
COLLECTIVE AGREEMENT

-between-

THUNDER BAY REGIONAL
HOSPITAL

-and-

SERVICE EMPLOYEES UNION
LOCAL 268

PART-TIME COLLECTIVE AGREEMENT

Term: Oct. 11, 2001 - Oct. 10, 2004

12318(02)

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FOR YOUR INFORMATION

The International Union has a scholarship program, which offers 10 4-year scholarships of \$750.00. For details of this program contact the Union Office. Please keep the Union Office advised of any change of address. It is each member's responsibility to ensure their due payments are up to date. If the payment is not made within the month they are owing, your Death Gratuity is broken.

The Welfare Fund will function only under the following guidelines for full and part-time employees of their Employer and who is a member in good standing:

- a) cards to members who are ill at home;
- b) fruit baskets to members who are ill in hospital, if notified while in hospital;
- c) flowers for deceased members only - not family members.

Responsibility for Payment of Dues: SEIU Constitution and By-Laws Article V, Section 8.

The entire responsibility for payment of dues to a Local Union within the time required by the provisions of this Article is the sole obligation of each member individually and cannot be delegated to the Local Union or any of its representatives, or to any person whether a delegate, shop steward or otherwise. Effective May 1st, 1978, all full-time members will be solely responsible for the payment of their dues when not deducted at the Union Office prior to the last day of the month in which they are owing in order to protect your Death Gratuity.

THE INTERNATIONAL DEATH GRATUITY

The gratuity is a payment made by the International Union to the Beneficiary of a deceased member. It is a gift from the Union to

your family or anyone you choose, an extra service undertaken by your Union to encourage you to pay dues promptly that is, within the month they are due. The Death Gratuity affects members of the SEIU -except those who joined after January 1st, 1951 and who were 65 or older at the time.

For members of any Local Union who were in **good** standing in connection with this Article XVII on September 1, 1984, the Service Employees International Union Death Gratuity Program, as amended effective September 1, 1984, shall be maintained in effect for those members who meet the eligibility and participation requirements set forth in such amended Program. **When** the International Executive Board in its discretion determines that it is necessary or advisable to abolish, curtail or limit any payments provided for in the Program or to amend or modify any provisions governing such payments, it shall have authority to do **so**. The International Union shall notify each Local Union sixty (60) days before the effective date of any changes in the provision of the Program.

This age limit does not apply to members who joined before January 1st, 1951. Gratuity payments are in the amounts of \$100.00; \$200.00; \$300.00; ~~\$400.00~~ and \$500.00. They are computed this way: Counting back from the date of death, \$100.00 is paid for up to 5 years. If **you** were to die less than a year after you joined, your beneficiary would not receive a Gratuity. Or, if you were to die within a year after you failed to pay dues on time in any month, no Gratuity would be paid. And, of course, members who joined at age 65 after January 1st, 1951 are not affected by the Gratuity. Can the Beneficiary of every member receive a \$500.00 Gratuity? **No**. There are 2 exceptions.

- 1) if you were initiated after January 1st, 1946, and were 55 or over at the time, the maximum Gratuity will be \$100.00 in any event;
- 2) if you fail to pay dues promptly anytime after you reach 55 the maximum Gratuity possible will be \$300.00.

The natural person or persons you want to receive the Gratuity is your beneficiary. **An** estate or institution may not be named as your beneficiary. If you do not name a beneficiary and leave no spouse or children, the Union will pay \$100.00 towards funeral expenses. You alone are responsible for the prompt payment of your dues. There are not exceptions to this • not even if you customarily pay dues through another person and that person fails to pay them on time. For your loved ones, protect the Gratuity. Always pay your dues within the month they are due or ahead of time. If you have not named your beneficiary do **so** as soon **as** possible. Should your beneficiary die or should you decide to change beneficiaries, notify your Local Union.

UNION OFFICE
1200 West Walsh Street
Thunder Bay, Ontario
P7E 4X4
(807) 475-4217

OFFICE STAFF

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j.rooney@seiulocal1.org

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Executive Secretary
b.thompson@seiulocal1.org

Brenda Ingram
Bookkeeper
b.ingram@seiulocal1.org

Should you have any concerns regarding issues in the workplace, please contact your Stewards.

Chief Steward: _____

Phone: _____

E-mail: _____

Steward: _____

Phone: _____

E-mail: _____

**For Health & Safety concerns, please contact your
Health & Safety Representative.**

**Health &
Safety Rep:** _____

Phone: _____

E-mail: _____

PART-TIME

COLLECTIVE AGREEMENT
made this 12th day of May, 2004,

BETWEEN

THUNDER BAY REGIONAL HOSPITAL,
of the City of Thunder Bay, in the District
of Thunder Bay, hereinafter referred to as the
"Corporation",

OF THE FIRST PART;

- and -

SERVICE EMPLOYEES INTERNATIONAL UNION,
A.F. of L. - C.I.O., C.L.C., a voluntary **Union** of
employees representing certain employees of the Corporation
through its LOCAL 268, hereinafter referred to as the
"Union",

OF THE **SECOND** PART.

ARTICLE 1 PURPOSE

1.01 Purpose: The purpose of this Agreement is to
establish an orderly, collective bargaining relationship between
the Corporation and certain classifications of employees repre-
sented by the Union which will not interfere with the successful
operation of Thunder Bay Regional Hospital as a public service
institution intended to provide adequate hospital and clinical ser-
vices to the general public.

ARTICLE 2 SCOPE & RECOGNITION

2.01 The Hospital recognizes the Union for the duration of this agreement as the sole and exclusive collective bargaining agent for those employees of the Hospital regularly employed for less than **(24)** hours per week in the classifications listed on Schedule "**A**" of the full-time collective agreement between the Union and the Hospital save and except supervisors, persons above the rank ~~of~~ supervisor, professional medical staff, graduate nursing staff, paramedical employees, clerical staff, watch person, students on a cooperative work **study** program, medical librarian and persons covered by subsisting collective agreements.

2.02 The Corporation undertakes that it will not enter into any other Agreement or contract with the employees described in the bargaining unit above, and represented by the Union either individually or collectively, which will conflict with any of the provisions of this Agreement.

ARTICLE 3 MANAGEMENT RIGHTS

3.01 Rights of the Corporation: The Union acknowledges that it is the exclusive function of the Corporation subject to the provisions of the Collective Agreement:

(a) to maintain order, discipline and efficiency, and to establish and from time to time alter rules and regulations to be observed by employees after reasonable notice of such alterations in the rules and regulations has been given to the Union Committee; to decide on the number of employees needed by the Corporation at any time and to decide to use improved or changed methods and equipment.

(b) to hire, transfer, promote, demote, lay-off, recall, assign duties, and to suspend, discipline or discharge any

employee for **just** cause, provided that a claim that an employee has been unjustly discharged or disciplined may be the subject of a Grievance **and** dealt with under the Grievance **Procedure** of this Agreement.

3.02 All matters concerning the operation of the Corporation not specifically dealt with herein, shall be reserved **to** the Corporation and be its exclusive responsibility.

ARTICLE 4 DEFINITIONS

4.01 **Temporary Employees**: Employees may be hired for a specified term, not to exceed six **(6)** months, to replace an employee on leave or to perform a special non-recurring **task**. This term may be extended **a** further six **(6)** months on mutual agreement of the Union, employee and Hospital or by the Hospital **on** its **own** up to twelve **(12)** months where the leave of the person being replaced extends that far. The period of the employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

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

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

4.02 Definition of Employees:

(a) "Employee" shall include only such persons coming within the scope of the bargaining unit described in Article 2.

(b) "Steward" shall mean an employee of the Corporation duly accredited as such by the Union.

(c) "Chief Executive Officer" shall mean President of Thunder Bay Regional Hospital.

(d) "Regular Part-time Employee" is an employee who works less than 24 hours per week on a regular basis and whose length of appointment is indefinite and who has completed his probationary period.

4.03 For the purpose of interpretation of this agreement, the masculine gender shall mean and include the feminine gender, and similarly the singular shall include the plural and vice versa, as applicable.

ARTICLE 5 UNION SECURITY

5.01 Union Dues: As a condition of employment, the Hospital will deduct from each employee covered by this Agreement an amount equal to the regular monthly Union dues designated by the Union.

Such dues shall be deducted from the first pay of each month for full-time employees, and may be deducted from every pay for part-time employees. In the case of newly hired employees, such deductions shall commence in the month following their date of hire.

