

SOURCE	Assn		
EFF.	96	04	01
TERM.	99	03	31
No. OF EMPLOYEES	130		
NOMBRE D'EMPLOYÉS	A H		

**COMBINED  
FULL-TIME  
AND  
PART-TIME  
COLLECTIVE AGREEMENT**

**BETWEEN:**

**NORTH BAY GENERAL HOSPITAL**

**(hereinafter referred to as "the Hospital")**

**- and -**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION**

**AND ITS LOCAL 662  
(hereinafter referred to as "the Union")**

**EXPIRY: March 31, 1999**

11885(01)

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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.
- 2.02 A part-time employee shall be considered as one who is regularly scheduled for not more than twenty four **(24)** hours weekly. Part-time employees may work more than twenty four hours per week on a temporary basis to cover absence due to illness, vacation, leaves of absence and still retain part-time status. Assignments relating to this type of absence shall be for periods not exceeding six (6) months. Where it is known that such assignments will exceed a continuous period of six months, the posting provisions of Article 13 will apply.

## 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 ~~dete~~ 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.

(i) 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) Pay 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 Manager, Human Resources.

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 ~~witho~~ 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.

(Article 10.03 (a) is applicable to part-time employees only)

- 10.03 (a) (i) 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.)
- (ii) Notwithstanding Article 10.03 (a) (i) 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.

(Article 10.03 (b) is applicable to full-time employees only)

- (b) Full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, except as otherwise provided in the collective agreement or previous collective agreements. (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.)

- 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.

NOTE: Article 10.05 applies to full-time employees only.

10.05 (a) Effect of Absence

- (i) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.

During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increments, vacation, sick leave, or any other benefit under any provision of the Collective Agreement or elsewhere, shall be suspended; the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly.

In addition, the employee will become responsible for full payment of subsidized employee benefits in which he is participating for the period of the absence. The employee may arrange with the Hospital to prepay the full premium of any applicable subsidized benefits in which he is participating during the period of leave in excess of thirty (30) continuous days to ensure continuing coverage.

It is further understood that during such absence, credit for seniority shall be suspended and not accrue during the period of absence. Notwithstanding this provision, seniority shall accrue for a period of thirty (30) months if an employee's absence is due to disability resulting in WCB or LTD benefits.

- (ii) Notwithstanding Article 10.05 (a) (i), service and seniority will accrue for a maximum period of seventeen (17) weeks if an employee's absence is due to a pregnancy leave, and for a maximum period of eighteen (18) weeks if an employee's absence is due to a parental leave. In addition, the Hospital will continue to pay its share of the premiums of the subsidized employee benefits in which the employee is participating for up to seventeen (17) weeks from the commencement of the leave while the employee is on pregnancy leave, and for up to eighteen (18) weeks from the commencement of the leave while the employee is on parental leave, unless the employee does not intend to pay her contributions.
- (b) The Hospital agrees to provide, in response to an employee's request, his service and/or anniversary date.
- 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, subject to Article 11.04 (1) (c), (d) and (f).
- 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 Full-Time and 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 full-time employee cannot displace a full-time employee in (b), the employee may displace a part-time employee who has lesser bargaining unit seniority and who is the least senior employee in 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 in her classification, identical paying classification, or lower paying classification in her discipline or department without training other than orientation.
  - (d) If the part-time employee cannot displace a part-time employee in (b), the employee may displace a full-time employee who has lesser bargaining unit seniority and who is the least senior employee in 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 in her classification, identical paying classification, or lower paying classification in her discipline or department without training other than orientation.
  - (e) 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.
  - (f) (i) If the full-time employee cannot displace a full-time employee in (e), the employee may displace a part-time employee

who has lesser bargaining unit seniority and who is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in another department without training other than orientation.

- (d) If the part-time employee cannot displace a part-time employee in (e), the employee may displace a full-time employee who has lesser bargaining unit seniority and who is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee 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 (a) 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.

- (b) (i) In addition to 11.07(a) a full-time employee who has displaced a part-time employee 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.
- (ii) In addition to 11.07(a) a part-time employee who has displaced a full-time employee 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.

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 full-time and 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;
- (f) 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: The provisions of Article 14, Leaves of Absence, apply to full-time and regular part-time employees but do not apply to casual part-time employees.

##### 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 leave 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.

(Applicable to full-time employees)

In addition to the foregoing, where an employee is required by subpoena to attend a Court of Law or Coroner's Inquest, in connection with a case arising from the employee's duties at the Hospital, on his regularly scheduled **day** off or during his regularly scheduled vacation, the Hospital will attempt to reschedule the employee's regular day *off* or vacation period, it being understood that any rescheduling shall not result in the payment of any premium pay. If the Hospital fails to reschedule such employees, the Hospital shall arrange lieu time off work for all days the employees would otherwise be off work had it not been for the attendance at Court or the Coroner's Inquest.

(Applicable to part-time employees)

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.

(Article 14.05 (a) (ii) is applicable to full-time employees and regular part-time employees only)

- (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.

(Article 14.05 (b) (ii) is applicable to full-time employees and regular part-time employees only)

- (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) (Applicable to full-time employees only)

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, credit for service or seniority for the purposes of salary increments, vacations, sick leave, or any other benefits under any provisions of the collective agreement or elsewhere shall be suspended during such leave and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he or she is participating for the period of the absence.

(Applicable to part-time employees only)

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

NOTE: The provisions of Article 15, Sick Leave and Long-Term Disability, apply to full-time employees only.

15.01 The Hospital shall provide a short-term sick leave plan at least equivalent to that described in the 1992 Hospitals of Ontario Disability Income Plan (HOODIP) brochure.

Copies of the HOODIP brochure will be made available to employees upon request.

15.02 The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long term disability plan (HOODIP or equivalent); employees shall pay the balance of the billed premiums through payroll deduction.

15.03 The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two days of the fourth and subsequent period of absence in any calendar year.

15.04 Notwithstanding the provisions of the HOODIP plan and Article 15.03, employees with four or more years of service will be paid 90% of earnings

from the first day of the third and subsequent period of absence in any calendar year.

15.05 Any dispute which may arise concerning an employee's entitlement to short-term or long-term benefits under HOODIP may be subject to grievance and arbitration under the provisions of this Agreement.

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

## ARTICLE 16 - HOURS OF WORK & OVERTIME

### 16.01 Work Week and Work Day

(a) (Applicable to full-time employees only)

The normal or standard work week shall be an average of thirty-seven and one-half (37½) hours, with a normal or standard work day of seven and one-half (7½) hours except in those Hospitals where agreements already provide a standard or normal work week of less than thirty-seven and one-half (37½) hours per week and seven and one-half (7½) hours per day. (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 of work at the Hospital concerned are to thirty-seven and one-half (37½) hours and shall appropriately reflect such hours in this Article).

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.

- (b) (applicable to part-time employees only)

The normal or standard work day shall be seven and one-half (7 ½) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37 ½) 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 ½) 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 ½) hours and shall appropriately reflect such hours in this article.)

