where, by whom, in what manner, to what time and under what conditions, employees in the Bargaining Unit and/or contractors and their employees shall perform their duties.

- (e) To determine in the interest of efficient operation and highest standard of service, the hours of work, work assignments, methods of **doing** the work and the working establishment for any service, **provided** always that reasonable notice shall be given to the employee or employees involved **of** any **changes** to **be** made.
- (f) To maintain order and discipline, to hire, promote, transfer, demote, suspend, discharge, or otherwise discipline employees, who have completed the probationary period under article 12.01 for just **cause**.
- (g) To **instruct** and direct employees in their **duties**, responsibilities, conduct and attitudes **towards** patients, visitors, department heads, supervisors and other Hospital employees who are outside the bargaining unit.
- (h) **To have absolute** control of buildings, **use of** buildings, **use** of utensils, equipment, machinery, tools, supplies, **materials**, insurance, drugs and medicines and of clothing, uniforms, and all other articles or things belonging to **the** Employer.
- (i) The discharge of a probationary employee is not the subject matter of **a** grievance unless the probationary employee is discharged for exercising **a** right under this collective agreement.

ARTICLE C - REPRESENTATION AND COMMITTEES

1 (a) Union Stewards

The Hospital agrees to recognize union stewards to be elected or appointed from amongst employees in the bargaining unit for the purpose of handling grievances as provided under this Collective Agreement.

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. Such permission shall not be unreasonably withheld. If, in the performance **of** his grievance duties, **a** union steward is required to enter **an** area within the Hospital **in** which he is not ordinarily employed, he shall report **his** presence to the supervisor in the area immediately upon entering it. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

(b) The number of stewards for Local 450 shall not **be** more than five (5).

2 Grievance Committee

The Hospital will recognize a grievance committee comprising **of** three (3) members to be elected or appointed from the bargaining unit. One member shall be **chairman**. The purpose of the committee is to deal with grievances as set out **in** this Collective Agreement.

3 Negotiating Committee

The Hospital agrees to recognize a negotiating committee comprised **of** two (2) members to be elected or appointed from the bargaining unit. Where the Hospital participates in central bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined in this Collective Agreement. Where the Hospital does not participate in central bargaining, the purpose of the negotiating committee **shall** be to negotiate a renewal of this Collective Agreement. 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 negotiating meetings with the Hospital up to, and including, conciliation.

ARTICLE D- LEAVES OF ABSENCE

1 (a) Local Union Business Leave

The Hospital agrees to grant leaves of absence without pay to local bargaining unit members for the purpose of attending Union seminars **and/or** attending to Union business. The cumulative total leave of absence will be determined locally, but shall not exceed forty (40) days **per year** per hospital.

(b) Where the employee is aware **of** the need for such leave at least four **(4)** weeks **prior** to the date requested, a written request will be submitted to the immediate supervisor. In any event not less than two (2) weeks notice **will** be provided, except in extenuating circumstances. There shall **be** no more than **five** (5) employees away, in total, at any one time from the full-time and part-time bargaining units combined. The number **of** employees that may be away at any one time will be subject to the operational requirements **of** the Hospital.

2 Pre-Paid Leave (Effective Date: April 1, 1989)

(a) Purpose

The **Pre-Paid** Leave Plan is a plan developed to afford employees the opportunity to take a one ~~(1)~~ year leave of absence, funded solely by the employee through the deferral of salary over a defined period, in accordance with Part **LXVIII** of the Income Tax Regulations, Section **6801** (as may be amended from time to time).

(b) Application

Eligible employees must make written application to the Department Head, with a copy to the Director of Human Resources/Personnel, at least six (6) months prior to the intended commencement date of the salary deferral portion of the **Pre-Paid** Leave Plan. Such application will outline the reason the leave is being requested.

Priority will be given to applicants intending to use the leave to pursue formal education related to their profession. As between two (2) or more candidates, from the same department, with the same intended purpose seniority shall govern. The employee will be informed of the disposition of his application as soon as is reasonably possible after the closing date for applications.

- (c) The total number of employees that may be accepted **into** the **Pre-Paid** Leave Plan from the full-time and part-time bargaining units combined, in any one ~~(1)~~ year as defined in Article **16.08** (l) shall be four **(4)**. The maximum number from any one (1) department shall be as outlined below. Where there are more applications than spaces allotted, seniority shall govern subject to **16.08** (b) above.

(This definition of departments is specific for the purpose of the Pre Paid Leave Plan and is without prejudice).

DEPARTMENT

MAXIMUM NUMBER

Imaging Services

Three (3)
(No more than one (1) from any one area or service)

All other departments

One (1)

Notwithstanding the above, where approval of such numbers would create undue hardships to the department or the hospital, such numbers may be reduced or redeployed accordingly.

ARTICLE E - SICK LEAVE AND LONG-TERM DISABILITY

- 1 a) Employees taking ill or suffering an accident during working hours shall notify their immediate supervisor or designate before leaving their duties, subject to the applicable provisions of the Workers Compensation Act.
- b) Where the illness or accident takes place at times other than the employee's normal working hours the employee will notify her immediate supervisor or designate **as soon as possible** and in any case not later than one (1) hour before the scheduled day shift, four (4) hours before the evening shift and six (6) hours before the midnight shift.
- c) In the matter of all sick leave, employees shall contact their immediate supervisor or designate on the first day of absence to indicate approximately when they expect to resume duty. Where the expected day of return changes, the employee shall communicate this information to the immediate supervisor or designate.
- d) Before returning to work, the employee will give notice to her immediate supervisor or designate during the normal working hours of her intended return on the day prior to her returning to work except where her expected day of return is on Sunday or Monday when the last day for notification shall be during the normal working hours on the Friday preceding.