The amount of the regular monthly dues shall be those authorized by the Union and the Union shall notify the Hospital of **any changes therein and such notification shall be the** Hospital's conclusive authority to make the deductions specified.

In consideration of the deducting 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.

Dues deducted by the 15th of the month shall be remitted monthly to the Union, no later than the end of the month in which the dues were deducted.

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

5.02 Interview Period: **On** or before the commencement of his employment, the Corporation will give to each new employee a copy of the Union Agreement, to be supplied by the Union. It is agreed that a representative of the Union who is not **on** duty will be given an opportunity **to** interview each new employee during the last one hundred **and** twenty **(120)** hours of his or her probationary period for the purpose of ascertaining the wishes of the employee concerning membership in the Union, but no employee will be compelled to present himself or herself for such interview. The Hospital Administration will advise the **Un-**ion monthly of the names of those who have completed the first two hundred and seventeen point five **(217.5)** hours of their probationary period, and, on request, will arrange a place and **time** once each month for the said interview which shall not exceed fifteen **(15)** minutes in duration. There may be a representative of the Hospital Administration present at the interview. Because of this

privilege of interview granted in this clause, it is expressly agreed by the Union that there shall be no solicitation for membership at any other time nor collection of dues at any time on the premises of the Hospital. The Hospital Administration will co-operate in scheduling interviews when the employees are on duty.

5.03 Employee Lists: Dues deducted shall be remitted to the Secretary Treasurer of the local Union on or before the 25th day, if possible, but not later than the last day of the month in which they were deducted. In remitting such dues, the Hospital shall provide a list of employees from whom deductions were made and their work site (if the bargaining unit covers more than one site) and the employee's social insurance number. The list shall also include deletions and additions from the preceding month highlighting new hires, resignations, terminations, new unpaid leave of absence of greater than one (1) month and returns from leaves of absence. If the hospital agrees to provide the union with the information in an electronic format, the parties will meet to discuss the format in which the information will be set out. The Hospital also agrees to provide the Union with employee addresses on an annual basis. The Union agrees to keep the Hospital harmless from any claims against it by an employee which arise out of any deduction or information provided under this Article.

5.04 Dues Check Off: The remittance of Union dues, or amounts equivalent thereto, which were deducted by the Corporation from the wages of employees, will be accompanied by lists showing the names of those employees from whose wages such deductions have been made and the names of employees from whose wages no such deductions were made and the reasons why no such deductions were made.

The Corporation and the Union agree that it will be a condition of employment for all present and new employees that amounts equivalent to regular monthly union dues uniformly

levied on all regular part-time members of the Union in accordance with its Constitution and By-laws, together with an amount of one dollar (\$1.00) in the month of May in each year, will be deducted from their wages and remitted to the Union whether or not they sign applications for membership in the Union, provided that such deductions will commence in the month following the month in which they were hired.

5.05 Bulletin Boards:

(a) The Hospital shall provide a Union Bulletin Board in a suitable location.

(b) The Union shall have the right to post notices of meetings and such notices as may be of interest to the employees on such bulletin board provided that all such notices are submitted to the Human Resources Department for approval before posting. All out-dated notices shall be removed by the Union forthwith.

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

ARTICLE 6 NO STRIKE/LOCKOUT

6.01 (a) The Union agrees that there will be no strike or other collective action by the employees represented by the Union, and if such action should be taken by the employees, the Union will instruct the said employees to return to work and perform their usual duties forthwith and to resort to the Grievance Procedure established herein for the settlement of any complaint or Grievance. Should there be a violation of this Section, there shall be no discussion or negotiation of the matter in dispute between the Corporation and the Union until normal work has been resumed.

(b) The Corporation agrees that there will be no lock-out of employees.

ARTICLE 7 UNION REPRESENTATION AND COMMITTEES

7.01 Grievance Committee:

(a) The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than two (2) employees selected by the Union who have completed their probationary period. A general representative of the Union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out in this Collective Agreement.

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

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

7.02

Union Stewards:

(a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.

(b) A Chief Steward may be appointed or elected. The Chief Steward may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.

(c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.

(d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours. The Hospital

will pay the Chief Steward at their regular straight time hourly rate for two (2) days every month for time spent attending meetings with the Hospital. In the event there are two **(2)** Chief Stewards, the two (2) days per month shall be shared between them.

(e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice versa.

(f) Official Service Employees Union steward lapel pins may be **worn** by Steward- that have been confirmed in writing to the Corporation by the Union.

7.03 Central Bargaining Committee: In future central bargaining between Service Employees International Union and the participating hospitals, an employee sewing on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. Upon reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

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

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

It is understood that this clause does not apply to a hospital that is not participating in Central Bargaining.

7.04 Local Negotiating Committee:

(a) The Hospital agrees to recognize a Negotiating Committee comprising of one (1) member to be elected, or appointed from amongst employees in the bargaining unit, who have completed their probationary period.

(b) Where the Hospital participates in central bargaining, the purpose of the Negotiating Committee shall be to negotiate local issues as defined.

(c) 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.

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

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

(f) In the event that Local 268 and participating Hospitals decide to voluntarily bargain regionally for future negotiations, then the Union Negotiating Committee will consist of no more than one (1) full-time representative from each Hospital and a maximum of two (2) part-time employees representing all part-time units participating in regional negotiations.

7.05 Labour Management Committee: Where the parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement, the following shall apply.

An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. **A** request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement.

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

It is understood that joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest if satisfactory to all concerned.

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

Where two or more agreements exist between a Hospital and **SEIU** the Committee may be a joint one representing employees under both agreements, unless otherwise agreed.

Workload shall be discussed at Labour/Management meetings.

ARTICLE 8 GRIEVANCE AND ARBITRATION

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

8.02 The grievance shall identify the nature of the grievance, the remedy sought, and should, where possible specify the provisions of the Agreement which are alleged to have been violated.

8.03 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right to the presence of his/her steward. In the case of suspension or discharge, the Hospital shall notify the employee of this right in advance.

Where the Hospital deem it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing, within three (3) days.

8.04 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. The grievor may have the assistance of a union steward if he so desires.

Such complaint shall be discussed with his immediate supervisor within five (5) days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee.

Failing settlement within the five (5) days, it shall then be taken up as a grievance within five (5) days following his immediate supervisor's decision in the following manner and sequence:

Step 1: The employee shall submit the grievance, in writing, and signed by him, to (designated by Hospital). The employee may be accompanied by a Union steward. The (designated by Hospital) will deliver his decision in writing within five (5) days following the day on which the written grievance was presented to him. The Union and the Hospital may meet to discuss the grievance at a time and place suitable to both parties. Failing settlement, then:

Step 2: Within five (5) days following the decision in the immediately preceding step, the grievance shall be submitted in writing to the (designated by Hospital).

A meeting will then be held between the (designated by Hospital) and the designated union representatives who may be accompanied by the general representative of the Union, within five (5) days of the submission of the grievance at Step 2, unless extended by mutual agreement of the parties.

The decision of the Hospital shall be delivered in writing within ten (10) days following the date of such meeting.

8.05 Policy Grievance: A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step 2 within ten (10) 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 griev-

ance directly affecting an employee which he could have instituted himself and the regular grievance procedure shall not be thereby by-passed.

Where the grievance is a Hospital grievance it shall be filed with the Grievance Committee.

8.06 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 identifying each employee who is grieving, to the (designated by hospital), or his designate, within ten (10) days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated as being initiated at Step 2 and the applicable provisions of this Article shall then apply with respect to the handling of such grievance.

8.07 Discharge Grievance: If an employee, who has completed his probationary period, claims that he has been unjustly discharged, such claim must be submitted by the employee, who may be accompanied by a union steward, or by the union steward at Step 2 of the grievance procedure to the Hospital within five (5) days following the date the discharge is effective.

Such grievance may be settled under the Grievance and Arbitration procedure by:

(a) confirming the Hospital's action in discharging the employee, or

(b) reinstating the employee with up to full seniority for time lost and up to full compensation for time lost,

(c) any other arrangement which may be deemed just and equitable.

8.08 (a) Failing settlement under the foregoing procedure any grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within ten (10) days after the decision under Step 2 is given, the grievance shall be deemed to have been abandoned.