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

- (a) (applicable to full-time employees only)

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 half shift.

- (b) (applicable to part-time employees only)

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 Definition

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 (1½) times the regular straight time hourly rate of pay.

NOTE: Article 16.04 is applicable to full-time employees only.

16.04 Overtime/Call Back Accumulation

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) or has accumulated hours for Call Back up to a maximum, then such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where the applicable rate is one and one-half times, then time off shall be at one and one-half times). Where an employee chooses the latter option, such time off must be taken within the period set out in the Local Provisions Appendix, or payment in accordance with the former option shall be made. Further, such time off must be taken at a time mutually agreeable to the Hospital and employee.

The maximum for purposes of overtime/call back accumulation and the scheduling of time off shall be determined locally and shall be set out in the Local Provisions Appendix.

16.05 Missed Meal Breaks

- (a) (applicable to full-time employees only)

If an employee is authorized to work, during the lunch break, due to the requirements of patient care, he will be paid time and one-half (1½) his regular straight time hourly rate for all time worked in excess of his normal daily hours.

- (b) (applicable to part-time employees only)

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%) his regular straight time hourly rate for all time worked in excess of the normal or standard work day.

#### ARTICLE 17 - Premium ~~Rate~~ 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 full-time and 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 at time and one-half (1%) 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 (1½) 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,

NOTE: Applicable to part-time employees only.

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 16.01, 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 (1½) 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

(a) (applicable to full-time employees only)

Where an employee's schedule is changed by the Hospital with less than twenty-four (24) hours notice, she shall receive time and one-half (1½) of her regular straight time hourly rate for all hours worked on her next shift.

(b) (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 (1½) 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 (a) (Applicable to full-time employees only)

The collective agreement shall provide twelve (12) paid holidays with appropriate payment to all employees who have completed twenty (20) days worked with the employer, provided that he fulfils the qualifying conditions, if any, set out in the collective agreement. It is understood that the list of paid holidays may include a combination of designated and non-designated days such as float days, anniversary days, and birthdays. The twelve (12) paid holidays shall be:

New Year's Day	Good Friday
Victoria Day	Canada Day
August Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	3 Floating Holidays

### (b) (Applicable to part-time employees only)

The collective agreement shall include the above twelve (12) holidays for purposes of payment for work performed on such holidays.

### 18.02 (a) (Applicable to full-time employees only)

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 (1½) his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, he will receive a lieu day off with pay in the amount of his regular straight time hourly rate of pay times seven and one-half (7½) hours, except in those hospitals which have a standard work day of less than seven and one-half (7½) hours in which case holiday pay will be based on the standard daily hours in that hospital. The scheduling of lieu days shall be determined locally and shall be set out in the Appendix of Local Provisions.

## (b) (Applicable to part-time employees only)

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 (1%) 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%) 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 (Applicable to full-time employees only)

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

18.05 In order to qualify for payment of any of the above holidays an employee is required to work his last regular shift immediately preceding the holiday and his next regular work shift immediately following the holiday, except where an employee is absent due to verified accident or illness, Such employee shall be paid the first of the above listed paid holidays which occurs during such absence.

ARTICLE 19 - VACATIONS

## 19.01 (a) (Article 19.01 (a) is applicable to full-time employees only)

Registered Technologist and higher classifications who have completed less than one (1) year of continuous service shall be entitled to a vacation on the basis of 1.25 days per month for each completed month of service with pay in the amount of 6% of gross earnings.

Registered Technologist **and** higher classifications shall receive three (3) weeks vacation after one (1) year of continuous service, and four (4) weeks vacation after three (3) years of continuous service.

Employees below the Registered Technologist classification who have completed less than one (1) year of continuous service shall be entitled to a vacation on the basis of .83 days per month for each completed month of service with pay in the amount of 4% of gross earnings.

Employees below Registered Technologist shall receive two (2) weeks vacation after one (1) year of continuous service, three (3) weeks vacation after two (2) years of continuous service and four (4) weeks vacation after five (5) years of continuous service.

All employees shall receive five (5) weeks vacation after fifteen (15) years of continuous service and six (6) weeks vacation after twenty-five (25) years of continuous service.

(b) (Article 19.01(b) is applicable to regular part-time employees only)

**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.

NOTE: Article 19.02 is applicable to full-time employees only.

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

Where an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.

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

- 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 - HEALTH AND WELFARE BENEFITS

NOTE: The provisions of Articles 20.01 to 20.03 with respect to Health and Welfare Benefits apply to full-time employees only.

20.01 The Hospital agrees to contribute towards the premium coverage of participating eligible employees in the active employ of the Hospital under the insurance plans as set out in Article 20.01 subject to their respective terms and conditions including any enrolment requirements. For newly hired employees, coverage as set out in Article 20.01 shall be effective the first billing date in the month following the month in which the employee was first employed subject to any enrollment or other requirements of the Plan. In no instance shall the first billing date for an employee occur later than the first day of the fourth full month following the month in which the newly-hired employee was first employed:

(a) Semi-Private Hospital Insurance

The Hospital agrees to pay seventy-five (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Liberty Health Plan or comparable coverage with another carrier.

(b) Extended Health Care

The Hospital shall contribute on behalf of each eligible employee seventy-five percent (75%) of the billed premium under the Extended Health Care Plan (Liberty Health \$15-25 deductible plan including hearing aids with a maximum of \$300.00 per person and vision care with a maximum of \$90.00 every 24 months per person, or its equivalent) provided the balance of the

monthly premium is paid by employees through payroll deduction. Any Hospital currently paying more than 75% of the premium shall continue to do so. The drug formulary shall be as defined by Liberty Health Formulary Three.

(c) Dental

The Hospital agrees to contribute seventy-five percent (75%) of the billed premium towards coverage of eligible employees in the active employ of the hospital under the Liberty Health Dental Plan #9 (or its equivalent) based on the current ODA fee schedule provided the balance of the monthly premiums are paid by the participating employees through payroll deduction. Employees will be enrolled in the existing Plan in accordance with the terms and conditions of the Plan. The Plan shall provide for recall oral examination to be covered once every 9 months.

(d) Group Life Insurance

The Hospital shall contribute one hundred percent (100%) toward the monthly premium of HOOGLIP or other equivalent group life insurance plan in effect for eligible full-time employees in the active employ of the Hospital on the eligibility conditions set out in the existing Agreements.

20.02 Change of Carrier

It is understood that the Employer may at any time substitute another carrier for any Plan (other than OHIP) provided the benefits are equivalent and are neither reduced or increased. The Employer shall provide to the Union full specifications of the benefit programs contracted for before implementation of any change.

20.03 Pension

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

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 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, as it applies to part-time employees, 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.

NOTE: Article 24.03 ~~is~~ applicable to part-time employees only.

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.

24.04 Attached hereto and forming an integral part of this Agreement is Schedule "A" - Wage Rates which is a schedule of job classifications and ranges of rates of pay for each classification.