ARTICLE F - HOURS OF WORK & OVERTIME

- 1 Hours of Work
- (a) **The normal or standard work day shall be seven and one-half (7 1/2) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37 1/2) hours per week except in those hospitals where agreements already provide a normal or standard work day of less than seven and one-half hours and a normal or standard full-time work week of less than thirty-seven and one-half (37 1/2) hours.**

Part-time employees shall be entitled to overtime pay at the rate of time and one-half their regular straight time hourly rate for all hours worked in excess of the normal or standard work day or in excess of the normal or standard full-time work week.

- (b) The averaging period for hours of work will be seventy-five (75) hours in a two week period.

2

Hours Off Between Shifts

Failure to provide nineteen and one-half (19.5) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 1/2) times the employee's regular straight time hourly rate for only those hours which reduce the nineteen and one-half (19.5) hour period.

Where the nineteen and one-half (19.5) 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.

3

Hours To Be Worked

The aforementioned hours of work shall not be construed as a guarantee of any minimum or as a restriction of any maximum number of hours to be worked.

4

Number of Consecutive Work Days

Employees will not be required to work more than seven (7) consecutive shifts.

5

Local Scheduling Provisions

The employer will provide four (4) weeks' advance notice of work schedules where practical.

6

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 full half shift.

7 Distribution of Hours

Extra hours of work shall be distributed equitably amongst part-time employees who have indicated to management that they are available for **such** hours.

ARTICLE G - TRANSPORTATION ALLOWANCE

- 1 When an employee ~~is~~ required to travel to the Hospital, or to return to his home, as a result ~~of~~ being called back to work outside ~~of his~~ regularly scheduled hours, the Hospital will pay transportation costs either by taxi or by his own vehicle at the rate of twenty (20) cents per kilometer to a maximum ~~of~~ fourteen (14) dollars or such greater amount that the Hospital may in its discretion ~~determine~~ for each trip. The employee will ~~provide~~ to the **Hospital satisfactory** proof of payment of such taxi **fare**.

ARTICLE H - PAID HOLIDAYS

- 1 The collective agreement shall list eleven (**11**) holidays for purposes ~~of~~ payment for work performed on such holidays. ~~Effective April 1, 1989,~~ the collective agreements shall provide for twelve (12) paid holidays subject to the terms and conditions set out herein,

An employee ~~upon~~ completion of twenty (20) working days in the Hospital shall, subject to ~~the~~ provision ~~of~~ this **Article, be** paid an amount equivalent to one days pay at her regular straight time rate for the following holidays:

New Year's Day	Civic Holiday
Heritage Day (Third Monday in February)	
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

In addition to the above, an employee will **be** entitled to a twelfth (12) paid holiday, such twelfth paid holiday shall **be a non-premium** holiday, and scheduled within 30 days before or following the employee's anniversary date of employment. 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.

2 Christmas Scheduling

Coverage for Christmas and New Years will be on a voluntary basis. If such volunteer list does not result in complete coverage work will be assigned to remaining employees as required on an alternating basis.

ARTICLE I-VACATIONS

■ All part-time employees shall receive vacation pay to be added to the employee's regular bi-weekly pay cheque on the following basis:

- a) first three (3) years of service six (6) percent of gross earnings;
- b) employees who have completed three (3) years but less than fifteen (15) years of service eight (8) percent of gross earnings;
- c) employees who have completed fifteen (15) years but less than twenty-five (25) years of service ten (10) percent of gross earnings;
- d) employees who have completed twenty-five (25) or more years of service twelve (12) percent of gross earnings.

ARTICLE J - MISCELLANEOUS

1 Printing of the Agreement

The cost of printing this agreement in booklet form in numbers sufficient for distribution to each party shall be borne equally by each party to the Agreement.

2 Laundry

The Hospital agrees to continue the present practice, where applicable, to provide and launder laboratory coats and/or other protective clothing and equipment.

3 Pagers

When the Hospital requires an employee to remain on standby, ~~such~~ an employee will **be provided** with a pager. **Such** pagers will **cover** a radius necessary to address the acceptable response time required ~~of an~~ employee placed on standby. When paging ~~an~~ employee, the Hospital will indicate the urgency ~~of~~ the call.

ARTICLE K - COMPENSATION

1 The rates of **pay** in Schedule "A" attached hereto, which ~~is~~ hereby made a part of this Agreement, are on an hourly basis.

SALARY SCHEDULE "A"

1998 JANUARY 01

SAP FAY SCALE GROU	OCCUPATION CODE-HFMS	JOB	PAY STEP	98 JAN 01
TECH4		TECHNICIAN 4		
	F634/K634	OPHTHALMIC TECHNICIAN	1	18.652
	F774/K774	TECHNICIAN 4	2	19.386
			3	20.086
			4	20.800
			5	21.514
TECH3		TECHNICIAN 3		
	F/K630	MORGUE TECHNICIAN	1	16.670
	F642/K641	ECG TECHNICIAN III	2	17.316
	F/K660	LAB ASSISTANT	3	17.950
	F773/K773	TECHNICIAN 3	4	18.596
		5	19.236	
				• Plus "dollar differential" of \$1.00 per hour
TECH2		TECHNICIAN 2		
	F/K627	PHLEBOTOMIST	1	15.576
	F638/K682	MEDICAL RECORDS TECHNICIAN	2	16.173
	F639/K638	PHARMACY TECHNICIAN	3	16.776
			4	17.379
		5	17.970	