(b) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

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

8.10 (a) 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 five (5) 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 the 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 unsuccessful in agreeing upon such a chairman within a period of ten (10) days of the appointment of the second nominee, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

(b) Notwithstanding (a) above, the parties may, upon mutual agreement, agree to a sole arbitrator who shall pro-

ceed by way of mediation-arbitration. The party making the request shall do so in writing and at the same time, it shall propose the name of a sole arbitrator. Within five (5) calendar days thereafter, the other party shall agree in writing or propose an alternate name(s). If there is no agreement within ten (10) calendar days, the Minister of Labour shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. Once appointed, the sole arbitrator shall have all powers as set out in Section 50 of the *Labour Relations Act* including the power to impose a settlement and to limit evidence and submissions.

8.11 No person may be appointed to the Arbitration Board who has been involved in an attempt to negotiate or settle the grievance.

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

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

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 Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.

8.17 Wherever Arbitration Board is referred to in the Agreement, the parties hereto 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 SENIORITY

9.01 Probationary Period: A new employee will be considered on probation until he has completed 337.5 hours of work within any twelve calendar months. Upon completion of the probationary period he shall be credited with seniority equal to 337.5 hours of work. With the written consent of the Hospital, the probationary employee, and the President of the Local Union or designate, such probationary period may be extended. Any extension agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration.

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

Seniority will operate on a bargaining unit wide basis.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the seniority they held under the Agreement expiring November 15, 1985 and will thereafter accumulate seniority in accordance with this Article.

For purposes of accumulation of seniority, transfer of seniority and service, progression on the wage grid and progression on the vacation schedule, all part-time employees' service and seniority shall be converted as at October 10, 1986 on the following basis:

Employees' hours of service x 1725 = Converted Hours of Service
1950

9.03 Transfer of Service and Seniority: Effective October 10, 1986, and for employees who transfer subsequent to October 10, 1986, an employee whose status is changed from full-time to part-time shall receive credit for his/her full service and seniority. An employee whose status is changed from part-time to full-time shall receive credit for seniority and service on the basis of one (1) year equals 1725 hours worked, and will be enrolled in the employee benefit plans subject to meeting any waiting period or other requirements of those plans.

Employees hired prior to October 10, 1986 will be credited with the service and seniority they held under the Collective Agreement expiring November 15, 1985.

9.04 loss of Seniority: An employee shall lose all seniority and shall be deemed terminated if:

- (a) employee quits;
- (b) employee is discharged and the discharge is not reversed through the grievance and arbitration procedure;
- (c) employee 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;

(d) employee fails to return to work upon the expiration of a leave of absence or utilizes a leave of absence for a purpose other than that for which it was granted;

(e) employee has been laid off for twenty-four (24) months;

(f) employee fails upon being notified of a recall to signify his intention to return within five (5) working days after he has received the notice of recall, and fails to report to work within ten (10) working days after he has received the notice of recall;

Note: This clause shall be interpreted in a manner consistent with the provisions of the Ontario Human Rights Code.

9.05 Effect of Absence: Part-time employees shall **accrue** seniority for a period of eighteen (18) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in W.S.I.B. benefits, **on** the basis of what the employee's normal regular hours of work would have been.

Effective October 11, 2002, part-time employees shall accrue seniority for a period of thirty (30) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, **on** the basis of what the employee's normal regular hours of work would have been.

9.06 Transfer to Positions Outside of the Bargaining Unit: An employee who is transferred to a position outside of the bargaining unit for a period of six (6) months shall retain but not accumulate seniority held at the time of the transfer. In the event the employee is returned to a position in the bargaining unit he shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his return to the bargaining unit.

Transfer at Request of Employee:

(a) If an employee at his **own** request or to avoid being laid off is transferred to another classification, the employee shall immediately be paid the starting rate for the classification to which the employee is transferred and shall progress within the scale for that classification according to the length of service within that classification subsequent to the date of the transfer.

(b) If an employee, having at least 1,725 hours seniority, at his **own** request or to avoid being laid off is transferred to another classification of equal or lower pay, the employee will start in the new classification at not less than the 1,725 hour rate.

Transfer at Instance of Corporation: If at the instance of the Corporation an employee is transferred to another classification carrying a rate in a lower range, the employee shall not suffer thereby a reduction in rate of pay.

ARTICLE 10 JOB SECURITY

10.01 (a) With respect to the development of any operating or restructuring plan which may affect the bargaining unit, the union shall be involved in the planning process as soon as practicable and, in any event, in advance of such plans or proposals being finalized and notices of layoff being issued or other actions taken that would adversely affect the bargaining unit and through to the final phases of the process.

(b) Staff Planning Committee: In addition to that, and to any other planning committee in the Hospital of a more broadly representational make-up, there shall be immediately established a Staff Planning Committee for the bargaining

unit, which shall meet during the term of this agreement every three months, unless otherwise mutually agreed by the parties.

It shall be the function of the Staff Planning Committee to consider possible ways and means of avoiding or minimizing potential adverse effect upon employees in the bargaining unit including:

- (i) identifying and proposing possible alternatives to any action that the hospital may propose taking;
- (ii) identifying and seeking ways to address the retraining needs of employees;
- (iii) 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.

Composition and Meetings: The Committee shall be comprised of equal numbers of representatives of the Hospital and from the Union. The number of representatives is to be determined locally, and shall consist of at least two representatives from each party.

Meetings of the Committee shall be held during normal working hours. Representatives attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable. The Hospital shall make typing and other such clerical assistance available as required.

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

Disclosure: To allow the Staff Planning Committee to carry out its mandated role under this Article, 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.

Accountability: The Committee shall submit its written recommendations to the Chief Executive Officer of the Hospital and the Board of Trustees. Where there is no consensus within the Committee, the individual members of the Committee shall be entitled to submit their **own** recommendations. Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the other provisions of this agreement.

It is understood that all of the above shall be completed in a timely manner.

10.02 Notice of Layoff:

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

- i) provide the Union with no less than five **(5)** months' written notice of the proposed layoff or elimination of position; and

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

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

(b) A layoff shall not include a reassignment of any employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:

- i) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualification and training or training requirements;
- ii) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
- iii) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- iv) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotations; and
- v) where more than one employee is to be reassigned in accordance with this provi-

sion, the reassigned employees shall be entitled to select from the available appropriate vacancies **to** which they are being reassigned in order of seniority provided no such selection cause or would cause a lay-off or bumping.

The Hospital bears the onus of demonstrating that the foregoing conditions have been met in the event of a dispute. The Hospital shall also reasonably accommodate any reassigned employee who may experience a personal hardship arising from being reassigned in accordance with this provision.

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

10.03

Severance and Retirement Options:

- (a) i) Where an employee resigns within thirty (30) days after receiving notice of layoff pursuant to article 10.02 (a) (ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of twelve **(12)** weeks' pay, and, on production of receipts from an approved educational program, within twelve **(12)** months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand dollars (\$3,000).
- ii) Where an employee resigns later than thirty (30) days after receiving notice pursuant to Article 10.02 (a) (ii) that his or her position will be eliminated, he or she shall be enti-

tioned to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty dollars (\$1,250).

(b) Prior to issuing notice of layoff pursuant to article 10.02 (a)(ii) in any classification(s), the Hospital will offer early retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification (s) who would otherwise receive notice of layoff under article 10.02 (a)(ii).

(c) Within thirty (30) days from the date of notice of layoff, an employee who has received notice of layoff of a permanent or long-term nature may retire provided that the employee is eligible to retire under the terms of the Hospitals of Ontario Pension Plan. An employee who chooses this option forfeits her right to notice and will receive severance pay on the basis of two (2) week's pay for each year of service with the Hospital to a maximum of twenty-six (26) weeks on the basis of the employee's normal weekly earnings. In addition, full-time employees will receive a lump sum payment equal to \$1,000.00 for every year less than age 65, to a maximum of \$5,000.00.

NOTE: The Hospital may offer any employee a retirement option as provided above, in order to avoid potential layoffs in the unit.

(d) A full-time employee who has completed one year of service and:

- (i) whose layoff is permanent, or
- (ii) who is laid off for 26 weeks in any 52 week period, and who has not elected to receive a severance payment under either (a) or (b) of this Article, shall be entitled to severance pay equal to the greater of two weeks' pay, or one weeks' pay per year of service to a maximum of 26 weeks' pay. This entitlement shall not be in addition to any entitlement to severance pay under the Employment Standards Act, but at the same time, shall not preclude an employee from claiming any greater entitlement which that Act may at some point come to provide.

An employee may elect to defer receipt of this severance payment while his or her recall rights are still in effect. Once an employee does opt to receive the severance payment, he or she shall be deemed to have resigned, and his or her recall rights shall be extinguished.