#### 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 ½) 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

(Applicable to Full-Time Employees Only)

6.01 The short-term sick leave plan will provide payment for the number of hours of absence according to the scheduled tour to a total of 562.5 hours. All other provisions of the existing plan shall apply mutatis mutandis.

Article 7 - Paid Holidays (Applicable to Full-Time Employees Only)

7.01 Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the number of hours for a normal or standard work day as set out in Article 16.01 (a).

7.02 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 (1 ½) his regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, he will receive a lieu day off with pay in the amount of his regular straight time hourly rate of pay times seven and one-half (7 ½) hours, except in those hospitals which have a standard work day of less than seven and one-half (7 ½) hours in which case holiday pay will be based on the standard daily hours in that hospital.

Article 8 - Vacation

8.01 (Applicable to full-time only)

Vacation entitlement as set out in Article 19.01 (a) will be converted to hours on the basis of the employee's normal work week.

8.02 (Applicable to part-time only)

As set out in Article 19.01 (b) 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

(Local provisions related to these scheduling arrangements 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

26.03 **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) Health and Welfare Benefits

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

Full-Time Employees Only

Employees will be allowed to participate in health and welfare benefits plans during the year of the leave, but the full cost of such plans will be borne by the employees. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan.



Notwithstanding the above, employees will not be eligible to participate in the disability income plan during the year of the leave.

(h) Seniority and Service

Full-Time Only

During the year of the leave, seniority shall continue to accumulate.

Service for the purposes of vacation and salary progression and other benefits will be retained but will not accumulate during the period of the leave.

(i) Assignment 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.

## ARTICLE 27 - MISCELLANEOUS

### 27.01 Notice of Termination of Employment

If an employee in the bargaining unit is planning to terminate his services with the Hospital, he must give the Department Head or his designee a minimum of ~~two~~ (2) weeks notice in writing. If this notice is not given, or the employee is dismissed for just cause, then the Hospital will be absolved from payment of any benefit on termination, except as required by the Employment Standards Act.



27.02 Retirement

All employees in the bargaining unit of the North Bay General Hospital shall be automatically retired on reaching sixty-five (**65**) years of age.

27.03 Employees, who through age or physical disability, are, or become, no longer capable of performing all of the normal functions of their work may, at the discretion of the Employer, be retained in the employment of the Hospital provided suitable work is available. In such cases the wage provisions of this Agreement may not apply for such employees, and the Employer shall have the right to establish what it considers an equitable rate of pay on agreement with the Union.

27.04 Health Examinations

When required by the Employer, the employees will submit to a physical examination, stool examinations and/or culture, including laboratory tests, x-ray, inoculations and vaccinations; it being understood that examinations may be conducted by the employee's own personal physician, and without limiting the generality of the foregoing, the employees agree to submit to any examination required from time to time by the Public Hospitals Act, R.S.O. 1970, chapter 378 and amendments thereto and/or regulations thereto.

27.05 Malpractice And Professional Liability Insurance

The Hospital agrees to continue to provide insurance to cover technologists and other employees in the event of any legal action brought against such employees in the course of employment with the hospital.

ARTICLE 28 - DURATION AND RENEWAL

28.01 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:

28.02 (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.

IN WITNESS WHEREOF each of the parties hereto has caused this agreement to be executed by **its** duly authorized representatives as of AUGUST 13, 1998.

FOR THE UNION

Brian Baldwin  
Scott [unclear]  
Nancy Ammerate  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE HOSPITAL

U. F. M. [unclear]  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

**SCHEDULE "A"**  
**SALARY GRIDS JANUARY 1, 1998**

**REGISTERED TECHNOLOGIST**

	<u>YEARLY</u>	<u>MO THLY</u>	<u>HOURLY</u>
<u>START</u>	35373	2948	18.14
1	37128	3094	19.04
2	38591	3216	19.79
3	40190	3349	20.61
4	41789	3482	21.43
5	43388	3616	22.25
6	44987	3749	23.07
7	46605	3884	23.90
8	48185	4015	24.71
9	49803	4150	25.54

**SENIOR TECHNOLOGIST**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
2	40911	3409	20.98
3	42608	3551	21.85
4	44304	3692	22.72
5	46000	3833	23.59
6	47678	3973	24.45
7	49394	4116	25.33
8	51071	4256	26.19
9	52787	4399	27.07

**CHARGE TECHNOLOGIST**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
2	43212	3601	22.16
3	45006	3751	23.08
4	46800	3900	24.00
5	48594	4050	24.92
6	50388	4199	25.84
7	52202	4350	26.77
8	53976	4498	27.68
9	55770	4648	28.60

**PHARMACIST**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	42084	3507	21.582
1	44760	3730	22.954
2	47424	3952	24.320
3	50100	4175	25.692
4	52776	4398	27.065
5	55452	4621	28.437
6	58116	4843	29.803

**SPEECH PATHOLOGIST (MA), PSYCHOMETRIST (MSW), AUDIOLOGIST (MA)**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
START	40788	3399	20.917
1	43258	3604	22.184
2	45731	3810	23.452
3	48192	4016	24.714
4	50662	4221	25.981
5	53135	4427	27.249
6	55608	4634	28.517

**PHYSIOTHERAPIST, OCCUPATIONAL THERAPIST**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	40788	3399	20.917
1	43258	3604	22.184
2	45731	3810	23.452
3	48192	4016	24.714
4	50662	4221	25.981
5	53135	4427	27.249
6	55608	4634	28.517



**DIETITIAN, SOCIAL WORKER (BSW)**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	40788	3399	20.917
1	43258	3604	22.184
2	45731	3810	23.452
3	48192	4016	24.714
4	50662	4221	25.981
5	53135	4427	27.249
6	55608	4634	28.517

**SPEECH PATHOLOGIST (BACHELORS)**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	40788	3399	20.917
1	43258	3604	22.184
2	45731	3810	23.452
3	48192	4016	24.714
4	50662	4221	25.981
5	53135	4427	27.249
6	55608	4634	28.517

**TECHNICIAN 5**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	35792	2982	18.355
1	37558	3129	19.261
2	39325	3277	20.167
3	41092	3424	21.073
4	42859	3571	21.979

**TECHNICIAN 4**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	35792	2982	18.355
1	37558	3129	19.261
2	39325	3277	20.167
3	41092	3424	21.073
4	42859	3571	21.979

**TECHNICIAN 3**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	30039	2503	15.405
1	31523	2626	16.166
2	33007	2750	16.927
3	3449 ■	2874	17.688
4	35975	2997	18.449

**TECHNICIAN 2**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	30039	2503	15.405
■	31523	2626	16.166
2	33007	2750	16.927
3	34491	2874	■7.688
4	35975	2997	18.449

**TECHNICIAN 1**

	<u>YEARLY</u>	<u>MONTHLY</u>	<u>HOURLY</u>
<u>START</u>	26122	2176	13.396
■	27179	2264	13.938
2	28222	2351	14.473
3	29290	2440	15.021
4	30334	2527	15.556

## APPENDIX "A" - LOCAL PROVISIONS

### ARTICLE A – Scope & Recognition

A-01 The Employer recognizes the Union as the sole and exclusive collective bargaining agent for all paramedical and medical technical employees of North Bay General Hospital, save and except supervisors, those above the rank of supervisor, those above the rank of Charge Technologists, office, clerical, administrative and information systems employees, students employed during the school vacation period, and persons covered by subsisting collective agreements.