10.04 Regional Staff Planning Committees: The central parties agree to establish Regional Staff Planning Committees to facilitate the redeployment of laid off employees among the participating Hospitals.

To achieve this objective the Hospital Staff Planning Committee will forward to the Regional Staff Planning Committee a list of the names and addresses of laid off employees who have expressed an interest in working at other Participating Hospitals and who have undertaken skills assessment procedures provided by any government training agency, such as HTAP, that may be in place.

in filling vacancies not filled by bargaining unit members the Hospitals are encouraged to give first consideration to laid off employees who are on the list and who are qualified to perform the work. For benefit-entitlement purposes, it is recognized that hospitals shall be free to grant to any employees hired through this process full credit for service earned with another hospital.

The size, structure, composition and activities of each Committee will be mutually determined by the parties, and application will be made to any available funding source for the funding of administrative expenses.

10.05 Layoff and Recall:

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

(b) An employee who is subject to lay-off shall have the right to either:

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

Note: An identical paying classification shall include any classification where the straight **time** hourly **wage rate** at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification ~~where~~ the straight time hourly rate at the level of service corresponding to that of the laid off employee is within **7%** of the laid off employee's straight time hourly rate provided he can perform the duties without training other than orientation. Such employee **so** displaced shall be laid off.

- (iii) The decision of the employee to choose (a) or (b) above shall be given in writing **to** the designated hospital representative within ten (10) working days (excluding Saturday, Sunday and Holidays) following the notification of lay-off. Employees failing to do **so** will be deemed to have accepted lay-off.

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

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

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

(f) 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.

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

(h) Employees on layoff or notice of layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.

(i) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.

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

(k) A laid-off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of layoff.

ARTICLE 11 JOB POSTING

11.01 Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted by the Hospital for a period of seven (7) days excluding Saturday, Sunday and holidays. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of five (5) consecutive days excluding Saturday, Sunday and holidays. All applications are to be made in writing within the posting period.

11.02 The postings referred to in Article .01 shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.

NOTE: The posting of a shift is for information purposes only and should not be construed as a guarantee of a permanent shift rotation.

11.03 Employees shall be selected for positions under Article 11.01 on the basis of their ability, experience and quali-

cations. Where these factors are relatively equal amongst the employees considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available work. The name of the successful applicant will be posted on the bulletin board and unsuccessful applicants will be notified.

11.04 Where there are no successful applicants from within this bargaining unit for positions referred to in Article .01, employees in other S.E.I.U. service bargaining units at the Hospital will be considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article .01 and selection shall be made in accordance with Article .03 above.

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

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

11.07 The successful applicant will be placed in the vacancy for a trial period not exceeding forty-five (45) working days and if the employee proves satisfactory, then he shall be considered permanently assigned to the vacancy. If the employee

proves unsatisfactory during that time, or if the employee feels he is unable to perform the duties of the vacancy to which he is posted, the employee will be returned to his former **position at his** former salary **or** rate of pay, as will any other employee in the Bargaining Unit who was promoted or transferred by reason of such placing. Newly hired employees shall be terminated and such termination shall not be subject to the grievance and arbitration procedure.

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

ARTICLE 12 NO CONTRACTING OUT

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

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

(1) to employ the employees thus displaced from the hospital; and

(2) in doing so to stand, with respect to that work, in the place of the hospital for the purposes of the hospital's collective agreement with the Union, and to execute an agreement with the Union to that effect.

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

12.03 On request by the Union, the Hospital will undertake to review contracted services which fall within the work of the bargaining unit. The purpose of the review will be to determine the practicality of increasing the degree to which bargaining unit employees may be utilized to deliver such services in the future. The Hospital further agrees that the results of their review will be submitted to the Staff Planning Committee for its consideration.

ARTICLE 13 WORK OF THE BARGAINING UNIT

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

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

13.02 Employment Agencies: Prior to enlisting the services of an employment agency, the Hospital will attempt to contact part-time staff who would normally perform the duties in question.

13.03

Volunteers:

(a) The use of volunteers to perform bargaining unit work shall not be expanded beyond the extent of existing practice as of April 1, 1995.

(b) Volunteer Drive: Where a Hospital plans a drive ~~to~~ increase the number ~~of~~ volunteers, the Union must be given at least thirty (30) days' notice of these plans and a special meeting of the local joint job security committee must be convened at least three (3) weeks prior to the initiation ~~of~~ such a drive.

ARTICLE 14 TECHNOLOGICAL CHANGE

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

14.02 Where the Hospital has decided to introduce a technological change which will significantly alter the status of an employee within the bargaining unit, the Hospital undertakes to meet with the Union to consider the minimizing ~~of~~ adverse effects (if any) upon the employees concerned.

14.03 Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of ~~train-~~ing, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be ~~no~~ reduction in wage or salary rates during the training

period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.

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

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

14.06 Each employee required to use a VDT more than four (4) hours per day, shall be given eye examinations at the beginning of employment or assignment to VDT's and every twelve (12) months thereafter. The eye examinations shall be paid for by the Hospital where not covered by OHIP.

ARTICLE 15 LEAVES OF ABSENCE

15.01 Bereavement Leave: Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) consecutive working days ~~off~~ without loss of regular pay from regularly scheduled hours, in conjunction with the death of a member of his immediate family. "Immediate family" means parent, brother, sister, spouse, son,

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

15.02 Education Leave:

(a) If required by the Employer an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to *upgrade* his employment qualifications.

(b) A leave of absence, without pay, to take further education related ~~to~~ the employee's work with the Hospital may be granted upon written application by the employee to the administration of the Hospital. It is further understood and agreed that the Employer will, wherever its operational requirements permit, endeavour to arrange the shifts of employees attending courses or seminars to permit such attendance.

(c) Where employees are required by the Hospital to take courses to upgrade or acquire new employment **qualifications**, the Employer shall pay the full costs associated with the courses.

15.03 Jury & Witness Duty: If an employee is required to serve as a juror in any Court of Law, or is required to attend as a witness in a Court proceeding in which the Crown is a party, or is required by Subpoena to attend a Court of Law or Coroner's Inquest in connection with a case arising from the employee's

duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

(a) notifies the Hospital immediately on the employee's notification that he will be required to attend at **Court**.

(b) presents proof of service requiring the employee's attendance.

(c) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

In addition to the foregoing, where an employee is required by Subpoena to attend a ~~Court~~ of Law or Coroner's Inquest in connection with a case arising from the employee's duties at the Hospital on a day on which he has not been scheduled to work, he shall be paid for all hours actually spent at such hearing at his regular straight time hourly rate subject to the overtime provisions of the Collective Agreement and subject to (a), (b) and (c) above.

15.04

Pregnancy Leave:

(a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.

(b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.

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

15.04 (d) An employee who **is on** pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits 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 fifteen **(15)** weeks. 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 plus any wage increase or salary increment that she would be entitled to if she were not **on** pregnancy leave.

The Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance Benefits.

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

(e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.

(f) The Hospital will continue to pay its share of the contributions of the pension plan in which the employee is participating, for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.

The Hospital will continue to pay the percentage in lieu of benefits and will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

(g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay. The Hospital will also continue to pay the percentage in lieu of benefits for a period of up to ten (10) weeks. The Hospital will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with Canada Employment Insurance Commission.

15.05 Parental Leave:

(a) Parental leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirements for eligibility for parental leave shall be thirteen (13) weeks of continuous service.

(b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification

at least two (2) weeks in advance of the date of commencement ~~of~~ such leave and the expected date of return.

(c) ~~An~~ employee who is an adoptive parent shall advise the Hospital ~~as~~ far in advance as possible of having qualified to adopt ~~a~~ child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally, and subsequently verified ~~in~~ writing.

(d) ~~An~~ employee shall reconfirm his or her intention to return to work on the date originally approved ~~in~~ subsection (b) above by written notification received by the ~~Hos-~~pital at least two (2) weeks in advance thereof.

(e) An employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits 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. The employee's regular weekly earnings shall be determined by multiplying here regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase of salary increment that she would be entitled to if she were not on parental leave.

The Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance Benefits.

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

(f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.

(g) The Hospital will continue to pay its share of the contributions of the pension plan in which the employee is participating for a period of up to eighteen (18) weeks while the employee is on parental leave.

The Hospital will also continue to pay the percentage in lieu of benefits for a period of up to ten (10) weeks. The Hospital will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

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

15.06 Full-time Union Office: Upon application by the Union, in writing, the Corporation will give reasonable consideration to a request for leave of **absence**, without pay, **to an** employee elected or appointed to full-time Union office. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if **granted**, shall be for a period of one (1) calendar year (in the case of the President, two (2) calendar years) from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of this Collective Agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

15.07 Union Leave:

(a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes or other Union business provided that such leave will not interfere with the efficient operation of the Hospital.

(b) In requesting such leave of absence for an employee or employees, the Union must give at least twenty-one **(21)** days clear notice in writing to the Hospital.

(c) The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be as provided elsewhere in the current local sections of the agreement (unless altered by local negotiations).

(d) Leave of absence will not be granted to more than two **(2)** employees at one (1) time **nor** to more than one (1) employee from a Department, nor for more than three (3)

periods in each calendar year of a maximum duration of two (2) consecutive weeks.

(e) In addition to the leave of absence set out above, members of the Union Executive Board and/or Council employed by the Hospital will be entitled to an additional cumulative leave of absence, without pay, not to exceed ten (10) days per contract year, subject to the conditions set out above, for the purpose of attending Executive and/or Council meetings.

(f) The Corporation will pay the regular salary to the employee and bill the Union for the time lost by the employee during such leave of absence.

15.08 Personal Leave: Written requests for personal leave of absence without pay will be considered on an individual basis by the Vice President of Human Resources or his designate. Such requests are to be given as far in advance as possible and a written reply will be given within fourteen (14) calendar days, except in cases of emergency in which case a reply will be given as soon as possible. Leaves of absence to extend vacation periods will not be considered.

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

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

(b) The employee must make written application to the Hospital at least six (6) months prior to the intended com-

mencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.

(c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.

(d) Where there are more applications than spaces allotted, seniority shall govern.

(e) During the four **(4)** year of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.

(f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.

(g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.

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

participate in the disability income plan during the year of the leave.

(i) **An** employee may withdraw from the plan at any time during the deferral period provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.

(j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.

(k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.

(l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be **given** a comparable job.

(m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include

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

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

ARTICLE 16 HOURS OF WORK

16.01 Daily & Weekly Hours of Work:

Scope:

(a) The following paragraphs and sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per week.

(b) The regular shift for all employees shall consist of seven and one-half (7-1/2) consecutive hours (exclusive of the meal period). This means that employees must report to their respective Supervisors in uniform and remain in uniform for the full working shift.

(c) For the purposes of this Agreement, the Hospital work week commences at 2330 on Sunday. The work

day shall be a period of twenty-four **(24)** hours commencing at 2330 of the operation as scheduled by the Hospital.

(d) It is understood normal hours include those required to accommodate the change from Daylight Saving Time to Standard Time and vice versa to which the other provisions of the Articles dealing with Hours of Work and Overtime do not apply. During Daylight Savings Time change-overs, employees will be paid for actual hours worked at their straight-time hourly rate.

(e) In-service: Any in-service classes where the Employer requires an employee to attend will be compensated for at the employee's straight time hourly rate.

16.02 Rest Periods:

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

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

16.03 Time Off Between Shifts: Applicable to part-time and casual RPN's only, fifteen and one-half **(15 ½)** hours shall be allowed between shifts. If, however, an RPN is asked to short change less than fifteen and one-half **(15 ½)** hours after finishing the first shift, the RPN shall be paid at overtime rates for the period worked before the fifteen and one-half **(15 ½)** hour time allowed for shift change has expired.

The Hospital **may** allow an exchange of shifts at the request of two **(2)** employees provided that its approval is

obtained in advance and that no additional cost to the Employer results from such exchange **of** shifts.

16.04 **Weekends Off**: Not Applicable to part-time.

16.05 **Schedules**:

(a) Four **(4)** week schedules showing days on and days off for regular part-time employees will be posted at least two (2) weeks in advance of the commencement **of** the schedule. Requests for specific days off are to be submitted in writing at least two (2) weeks in advance of posting. Requests for change in posted time schedules must be submitted in writing and co-signed by an employee willing to exchange days off with the employee in the same classification requesting the change. Any such change in a scheduled shift initiated by the employee and approved by the employer shall not result in overtime payment.

(b) Part-time employees will not normally be scheduled for more than seven (7) consecutive days, subject to exigencies **of** patient care including staffing shortages.

(c) Employees will be notified in advance of changes to the schedule.

(d) Also for purposes of this agreement, shifts of less than seven and one-half (**7 1/2**) hours may be scheduled where operational consideration make 7 1/2 hour shifts impractical.

16.06 **Exchange of Shifts**: The Corporation may allow an exchange of shift at the request **of** two **(2)** employees, provided that its approval is obtained in advance, and that no additional cost to the Corporation results from such exchange of shifts.

ARTICLE 17 PREMIUM PAYMENT

17.01 Definition of Regular Straight Time Rate of Pay:
For the purpose of calculating any benefits or money payment under this Agreement, to which an employee is entitled, the regular straight time rate of pay is that prescribed in Wage Schedule "A" of this Collective Agreement.

17.02 Overtime Premium:

(a) Authorized time worked in excess of seven and one-half (7 1/2) hours per day, or the normal bi-weekly hours of the Corporation shall be paid at the rate of one and one-half (1 1/2) times the employee's basic hourly straight time rate of pay, provided **no** overtime premium will be paid for overtime on an exchange of shifts mutually agreed to between two **(2)** employees where approved by the Corporation.

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

(c) Cali-back shall not be considered as hours worked for the purposes of this Article.

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

17.03 Reporting Pay: Employees who report for any scheduled shift will be guaranteed at least four **(4)** hours of work, or if no work is available, will be paid at least four **(4)** hours. **This** does not apply to employees whose said shift is for less than four

(4) hours, nor shall it apply in case of any labour dispute or conditions beyond the control of the Corporation.

17.04 Standby: **An** employee who is required to remain available for duty on standby, outside the *normal* working hours for that particular employee, shall receive standby pay in the amount of two dollars and ten cents (\$2.10) per hour for all hours on standby.

Effective Oct. 11, 2002 this amount shall be increased to two dollars and ~~five~~ cents (**\$2.50**) per hour.

Standby pay shall, however, cease where an employee is called in to work, and works during the period of standby.

17.05 Call Back:

(a) Where employees are called back to work after having completed a regular shift and prior to the commencement of their next regular shift they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half their regular hourly earnings. Where call-back is immediately prior to the commencement of their regular shift the call-back pay will only apply to the point of commencement of a regular shift at the rate of time and one-half after which they shall revert back to the regular shift.

(b) Call-back pay shall cover all calls within the minimum four (4) hour period provided for under (a). If a second call takes place after four (4) hours have elapsed from the time of the first call, it shall be subject to a second call-back premium, but in no case shall an employee collect two (2) call-back premiums within one such four (4) hour period, and to the extent

that a call-back overlaps and extends into the hours of his regular shift, (a) shall apply.

(c) Notwithstanding the foregoing an employee who has worked his full shift on a holiday and is called back shall receive the greater of two and one-half times his regular straight time hourly rate for all hours actually worked **on** such call-back or four **(4)** hours pay at time and one-half his straight time hourly rate, subject to the other provisions set out above.

17.06 Shift Premium: Employees shall be paid a shift premium of forty-five **(45)** cents per **hour** for all hours worked.

This amount shall increase to fifty-five **(55)** cents effective November **16, 2001**, sixty **(60)** cents effective October 11, 2002, and sixty-five **(65)** cents effective October 11, 2003.

17.07 Responsibility Outside the Bargaining Unit: When an employer temporarily assigns an employee to carry out the assigned responsibilities of a higher paying classification outside of the bargaining unit for a period in excess of one-half of one (1) shift, the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.

17.08 Overtime - Lieu Time: Employees who work overtime will not be required **to** take time off during regular hours to offset overtime work.

17.09 Paid Time to Working Time: Not Applicable to Part-time.

17.10 Weekend Premium: An employee shall be paid a weekend premium of forty-five cents **(\$.45)** per hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other forty-eight **(48)** hour **period** that the Hospital may

establish. If an employee is receiving premium pay pursuant to a local scheduling regulation with respect to consecutive weekends worked, he/she will not receive weekend premium under this provision.

The weekend premium shall increase to fifty-five cents **(\$.55)** effective November 16, 2001, sixty cents **(\$.60)** effective October 11, 2002, and sixty-five cents **(\$.65)** effective October 11, 2003.