### ARTICLE B - Management Rights

B-01 The Union acknowledges that it is the exclusive right and function of the Employer, subject to the terms of this Agreement:

- (a) To direct the working forces, to discharge employees for just cause, to promote, demote, transfer, lay-off, suspend or otherwise discipline employees subject to the use of the Grievance Procedure, and to hire.
- (b) Generally to manage the Hospital and all the enterprises in which the Hospital is engaged.
- (c) To maintain order, discipline and efficiency and to make and alter from time to time, rules and regulations to be observed not inconsistent with the provisions of this Agreement.
- (d) It is agreed that the Employer may exercise any of the rights, powers *and* functions or authority which the Employer had prior to the signing of this Agreement, except those rights, powers, functions or authority which are specifically abridged or modified by this Agreement and these rights shall not be exercised in a manner inconsistent with the express provisions of this Agreement.

### ARTICLE C – Representation and Committees

#### C-01 Union Stewards

With reference to Article 6.01, the Hospital shall recognize the following number of stewards in the following areas:

Laboratory

- 3

Diagnostic Imaging & Nuclear Medicine	-	3
Rehabilitation, Social Services & Pharmacy	-	2
Cardiorespiratory, ECG/EEG & Dietitians	-	2

C-02 Grievance Committee

With reference to Article 6.02, the Union Grievance Committee shall include three (3) members from the bargaining unit.

C-03 Negotiating Committee

With reference to Article 6.04(a), the Union Negotiating Committee shall include three (3) members from the bargaining unit.

**ARTICLE D – Leaves of Absence**

D-01 With reference to Article 14.02(a), notification required for leave under this Article shall be two (2) weeks. The number of employees who may be absent at any one time and from any one area shall be as follows:

(a) O.P.S.E.U.'s Annual Convention:

Laboratory	- 3 employees
Diagnostic Imaging	- 2 employees
<b>All other areas</b>	<b>- 1 employee</b>

(b) O.P.S.E.U. Hospital Division Meetings:

as per subsection (a)

(c) Other Local Union Business:

one employee from each department.

It is understood that leaves requested under subsections (a) and (b) shall be granted only once annually. Should requests for leave under subsections (a) and (b) be made more than once annually, then the formula referred to in subsection (c) shall apply.

## **ARTICLE E - Hours of Work and Overtime**

- E-1 With reference to Article 16.01(a), the length of time over which the hours of work per week are to be averaged over shall be four (4) consecutive weeks.
- E-2 With reference to Article 16.01(b), the length of time over which the hours of work per week are to be averaged over shall be four (4) consecutive weeks.

### **E-3(a) Full-Time**

Duty schedules will be posted 4 weeks in advance. Every effort will be made to give employees due consideration to their preferences for days on/off. However, the hospital reserves the right to have final decision in the scheduling of duty rosters. Employees wishing to change their posted hours may do so providing they submit the request in writing and stating the name of the person willing to cover the change.

Such changes must not alter the balance and number of persons working in a section, result in overtime payment or increase the total hours charged to the Department. The Hospital agrees to schedule two (2) consecutive days *off* for working a weekend unless by mutual agreement.

### **(b) Part-Time**

Duty schedules for part-time employees will be posted two (2) weeks in advance. Employees wishing to change their posted hours may do so providing they submit the request in writing and stating the name of the employee willing to cover the change. Such changes must not alter the staffing balance and under no circumstances shall it result in the payment of overtime premiums or increase the total paid hours charged to the Department.

All shifts in excess of **regularly scheduled shifts** shall be evenly divided among all part-time employees, within their classification and within their department, on a rotational basis beginning with the most senior person. All regularly scheduled shifts for Regular Part-Time employees shall be evenly divided.

- E-4 With reference to Article 17.08, the minimum number of hours shall be twenty-four (24) between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift.
- E-5 With reference to Article 16.04, the maximum for purposes of overtime accumulation and the scheduling of time off shall be five (5) days and ninety (90) days respectively.
- E-6 First shift of the day to commence with the midnight shift, i.e.,

weekdays - midnight Sunday to midnight Friday;  
weekends - midnight Friday to midnight Sunday.

- E-7 Employees who are late for their scheduled shift shall be deducted from the time actually worked according to the following schedule, unless excused by the Executive Director at his discretion:

<u>Minutes Late</u>		<u>Time Deducted</u>
1	- 15	Nil
16	- 30	30 minutes
31	- 45	45 minutes
46	- 60	1 hour

and so on in units of one quarter (1/4) hour

#### **ARTICLE F - Transportation Allowance/Standby**

- F-1 With reference to Article 17.06, the Hospital will pay transportation costs either by taxi or by his own vehicle at the rate of 60% of the taxi fare to a maximum of \$4.50 each way.
- F-2 (i) Phlebotomist(s) working at the McLaren Street site shall receive standby pay for all lunch hours.
- (ii) All shifts for standby (& call back) in excess of regularly scheduled standby (& call back) shall be offered on a rotational basis beginning with the most senior employee regardless of Full-Time or Part-Time status. Shifts will be deemed to be offered whenever a call is placed.

#### **ARTICLE G - Paid Holidays**

- G-1 With reference to Article 18.01(a) and (b), Floating holiday shall be granted under the following conditions:
- (1) The holiday shall be requested by the employee in writing at least one (1) month in advance.
  - (2) The holiday shall be taken during the calendar year. All such requests must be submitted prior to November 1 of each year. Failing such, the employee's supervisor retains the right to assign floating holidays as they may best suit the requirements of the department.

- (3) Where there is a conflict between two or more employees as to the same chosen date, seniority shall be the governing factor subject to the efficient operation of the Hospital.
- G-2 Full-time staff will have until February 1st to have choice for day shifts on statutory holidays, then open to part-time staff.
- G-3 Where a paid holiday falls on a Friday or a Monday, the full-time employee(s) working such holiday will also be scheduled to work that weekend.