17.11 Training Premium: When the Hospital temporarily assigns an employee to provide theoretical and/or practical training to another employee which takes the employee providing the training away from her normal duties, such employee will receive a training allowance of \$.45 per hour for all hours worked. It is understood that the allowance is not payable for the normal orientation and training that employees provide to new staff members who enter their department.

ARTICLE 18 ALLOWANCES

18.01 Meal Allowance: When an employee is required to and **does** work for three (3) or more hours of overtime after his normal shift he shall be provided with a hot meal or five dollars (\$5.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

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

Uniform Allowance: Where uniforms are required, the Hospital shall either supply and launder uniforms or provide a uniform allowance of seventy-five dollars (**\$75**) per year in a lump sum payment in the first pay period of November each year. If the Hospital supplies the uniforms, the Hospital will provide up to three (3) upon hire, and will replace as required.

Any employee of the Hospital who fails to account for all uniforms issued shall be subject to a twenty-five dollar (\$25.00) deposit for each new uniform re-issued.

Note: The hospital interprets the word "new" to mean "substitute".

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

ARTICLE 19 HEALTH AND SAFETY

19.01

Accident Prevention - Health and Safety Committee:

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

(b) Recognizing the parties' responsibilities under the applicable legislation, the Hospital agrees to accept ~~as~~ a member of the Accident Prevention - Health and ~~safety~~ Committee, at least one representative selected or appointed by the Union from amongst each bargaining unit.

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

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

(e) Meetings shall be held every second month or more frequently at the call of the Chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.

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

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

(h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at ~~risk~~. If such a transfer is not feasible, the pregnant employee, if she ~~so~~ requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 15.04.

(i) 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.

19.02 Protective Clothing: The Hospital agrees to continue its present practices with respect to the provision of protective clothing and safety devices to employees, subject to the provision set out below with respect to safety footwear. The Hospital further agrees to meet directly with a representative of the Union or through the Accident Prevention Committee to discuss the need for any protective clothing or safety equipment in addition to that which the Hospital is presently providing.

Effective Sept. 1, 2002, and ~~on~~ that date for each subsequent year, the Employer ~~will~~ provide \$45.00 per year to each part-time employee who is required by the Employer to wear safety footwear during the course of his duties.

ARTICLE 20 HOLIDAYS'

20.01 (a) If a part-time employee is required to work ~~on~~ any of the holidays listed in Article 20.01 (b) the employee shall be paid at the rate of time and one half (1-1/2) her regular straight time hourly rate for all hours worked ~~on~~ such holiday.

(b) The Corporation recognizes the following days as designated holidays for the purposes of this Article:

New Year's Day
Labour Day
Good Friday
Thanksgiving Day
Victoria Day
Christmas Day
Canada Day
2 Float Holidays
Boxing Day (December 26th)
Civic Holiday (1st Monday in August)
Easter Monday

20.02 The Hospital will endeavour to schedule employees off work for not less than three (3) consecutive days at either Christmas or New Year's. The Hospital will endeavour to give Christmas Eve off with Christmas Day and New Year's Eve off with New Year's Day.

ARTICLE 21 VACATIONS

21.01 Part-Time Vacation Pay: Subject to maintaining any superior conditions concerning vacation entitlement, vacation entitlement shall be as follows:

A part-time employee who has completed less than 3,450 hours of continuous service as of July 1st shall receive 4% of **gross** earnings.

A part-time employee who has completed 3,450 hours but **less** than 8,625 hours of continuous service as of July 1st shall receive 6% of **gross** earnings.

A part-time employee who has completed 8,625 hours but less than 25,875 hours of continuous service as of July 1st shall receive 8% of **gross** earnings.

A part-time employee who has completed **25,875** hours but less than **43,125** hours of continuous service as of July 1st shall receive 10% of **gross** earnings.

A part-time employee who has completed **43,125** hours of continuous service or more as of July 1st shall receive **12%** of **gross** earnings. Effective October **11, 2002**, a part-time employee who has completed **39,675** hours of continuous service or more as of July 1st shall receive **12%** of **gross** earnings.

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

Employees hired prior to October **10, 1986** will be credited with the service they held under the Agreement expiring November **15, 1985**.

A part-time employee who has completed **51,750** hours of continuous service as of July 1st shall receive an additional **2%** of gross earnings in the year it is achieved.

A part-time employee who has completed **60,375** hours of continuous service as of July 1st shall receive an additional **2%** of **gross** earnings in the year it is achieved.

21.02 Vacation pay shall be given to the employee on the pay period immediately following March 31st in each year.

21.03 When calculating vacation pay, no account shall be taken of any vacation pay previously paid.

21.04 Where vacation pay is issued on a regular pay cheque the amount of vacation pay payable shall be identified apart from regular earnings.

21.05 The Corporation will continue its present practices relative to vacation time off without pay.

ARTICLE 22 BENEFITS FOR PART-TIME EMPLOYEES

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

ARTICLE 23 INJURY AND DISABILITY

23.01 Workers' Compensation Injury: In the case of an accident which will be compensated by The Workers' Compensation Board, the Corporation will pay the employee's wages for the day of the accident.

The Hospital shall provide the union with a copy of the Workers' Compensation Form 7 filed with the Worker's Compensation Board.

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

23.03 The Employer shall pay the full cost of any medical certificates required of an employee.

ARTICLE 24 PROGRESSION ON THE WAGE GRID

24.01 Part-time Employee Wage Promession on the Grid:

All part-time employees shall progress through the current salary grid on the basis of 1725 hours of work equaling one (1) year of seniority.

Where, however, part-time employees are on a single rate structure, the full-time wage grid shall apply and progression through the grid shall be in accordance with the foregoing.

Employees hired prior to October 10, 1986 will be credited with the service they held under the Collective Agreement expiring November 15, 1985.

ARTICLE 25 COMPENSATION

25.01 Experience Pay: An employee hired by the Hospital with recent and related experience, ~~may~~ claim at the time of hiring on a form supplied by the Hospital consideration for such experience. Any such claim shall be accompanied by verification of previously related experience. The Hospital shall then evaluate such experience during the probationary period. Where, in the Hospital's opinion such experience is relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) year of related experience in the classification on the completion of the employee's probationary period. It is understood and agreed that this shall not constitute a violation of the wage schedule of the Collective Agreement.

25.02 Promotion to a Higher Classification: An employee who is promoted to a higher rated classification within the

bargaining unit will be placed in the range of the higher rated classification ~~so~~ that he shall receive no less an increase in wage rate than the equivalent of one (1) 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).

25.03 Temporary Transfer: When an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit, for a period in excess of one-half of a shift, he shall be paid the rate immediately above his current rate in the higher classification to which he was assigned from the commencement of the shift on which he was assigned the job.

25.04 Job Classification:

(a) When a new classification (which is covered by the terms of this Collective Agreement) is established by the Hospital, the Hospital shall determine the rate of pay for such new classification and notify the local Union of the same and provide details at least fourteen (14) days prior to posting. If the local Union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Hospital. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

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

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

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

25.05 Wages and Classification Premiums: Schedule "A" shall be the basic wages for the classifications named herein.

ARTICLE 26 GENERAL ARTICLE

26.01 Retroactivity: Retroactive pay will be paid on a separate cheque where the existing payroll system allows. Where the existing payroll system does not allow for such separate cheque, the Hospital will supply the employee with a detailed explanation of the retroactive pay calculations.

Retroactivity will be paid on the basis of hours paid, within sixty (60) days of the date of ratification. Implementation of the new rates shall be within two (2) full pay periods of the date of ratification.

If an eligible employee shall have terminated his/her employment since the expiry date of the agreement, the Employer shall advise the employee within thirty (30) days by notice in writing by registered mail to the last **known** address on the records of the employer, and the employee shall have sixty (60) days from the posting within which to claim any payment due to him/her. Retroactivity will be paid within two (2) pay periods (bi-weekly) of the employee making such claim.

26.02 Payment of Wages: The Corporation agrees that wages shall be paid every second Thursday, except when interfered with by the occurrence of a paid holiday in which case the regular payday may be delayed by one (1) day.

26.03 Employees will be paid on a bi-weekly basis by direct payroll deposit.

26.04 Disciplinary Measures: The Hospital agrees that in considering the imposition of any disciplinary penalty including discharge, no weight will be given to letters of warning in respect of matters which occurred more than two (2) years prior to the date of the matters under current consideration, except in circumstances where disciplinary action on related matters has occurred within the **two (2)** year period.