#### **ARTICLE H – Vacations**

- H-1 For the purpose of scheduling vacations, the vacation year shall be from January 1st to December 31st.
- H-2 Vacation Requests
  - (a) Written requests for annual vacations will be accepted each year. Only requests submitted by March 1st will be allotted in accordance with seniority rights as provided in Article 10.
  - (b) A request for a "special" holiday consideration during prime time (Easter break, July, August and around Christmas) should be made, in writing, before January 30th of that vacation year. The dates will be posted on the vacation schedule immediately. If no challenge to these dates is received within fifteen (15) working days, the vacation will be granted regardless of seniority rights, but in accordance with availability of covering staff.
  - (c) If the request is for a split vacation, the dates designated by the Employee will be dealt with in conjunction with seniority rights as outlined in (a) above. The secondary dates will receive consideration only after all primary requests have been received.
  - (d) The management reserves the rights to the final decision as to the scheduling of vacations.
  - (e) Where a statutory holiday occurs during or immediately prior to or following a scheduled vacation, an employee will not be scheduled to work such statutory holiday unless by mutual agreement.

- (9) It is understood that it is the employee's choice subject to H-2 (a), (b) and (c) above to request a continuous or split vacation and the employer will not limit any request subject to H-2 (a), (b) and (c) during the vacation year.

## **ARTICLE I - Compensation**

### **I-1 Pay Days**

It is agreed and understood by the parties hereto that pay days for the duration of this Agreement shall be every second Thursday, except that some latitude shall be allowed to the pay office where a Statutory Holiday occurs during the week.

- I-2 On presentation of proof of success, employees who have been successful in the registration examinations of the CSLT shall be given retroactive registered technologist salary in one of the following ways:

- (a) if successful on his first attempt, the salary shall be retroactive to the date of examination or employment whichever is the later.
- (b) if successful on his second or subsequent attempts, the salary shall be paid from the date on which evidence of successful completion is presented.

- I-3 The salary recognition for additional preparation shall be paid in addition to salary schedules only when specific skills afforded are utilized directly in the employment of the technologist, and such amount shall be applied as follows:

- (a) \$30.00 per month (\$15.00 per month for applicable Part-time staff) for ART certification shall only apply to those below the classification of Charge Technologist.

- I-4 Salary recognition for special procedures responsibilities in the Radiology Department shall be \$50.00 per month. The employee(s) required to perform said special procedures responsibilities are those designated by the hospital.

## **ARTICLE J - Miscellaneous**

### **J-1 Bulletin Boards**

The Employer shall provide space on a bulletin board upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the





**LETTER OF INTENT**

- (a)** It is agreed that the monthly parking fees paid by participating employees shall entitle those employees to park in the appropriate lots when working at either site.
- (b)** The Hospital will continue its policy of paid parking at current rates.

Prior to any changes in these rates to reflect changes in costs of providing parking services, the proposed changes will be discussed at the Labour-Management Committee. In the event the Hospital changes the rates, the Union has the right to grieve.

10 UNDERSTANDING

**BETWEEN**

**NORTH BAY HOSPITAL COMMISSION**

**(Operating the North Bay General Hospital)**

**and**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, Local 662**

This will confirm the understanding reached at negotiations between the parties relating to the termination of a probationary employee in accordance with Article 10 of the Collective Agreement, that is the Employer undertakes to meet with and advise the probationary employee of the reasons for termination.

DATED AT NORTH BAY, ONTARIO, THIS 29th DAY OF SEPTEMBER, 1994.

**ONTARIO PUBLIC SERVICE  
EMPLOYEES UNION**

Brian Baldwin  
Jean K. Little  
Maria Ammerata  
\_\_\_\_\_  
\_\_\_\_\_

**NORTH BAY GENERAL HOSPITAL**

W. J. M. Smith  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LETTER OF UNDERSTANDING

**BETWEEN:**

**NORTH BAY GENERAL HOSPITAL**

**AND:**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, Local 662**

**RE:**

**JOB SHARING**

Pursuant to Article 26.03, the following conditions shall apply unless otherwise agreed to by the parties:

### **ARTICLE 1 - Work Unit and Employees Covered**

- (a) Job sharing requests with regard to full-time positions shall be considered on an individual basis.

### **ARTICLE 2 - Hours of Work**

- (a) Total hours worked by the job sharers shall equal one (1) full-time position which shall normally be split on a fifty-fifty (50/50) basis. The division of these hours on the schedule shall be determined by mutual agreement between the two (2) employees and subject to the approval of the Hospital.
- (b) The above schedule shall conform with the scheduling provisions as laid out in Article E-3,(a), (Local Issues) of the Collective Agreement.
- (c) The job sharers involved will have the right to determine which partner works on scheduled holidays and shall only be required to share the same number of paid holidays as one (1) full-time position.
- (d) It is understood and agreed that the arrangement is for a trial period of three (3) months for the full-time employee originating the request. Once the trial period is over, the employee cannot revert to her former full-time position except under Article 4 below. All other assignments relating to an originating job sharer will be considered temporary during the trial period.

- (e) If, because of unavoidable circumstances, one job sharer cannot cover the other due to incidental illnesses, the Unit Manager or designate must be notified to book coverage. Job sharers are not required to cover for their partner in case of prolonged or extended absences.
- (f) In the event that one member of the job sharing arrangement goes on any leave of absence pursuant to Article 16, or takes vacation, the coverage will be negotiated with the Unit Manager or designate, but it is hoped that the remaining member of the position would be prepared to cover the leave of absence, or vacation, as much as possible.
- (g) Job sharers may accept an additional tour(s) when the available tour(s) has been offered to all eligible regular part-time employees in the department.
- (h) Job sharers will not be considered eligible to replace full-time leaves of absence of less than sixty (60) days duration arising outside the job sharing arrangement. Where a job sharer indicates an interest in filling a long term leave (e.g. pregnancy or leaves of equal or greater duration), such request shall be treated in accordance with Article 15.01.

### **ARTICLE 3 - Status of Employees**

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

### **ARTICLE 4 - Introduction**

- (a) If a full-time position becomes available, it must first be posted as a full-time position. In the event that there are no successful applicants, it may be posted as a job sharing position.
- (b) Any incumbent full-time employee wishing to share her position, may do so without having her half ( $\frac{1}{2}$ ) of the position posted. The other half ( $\frac{1}{2}$ ) of the job sharing position will be posted and selection will be made on the criteria set out in Article 15.06 of the Collective Agreement.
- (c) Subject to Hospital approval, where two (2) full-time employees in the same classification wish to job share one position, neither half of their job will be posted. Should such action create one (1) full-time position, it shall be posted in accordance with the Collective Agreement.
- (d) If one of the job sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the posted position, the remaining employee will revert to her

former status. If the remaining job sharer was previously full-time, the shared position would become her position. If the remaining job sharer was previously part-time and there is no part-time position available, she shall exercise her layoff bumping rights to obtain a part-time position. The shared position would then revert to a full-time position and be posted according to the Collective Agreement.

- (e) Seniority under this job sharing arrangement will be accrued as per Article 12 of the Collective Agreement applicable to part-time employees.

**ARTICLE 5 - Discontinuance**

- (a) Either party may discontinue the job sharing arrangement with ninety (90) days notice. Upon receipt of such notice, a meeting shall be held between the parties within fifteen (15) days to discuss the discontinuation. It is understood and agreed that such discontinuation shall not be unreasonable or arbitrary.
- (b) Should the Hospital discontinue job sharing, the employees currently working those arrangements will have the option of reverting to their former status or remain part-time. It is understood that by returning to their former status, the employees may have to exercise their bumping rights.