26.05 Notice of Termination: Every employee shall give at least one (1) week's notice of termination or he shall pay two (2) days' earnings for failure to give such notice of termination, and subject to the provisions of The Employment Standards Act, the Corporation shall give one (1) week's notice of termination of employment, or shall pay one (1) week's wages in lieu of notice, except in cases of dismissal for cause or of termination during probationary period. The Corporation may compulsorily retire an employee at the normal retirement age of sixty-five (65) years, and no grievance may be lodged in connection therewith.

26.06 A job classification will not be changed for the purpose of evading payment of the minimum rates hereinafter set out.

26.07 Superior Condition: The Corporation will continue to establish and maintain conditions of employment superior to minimum conditions established herein whenever possible, and will continue to reward employees for ability and faithful service by the payment of salaries in excess of the minimum established herein if possible.

26.08 Notices: Any notice to any employee under this Agreement may be personally (either directly or by telephone) or by telegraph or prepaid registered post addressed to the employee at his last address **shown** on the Seniority List or on the payroll of the Corporation, and such notice shall be deemed to have been given when delivered **to** the telegraph or postal authorities. It shall be the employee's sole responsibility to maintain their current address and phone number with the Hospital.

26.09 **Each** employee shall have reasonable access to his personnel file in the Human Resources Department for the purpose of reviewing its contents. Access will be in the presence of an employee of the Employee Services Department.

26.10 The Union and Hospital are agreed that from time to time the Hospital may designate certain bargaining unit employees as Lead Hands. When **so** designated the employee concerned will receive a bonus of fifty-three(,53) cents per hour for each hour worked as a Lead Hand. Such bonus will not be subject to multiplication by premium pay situations.

ARTICLE 27 EDUCATION FUND

If the ~~local union~~ indicates to the Hospital that a special assessment of \$0.03 per hour for union education applies to all bargaining unit members, the Hospital agrees to deduct this assessment.

Such assessment along with a listing of employees will be paid on a quarterly basis into a trust fund established and administered by the applicable SEIU Local Union for this purpose.

ARTICLE 28 PROFESSIONAL RESPONSIBILITY

The following provision will be effective the date of ratification and will expire on October 9, 2004.

The parties agree that patient care is enhanced if concerns relating to professional practice, patient acuity, fluctuating workloads and fluctuating staffing are resolved in a timely and effective manner.

In the event that an employee or group of employees, covered under the Regulated Health Professions Act (RHPA), are assigned a workload which is inconsistent with proper patient care, they shall express their concerns to their supervisor. The employee shall complete a "Workload Review Form" which shall be provided to the supervisor and to the Union. The Workload Review Form will be attached as an Appendix to the collective agreement.

ARTICLE 29 DURATION

29.01

Renewal:

(a) ~~In~~ the event the parties to this Agreement agree to negotiate for its renewal through the process of Central Bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendments on Local Matters proposed for incorporation in the renewal of this Agreement not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this Agreement. Upon receipt of such notice by one (1) party from the other, both parties will meet within fifteen (15) days thereafter for the purpose of bargaining on Local Matters.

(b) It is understood and agreed that "Local Matters" means those matters which have been determined by mutual agreement between the Central Negotiating Committees respectively representing each of the parties to this Agreement as being subjects for local bargaining ~~correctly~~ 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 Committee referred to above.

(c) If either party desires to terminate this Agreement as of midnight on the 10th day of October, **2004**, it shall not less than thirty (30) days and not more than ninety (90) days prior to such date, give written notice ~~to~~ the other of such notice of termination.

(d) If neither party shall ~~so~~ give notice to terminate this Agreement, it shall continue in effect from year to year after the 10th day of October, **2004**, subject to termination by either party on written notice to the other, given not less than thirty (30) days and not ~~more~~ than ninety (90) days prior to the

10th day of October in any subsequent year.

(e) In the event of such notification being given, negotiations between the parties shall begin within fifteen (15) days following such notification.

(f) All negotiations for renewal or amendment to this Agreement shall be subject to the terms of The Ontario Labour Relations Act, 1970 and amendments thereto.

29.02 Term: This Agreement shall continue in effect until October 10, 2004 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the Agreement.

IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives.

Signed at Thunder Bay this 12th day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION
HOSPITAL PER LOCAL 268 PER

~~Katny~~
Randy Mehagan
Sharon Howarth

Barb Rankin
Cathy Bishop
Jean Verrette
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

Thunder Bay Regional Hospital

Schedule "A"

Schedule "A" attached hereto sets forth basic wages for classifications therein named, during the period of October 11, 2001 to October 10, 2004

Classification	Effective					
	Date	Adj.	Start	6 Mo.	1 Yr.	2 Yrs.
Presser	11-Oct-01	2.50%	15.70	15.78	15.85	15.92
	11-Oct-02	3%	16.17	16.25	16.32	16.40
	11-Oct-03	3%	16.66	16.74	16.81	16.89
Porter: SPD/CSSU	11-Oct-01	2.50%	15.75	15.84	15.94	16.02
Porter: Laundry	11-Oct-02	3%	16.23	16.32	16.41	16.50
Pot Room Worker	11-Oct-03	3%	16.71	16.81	16.91	17.00
Kitchen Porter II						
Nurse's Aide	11-Oct-01	2.50%	15.90	15.98	16.07	16.16
	11-Oct-02	3%	16.37	16.46	16.55	16.65
	11-Oct-03	3%	16.86	16.95	17.05	17.15
OR Attendant	11-Oct-01	2.50%	15.90	15.99	16.08	16.17
	11-Oct-02	3%	16.38	16.47	16.56	16.66
	11-Oct-03	3%	16.87	16.96	17.06	17.15
Dietary Aide	11-Oct-01	2.50%	15.95	16.02	16.10	16.17
Hskp. Aide	11-Oct-02	3%	16.43	16.50	16.58	16.66
Laundry Help	11-Oct-03	3%	16.92	17.00	17.08	17.16
Messenger						
Linen Folder						
Cleaner	11-Oct-01	2.50%	15.90	15.99	16.08	16.17
Assistant	11-Oct-02	3%	16.37	16.47	16.56	16.66
Washer	11-Oct-03	3%	16.87	16.96	17.06	17.16
Washer	11-Oct-01	2.50%	16.02	16.10	16.19	16.60
	11-Oct-02	3%	16.50	16.58	16.67	17.09
	11-Oct-03	3%	16.99	17.08	17.17	17.61
Mender	11-Oct-01	2.50%	16.02	16.10	16.19	16.60
	11-Oct-02	3%	16.50	16.58	16.67	17.09
	11-Oct-03	3%	16.99	17.08	17.17	17.61
Orderly	11-Oct-01	2.50%	16.37	16.50	16.63	16.76
	11-Oct-02	3%	16.86	16.99	17.12	17.26
	11-Oct-03	3%	17.36	17.50	17.64	17.78
Cook's Assistant	11-Oct-01	2.50%	16.81	16.88	16.95	17.02
	11-Oct-02	3%	17.31	17.38	17.46	17.53
	11-Oct-03	3%	17.83	17.91	17.98	18.06

Classification	Effective Date		Start	6 Mos.	1 Yr.	2 Yrs.
Cust Room Attendant	11-Oct-01	2.50%	16.64	16.76	16.89	17.02
	11-Oct-02	3%	17.14	17.27	17.40	17.53
	11-Oct-03	3%	17.65	17.78	17.92	18.06
SPD Operator Respiratory Aide	11-Oct-01	2.50%	16.75	16.85	16.94	17.02
	11-Oct-02	3%	17.26	17.35	17.44	17.53
	11-Oct-03	3%	17.77	17.87	17.97	18.06
Second Cook Third Cook (PA)	11-Oct-01	2.50%	17.73	17.84	17.95	18.06
	11-Oct-02	3%	18.26	18.38	18.49	18.60
	11-Oct-03	3%	18.81	18.93	19.04	19.16
Orderly (OR)	11-Oct-01	2.50%	17.72	17.84	17.95	18.06
	11-Oct-02	3%	18.25	18.38	18.49	18.60
	11-Oct-03	3%	18.81	18.93	19.04	19.16
Rehabilitation Assistant	11-Oct-01	2.50%	17.78	17.87	17.96	18.05
	11-Oct-02	3%	18.31	18.41	18.50	18.59
	11-Oct-03	3%	18.86	18.96	19.06	19.16
First Cook	11-Oct-01	2.50%	18.31	18.41	18.52	18.63
	11-Oct-02	3%	18.86	18.97	19.08	19.19
	11-Oct-03	3%	19.42	19.54	19.65	19.77
Storeskeeper	11-Oct-01	2.50%	16.40	16.64	16.89	17.13
	11-Oct-02	3%	16.89	17.14	17.39	17.65
	11-Oct-03	3%	17.39	17.66	17.92	18.18