**NOTE:** With reference to the Model Agreement, the parties agree to enter into a separate written agreement with respect to the continuation of job sharing arrangements in effect as of the date of signing this document. Such agreement to be limited only to those presently covered by such arrangements and until discontinued in accordance with said prior agreement(s).

Dated at North Bay, Ontario, this 4th day of May, 1998.

FOR THE HOSPITAL

[Signature]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR THE UNION

[Signature]  
[Signature]  
[Signature]  
 \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**BETWEEN:**

**NORTH BAY GENERAL HOSPITAL**

**AND:**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, LOCAL 662**

**RE: EXCEPTIONS - JOB SHARING ARRANGEMENT**

The parties hereby agree that notwithstanding the revised Letter of Understanding relating to Job Sharing effective May 4, 1998, current employees covered under the terms of active job sharing arrangements in effect on May 4, 1998 and described in the Letter of Understanding dated October 15, 1985 to this Agreement, will, except to the extent that the terms of Article 2(a) of the aforementioned revised Letter of Understanding applies, continue to be covered by the terms of the prior arrangement, including participation in benefit plans, if applicable, at the percentage rate of contribution defined in said prior arrangement.

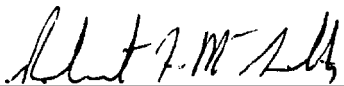
This understanding shall cease to be applicable to each affected employee immediately upon his or her vacating the job sharing arrangement which preceded May 4, 1998.


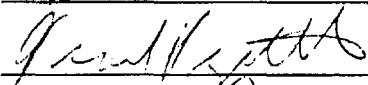
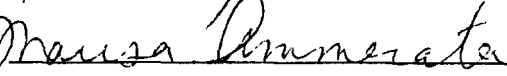
Job sharing arrangements which occur on or after May 4, 1998 shall be based on the terms of the Letter of Understanding - Job Sharing effective May 4, 1998.

Dated at North Bay, Ontario, this 4th day of May 1998.

**FOR THE HOSPITAL**

**FOR THE UNION**

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

  
  
  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**

**BETWEEN:**

**NORTH BAY GENERAL HOSPITAL**

**AND:**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, LOCAL 662**

**RE: SICK LEAVE BANKS**

The parties hereby agree that no known entitlement exists with respect to sick leave banks as referred to under Articles 17.05 to 17.08 of the Collective Agreement bearing the expiry date March 31, 1996.

Notwithstanding the foregoing, the Hospital agrees that in the event of a claim by any employee in the bargaining unit that such a sick bank entitlement remains in effect, such claim shall be fully investigated by the Hospital and once substantiated, the terms as previously applicable under said Articles 17.05 to 17.08 shall be confirmed, in writing, as remaining applicable to the affected employee.

Dated at North Bay, Ontario, this 4th day of May, 1998.

**FOR THE HOSPITAL**

*Robert F. McLaughlin*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE UNION**

*Brian Baldoni*  
*Paula J. [unclear]*  
*Maise Ammeata*  
\_\_\_\_\_



**LETTER OF UNDERSTANDING**

**BETWEEN:**

**NORTH BAY GENERAL HOSPITAL**

**AND:**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION, LOCAL 662**

**RE: SENIOR CLASSIFICATION - PHARMACY AND REHABILITATION**

The parties hereby agree that an employee, while assigned as Senior within the Pharmacy and/or Rehabilitation departments, shall continue to receive a rate set at six percent (6%) above their normal rate within the salary scale for Pharmacist and Therapist as set out in Schedule "A" of the Collective Agreement.

In the event that such assignments continue in effect at September 30, 1998, the parties agree to meet to discuss the Hospital's intentions relative to such assignments and if necessary, the establishment of a classification and salary range related thereto.

Dated at North Bay, Ontario, this 30th day of April, 1998.

FOR THE HOSPITAL

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE UNION

[Signature]  
[Signature]  
[Signature]  
\_\_\_\_\_

YOUR group  
*benefits*

**LIBERTY  
HEALTH,**

Helping PEOPLE live *healthier, safer, more secure* lives.

# **SUMMARY OF BENEFITS**

**THE NORTH BAY GENERAL HOSPITAL**

**O.P.S.E.U. MEMBERS**

**GROUP CONTRACT NUMBER: 6740**

**EFFECTIVE DATE: REFER TO MASTER CONTRACT**

**ELIGIBILITY PERIOD: 1st of the month coincident with or next following 3 months of continuous active employment.**

**ISSUED: March, 1998**

## SUMMARY OF BENEFITS

### Benefits Underwritten By Liberty Mutual Insurance Company

#### **EXTENDED HEALTH BENEFITS (EHB)**

Single Deductible - \$15, per benefit year.

Family Deductible - \$25, per benefit year.

100% reimbursement of eligible charges in excess of the deductible amount.

**Paramedical Services** - maximum amounts allowed subject to the EHB Plan deductible and percentage reimbursement shown above.

#### **a) Clinical Psychologist:**

- |                          |                                       |
|--------------------------|---------------------------------------|
| First visit              | - up to \$35.                         |
| Subsequent visits        | - up to \$20, per hour                |
| Maximum amount allowable | - \$200, per person per benefit year. |

#### **b) Registered Masseur:**

- |                              |                                   |
|------------------------------|-----------------------------------|
| Per treatment                | - up to \$7.                      |
| Maximum number of treatments | - 12 per person per benefit year. |

#### **c) Speech Pathologist:**

- |                          |                                       |
|--------------------------|---------------------------------------|
| Maximum amount allowable | - \$200, per person per benefit year. |
|--------------------------|---------------------------------------|

#### **Semi-Private Hospital Accommodation**

Deductible - Nil.

100% reimbursement of the charge made by a hospital for semi-private room accommodation, which is in excess of the standard ward rate.

**Hearing Aids** - Subject to the EHB deductible.

100% reimbursement up to a lifetime maximum of \$300.

**Vision** - Subject to the EHB deductible.

100% reimbursement up to a maximum of \$90. per 24 consecutive months.

**EHB Overall Lifetime Maximum** - Unlimited.

## **CUSTOM DENTAL BENEFITS**

### **Preventive Plan**

Deductible - Nil.

100% reimbursement of eligible charges, up to the amount specified in the applicable Fee Guide.

**Dental Overall Maximum** - Unlimited.

**Fee Guide** - Current Ontario Dental Association Fee Guide for General Practitioners.

### **Dental Coverage for Late Entrants**

If you apply for dental coverage more than 31 days after first becoming eligible, you will be considered a late entrant and will be subject to a dental maximum of \$150 during the first 12 months of coverage.

### **Note:**

A benefit year is any period of 12 consecutive months beginning from the date on which the first eligible expense is incurred.

If you have not enrolled for all the benefits described, please refer to your Identification Certificate for details of your personal coverage.

Your group health and dental benefit plan is underwritten by Liberty Mutual Insurance Company. However, we conduct business under the name "Liberty Health". Where statements of a contractual nature are included in this brochure, you will see the underwriter named. In all other cases, you will see references to Liberty Health.

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## **ELIGIBLE DEPENDENTS**

Dependents (if applicable) include:

- i) your legally married spouse or, a person of either sex with whom you have continuously cohabited in a common-law or similar relationship;
- ii) unmarried, unemployed children under the age of 21 years, including newborns;
- iii) unmarried, unemployed dependent children to any age who are incapable of self sustaining support or employment by reason of mental or physical disability.

## **TERMINATION OF BENEFITS**

Coverage for you and your dependents will cease on the earliest of:

- the last day of the month for which premiums have been paid;
- the last day of the month in which you cease to be eligible due to termination of employment, attainment of age 65, retirement, death, dependent age limitation, change in classification, etc.;
- the termination date of the Group Contract,

## **CLAIMING BENEFITS**

**Assignment of Benefits to the Provider (Not applicable to the Prescription Drug benefit, except for drugs dispensed through the preferred provider named by your Employer)**

In cases where your group benefit plan permits direct payments to providers, you may wish to assign benefits to the provider of the service (e.g. hospital, dentist, optician). If assignment is acceptable to the provider, present your Identification Certificate and the provider will bill Liberty Health directly. No claim forms are necessary.

## **Direct Claims Submission**

Claims submitted directly to Liberty Health must include original receipts and a completed claim form including the following: your name and complete address; your group and identification numbers; group name; claimant's date of birth; dependent's name (if claim is on behalf of a dependent or spouse) plus relationship to you. Drug claims must indicate the prescription number, name, strength and quantity of the drug plus the drug identification number.

**Claims should be submitted to:** Liberty Health, Liberty Centre, 3500 Steeles Avenue East, Markham, Ontario L3R 0X4.

Written proof of claim must be received by Liberty Health not later than the end of the calendar year following the year in which the claim was incurred. On termination of a person's coverage for any reason, written proof of claim must be received not later than 90 days following the date of such termination.

## **COORDINATION OF BENEFITS**

Your Liberty Health plan includes a Coordination of Benefits provision. If you have similar benefits through any other insurer, the amount payable through this plan shall be coordinated as follows, so that payment from all benefit plans does not exceed 100 percent of the eligible expense. Where both spouses of a family have coverage through their own employer benefit plans, the first payer of each spouse's claims is their own employer's plan. Any amount not paid by the first payer can then be submitted for consideration to the other spouse's benefit plan (the second payer).

Claims for dependent children should be submitted first to the benefit plan of the spouse who has the earlier birthday in a calendar year, and second to the other spouse's benefit plan. When submitting a claim to a second payer, be sure to include payment details provided by the first payer.

## **CONVERSION**

When you or your dependent leave the group, application may be made for conversion to an individual plan. Application for conversion to an individual plan must be made within 30 days of leaving the group.

## **EHB (EXTENDED HEALTH BENEFIT) PLAN**

The benefits described below are available to you through Liberty Mutual Extended Health Benefit Plan when required as a result of sickness or accidental bodily injury.

Refer to the "Summary of Benefits" for information regarding reimbursement of this benefit.

### **GENERAL INFORMATION**

- No medical examination is required.
- Benefits apply anywhere in the world. Reimbursement will be in Canadian funds up to the reasonable and customary charges for the services received, plus the rate of exchange if any, as determined by Liberty Mutual from the date of the last service provided.
- Pre-existing conditions are covered from the moment the Agreement takes effect, except for dental care as a result of an accident.

### **BENEFITS**

- 1. DRUGS - Formulary Three:** Drugs, medicines and injected allergy sera, purchased on the prescription of a medical doctor or dentist and which are listed in Liberty Mutual Formulary Three, and insulin, needles, syringes and test-tape for use by diabetics. Benefits are not payable for vitamins (unless injected), vitamin preparations, food supplements, smoking cessation aids or drugs not approved for legal sale to the general public in Canada.
- 2. PRIVATE NURSING:** Charges for private nursing services which require, and can only be performed by a Registered Nurse (RN); when such services are provided in the home or hospital by a Registered Nurse who is registered in the jurisdiction in which the services are performed and is neither a relative of the patient nor an employee of the hospital. RN services must be certified medically necessary by the attending physician. Agency fees, commissions and overtime charges, or any amount in excess of the fee level set by the largest nursing registry in the province of Ontario, are not included.

An "Authorization Form for RN Services" must be completed by the attending physician and submitted to Liberty Health. When the services are extended for more than 30 days, prior approval must be obtained from Liberty Mutual on a monthly basis.



3. **PHYSIOTHERAPY:** Services of a licensed or registered physiotherapist who does not have an agreement with the Ontario Health Insurance Plan (OHIP) for payment of his/her services. Reimbursement will be based on the amount that would have been allowed by OHIP if he/she were registered with them.
4. **DIAGNOSTIC SERVICE:** For provinces where diagnostic services are not covered by the provincial health plan, diagnostic services performed in a hospital or licensed medical laboratory.
5. **PRIVATE ROOM:** Difference in cost between semi-private accommodation and a private room (not a suite) in a public general hospital.
6. **ACCIDENTAL DENTAL:** Dental care necessitated by a direct accidental blow to the mouth and not by an object wittingly or unwittingly placed in the mouth. The accident and treatment must occur while coverage is in force. Treatment must begin within 90 days of the accident, and must be completed within one year. Liberty Health must be notified immediately. Payment will be based on the monetary rates shown in the Ontario Dental Association Fee Guide for General Practitioners in effect at the time of treatment.
7. **PRIVATE HOSPITAL:** Charges up to \$10 a day to a maximum of 120 days per person while your coverage is in force for care in a licensed private hospital.
8. **PROSTHETIC APPLIANCES:** Purchase of the following items when authorized in writing by the patient's attending physician: standard type artificial limb or eye, splints, trusses, casts, cervical collars, braces (excluding dental braces), catheters, urinary kits, external breast prostheses (following mastectomies), ostomy supplies (where a surgical stoma exists), corrective prosthetic lenses and frames (once only for persons who lack an organic lens or after cataract surgery), custom-made orthopaedic boots or shoes or adjustments to stock item footwear.
9. **DURABLE MEDICAL EQUIPMENT:** Purchase or rental of the following items when authorized in writing by the attending physician: hospital bed, crutches, cane, walker, oxygen set, respirator (a device to provide artificial respiration), standard-type wheelchair and wheelchair repairs.
10. **MEDICAL SERVICES AND SUPPLIES:** Bandages or surgical dressings, blood transfusions, plasma, radium and radioactive isotope treatments when authorized in writing by the patient's attending physician.

11. **AMBULANCE:** Licensed ground and air ambulance services (the difference between the government agency allowance and the customary charge).
12. **PARAMEDICAL SERVICES:** Services of the following registered/certified practitioners up to the maximums shown on the "Summary of Benefits" pages:
  - a. Clinical Psychologist;
  - b. Masseurs - when the patient's attending physician authorizes in writing that such treatment is necessary;
  - c. Speech Pathologists- when the patient's attending physician or dentist authorizes in writing that such treatment is necessary.

No payment will be made for completion of reports, assessments, tests or evaluations.

13. **EXTRA MEDICAL FEES:** When charges are incurred for the emergency services of a licensed physician, while travelling or temporarily residing outside your province of residence, payment will be made for the reasonable and customary charges which are in excess of the amount listed in the provincial Medical Association Fee Schedule.

## LIMITATIONS

Extended Health Benefits are not payable for:

- services covered by any provincial government plan or the Workers' Compensation Board.
- any care, services or supplies which are not medically necessary, as determined by Liberty Mutual.
- care, services or supplies utilized as treatment of lifestyle choices, as determined by Liberty Mutual.
- services or supplies which are primarily for cosmetic purposes.
- rest cures, travel for health reasons or examinations for the use of a third party.
- services or supplies provided in a health spa, psychiatric or chronic care hospital or 'chronic care unit of a general hospital.
- services or supplies provided while confined in a nursing home or home for the aged.
- charges for dental care due to an accident which occurred prior to the effective date of coverage.

- drugs or medicines, services or supplies which have been self prescribed, or prescribed by or for family members.
- drugs, injectables, supplies or appliances which are experimental or which are not approved by the Health Protection Branch of Health & Welfare Canada for use in Canada.
- charges incurred as a result of conditions arising from war, whether or not war was declared, from participation in any civil commotion, insurrection or riot, or while serving in the armed forces.
- additional, duplicate or replacement appliances or devices, except where the replacement is required because the existing appliance can no longer be made serviceable due to normal wear and tear, or as the result of a pathological change, unless prior approval in writing is obtained from Liberty Mutual.
- vaporizers.
- charges incurred as a result of self-inflicted injury or while committing, or attempting to commit, a criminal offence.
- charges for the completion of claim forms or other documentation, or charges incurred for failing to keep a scheduled appointment or for transfer of medical files.
- expenses incurred for benefits or that part of benefits which cease to be payable under any government program.

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# **SEMI-PRIVATE HOSPITAL ACCOMMODATION**

## **SEMI-PRIVATE HOSPITAL ACCOMMODATION**

### **BENEFITS**

**Semi-Private Hospital Accommodation -** if you are hospitalized in a public general or convalescent hospital or in a contracted private hospital in accordance with the formal agreement between the hospital and Liberty Mutual, payment will be made for room and board charges in excess of those payable by your provincial health plan, up to the difference in amount between the hospital standard ward charge and the semi-private room charge.

**Chronic Care -** if you are confined in a chronic hospital or chronic care unit of a public general hospital, payment will be made to a maximum of \$3 per day for semi-private accommodation for a total of 120 days per 12 consecutive months. Benefits are not payable for accommodation in psychiatric hospitals or nursing homes.

### **Out of Province**

When semi-private hospital accommodation charges are incurred outside Ontario, Liberty Mutual will not pay an amount which is greater than it would pay for semi-private hospital accommodation when incurred in Ontario.

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# VISION

## **VISION**

This benefit provides payment towards the purchase of new or replacement eyeglasses or contact lenses for you or an eligible dependent, when prescribed by your doctor, ophthalmologist or optometrist.

Charges to repair existing frames or lenses are also covered.

Refer to your Summary of Benefits for the amount and frequency of payment.

Benefits are not payable for the cost of eye examinations, industrial safety glasses or expenses covered by the Workers' Compensation Board or any government plan.

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# HEARING AIDS



## HEARING AIDS

This benefit provides payment towards the purchase of a hearing aid for you or an eligible dependent, when prescribed by a physician or hearing specialist.

Eligible charges include the cost of repairs and initial batteries.

Refer to your Summary of Benefits for the amount and frequency of payment.

Benefits are not payable for ear examinations, tests, replacement batteries or expenses covered by the Workers' Compensation Board or any government plan.

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# **CUSTOM DENTAL BENEFITS**

## **CUSTOM DENTAL BENEFITS**

### **PREVENTIVE PLAN**

The following provides a general description of the benefits available to you and your eligible dependents under this dental plan. A complete list of the specific procedures (and applicable limitations) can be found in the Master Contract held by your Employer.

Payment for eligible benefits will be based on the monetary rates shown in the Dental Association Fee Guide applicable to your group plan.

Refer to your Summary of Benefits for information regarding any deductible, co-payment or maximum benefit amounts.

### **BENEFITS**

**Examinations** - includes complete oral examinations once every 3 years and recall oral examinations once every 9 months

**Consultations** - with patient (maximum 2 units every 12 months) or with a member of the profession

**Radiographs** - includes complete series intra oral films once every 3 years, panoramic films once every 3 years, bitewing films once every 9 months

**Diagnostic Services** - includes bacteriologic tests, biopsy and cytological tests

**Preventive Services** - includes polishing (one unit of time every 9 months), scaling, preventive recall packages once every 9 months, fluoride treatment, oral hygiene instruction and reinstruction once every 9 months, space maintainers, and pit and fissure sealants for permanent molar teeth of children up to and including age 15 (only one replacement sealant per tooth)

Fillings

**Endodontic Services** - includes root canal therapy, surgical and emergency services

**Periodontic Services** - includes periodontal surgery, root planing and occlusal equilibration (8 units of time every 12 months)

**Denture Repairs, Minor Adjustment** (after 3 months from insertion),  
**Relining/Rebasing**

**Surgical Services** - includes extractions, surgical incision/excision and frenectomy

**Anaesthesia**

**In-office and Commercial Laboratory Charges** - when applicable to the covered benefits

### **Limitation on Benefits Provided Outside Ontario**

When you incur expenses outside Ontario, Liberty Mutual will not pay an amount which is greater than it would pay for such expenses when incurred in Ontario.

#### **Benefits are not payable for:**

- Services or supplies not listed under Benefits.
- Charges for complete or partial dentures, crowns, bridgework or orthodontic services.
- Services or supplies for cosmetic purposes.
- Charges for procedures or appliances connected with implants.
- Services or supplies related to Temporomandibular Joint problems.
- Charges incurred as a result of conditions arising from war, whether or not war was declared, from participation in any civil commotion, insurrection or riot, or while serving in the armed forces.
- Charges incurred as a result of self-inflicted injury.
- Charges incurred while committing, or attempting to commit, directly or indirectly, a criminal act under legislation in the jurisdiction where the act was committed.

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- Charges for the completion of claim forms or other documentation, or charges incurred for failing to keep a scheduled appointment or for transfer of medical files.
- Charges for procedures in excess of those stated in the Fee Guide for General Practitioners, as shown in your Summary of Benefits.
- Services or supplies covered by any government plan.
- Services completed after termination of coverage.

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