Classification	Effective Date		Start	1 yr.	2 Yrs.	3 Yrs.	4 Yrs.
RPN	11-Oct-01	2.50%	19.74	19.88	20.02	20.16	20.30
	11-Oct-02	3%	20.33	20.47	20.62	20.77	20.91
			Start	6 Mos.	1 Yr.	2 yrs.	3 Yrs.
	8-Oct-03		20.33	20.47	20.62	20.77	20.91
	11-Oct-03	3%	20.94	21.09	21.24	21.39	21.54
			Start	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
Orthopedic Technologist	11-Oct-01	2.50%	19.74	19.88	20.02	20.16	20.30
	11-Oct-02	3%	20.33	20.47	20.62	20.77	20.91
			Start	6 Mos.	1 Yr.	Yrs.	3 Yrs.
	8-Oct-03		20.33	20.47	20.62	20.77	20.91
	11-Oct-03	3%	20.94	21.09	21.24	21.39	21.54
			Start	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
ORT	11-Oct-01	2.50%	20.03	20.17	20.31	20.45	20.60
	11-Oct-02	3%	20.63	20.78	20.92	21.07	21.21
			Start	6 Mos.	1 Yr.	2 Yrs.	3 Yrs.
	8-Oct-03		20.63	20.78	20.92	21.07	21.21
	11-Oct-03	3%	21.25	21.40	21.55	21.70	21.85
			Start	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
ORTLeadhand	11-Oct-00	2%	20.59				
	11-Oct-01	2.50%	21.10				
	11-Oct-02	3%	21.74				
	11-Oct-03	3%	22.39				

LETTER OF INTENT

Re: LIABILITY INSURANCE

Upon request of the Local Union, and with reasonable notice, the Hospital will provide a union representative the opportunity to read the provisions of the insurance policy or policies as to employee liability insurance coverage for the classifications of employees represented by the Union.

Signed at Thunder Bay this **12th** day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION

HOSPITAL PER:

Lora Wyman
Kath / Scott
Rand; Mehagan
Sharen Howarth

LOCAL268 PER

Barb Rankin
Cathy Bishop
Jean Verrette
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

WORKLOAD REVIEW FORM
Employees to complete every section

Date/~~Time~~ of Occurrence _____ Date Form Submitted to Employer _____

Site/Location _____ Department/Unit _____

Type of Work Being Performed _____

Number of ~~Staff~~ on Duty _____ ~~Usual~~ Number of ~~Staff~~ on Duty _____

I/~~We~~ the undersigned, believe that I was/~~we~~ were given an assignment that was excessive or inconsistent with quality patient care and/or created an unsafe working environment for the following reasons. (Provide brief description of problem/assignment below):

To correct this problem, I/~~we~~ recommended

Name/~~Title~~ of Immediate Supervisor Notified _____

Date/~~Time~~ of Notification _____

Response _____

Signature of Employee(s) & ~~Printed~~ Name(s) on Line Below:

I/~~we~~ do not agree with the resolution of my concern.

Letter of Intent

Regarding the Utilization of RPN Skills

The parties agree to form a joint provincial task force. The task force will be composed of equal numbers of representatives of the Service Employees International Union and the Ontario Hospital Association. The task force will make its decisions by consensus. The mandate of the task force will be to study and make recommendations to the participating hospitals regarding the utilization of RPN skills. The task force will:

- Meet within 6 months of the ratification of the Memorandum of Settlement.
- Secure advice and participation from such professional practice researchers and other (e.g. College of Nurses) as the Task Force deems appropriate.
- Identify resources required by the task force to complete their study including exploring jointly any funding required for these resources.
- The task force will be co-chaired by a hospital representative and a representative ~~from~~ SEIU.
- The task force will identify the timelines for conducting their study and will also conclude timelines for the recommendations to be made by the task force.
- The task force recommendations will be presented in the form of a report to the participating hospitals and locals.
- The final recommendations from the joint task force will be

presented to the Human Resources Committee of the OHA.

- The parties also agree to jointly undertake reviewing the **study** and recommendations with the ~~Ontario~~ Nurses Association.
- Nothing in this Letter of Understanding should be construed as precluding the local parties from entering into discussions with respect to RPN scope of practice and utilization of RPN skills.

Signed at Thunder Bay this 12th day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION

HOSPITAL PER:

Lora Wyman
Kath / Scott
Rand; Mehagan
Sharen Howarth

LOCAL 268 PER:

Barb Rankin
Cathy ~~Bishop~~
Jean ~~Verrette~~
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

Letter of Intent

Re: Joint Benefits Review Committee

The central parties agree to meet in a joint committee to be established pursuant to this letter of intent. The committee will meet to discuss the following:

- Topic of and make recommendations regarding modified work and HOODIP within a 6-month period;
- Entitlement and costs associated with the insured benefit coverage provided to active and retired employees; and
- Where possible, review and evaluate the findings of other committees established to discuss benefits.

The Committee will make recommendations to their respective Central Bargaining Teams prior to the commencement of the next round of bargaining.

Signed at Thunder Bay this 12th day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION
HOSPITAL PER:

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

LOCAL 268 PER:

Barb Rankin
Cathy Bishop
Jean Verrette
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

Letter of Intent

RE: Standardization Committee

The central parties agree to establish a committee that will meet and confirm the contents of a standard format within **P0** days of ratification. Where the parties are unable to reach agreement on any issue regarding standardization, the parties shall seek the assistance of a mediator.

Signed at Thunder Bay this **12"** day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION

HOSPITAL PER:

Lora **Wyman**
Kath **Scott**
Rand; Mehagan
Sharen Howarth

LOCAL **268** PER:

Barb Rankin
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Letter of Intent

Re: Staff Planning Committee and Charney Board

The parties agree that in the event of a dispute between the parties regarding the implementation of Article 10.01 and 10.04, the matter may be submitted to a Board of Arbitration chaired by one of L. Davie, or G. Charney or such others as determined by the committee referenced below. The Chair shall be appointed on a rotating basis giving due consideration to availability.

The parties agree that in order to address process and implementation issues regarding the application of Article 10.01 and 10.04, a joint Committee will be established between the Union and the participating hospitals to discuss and reach agreement on improvements to the existing process. In reviewing the existing process the Committee will be giving consideration to the interest of both parties in a timely resolution to disputes.

The Committee will meet within 90 days of ratification to commence discussions and it is understood that the work of the Committee will be completed within 120 days of the ratification date.

Signed at Thunder Bay this 12th day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION

HOSPITAL PER:

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

LOCAL 268 PER:

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Joe Graham
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Sheila Poulter

LETTER OF UNDERSTANDING

for

and

SERVICE EMPLOYEES UNION LOCAL 268

Re: Casual Employees

The parties agree to establish a committee to review the use of casual employees with the intent to develop language to govern the working conditions of the casual employees.

Signed at Thunder Bay this 12th day of May, 2004.

**THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION
HOSPITAL PER: LOCAL 268 PER:**

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

Barb Rankin
Cathy Bishop
Jean Verrette
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

**LETTER OF UNDERSTANDING
THUNDER BAY REGIONAL HOSPITAL
AND
SEIU LOCAL 268
RE: PART-TIME SCHEDULING OF
ADDITIONAL SHIFTS**

Effective June 13, 2002

The Hospital shall endeavor to schedule part-time employees in all departments, except nursing, on the following basis:

- Part-time employees shall be scheduled up to their point equivalent in their **own** classification.
- Additional shifts available in excess of point equivalents shall be equally distributed **to** point equivalent part-time employees and casuals (non-point equivalent) in their **own** classification.
- Any remaining shifts will then be offered to temporary part-time employees (hired externally) within their **own** classification.

It is agreed that when following the above procedure, an employee may not be scheduled if it results in an overtime situation.

Signed at Thunder Bay this **12th** day of May, 2004.

THUNDER BAY REGIONAL HOSPITAL PER:

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

LOCAL 268 PER:

Barb Rankin
Cathy Bishop
Jean Verrette
Mike Poirier
Sheri Massaro
Brenda Albertini
Joe Graham
Betty McFarlane
Sheila Poulter

LETTER OF UNDERSTANDING
THUNDER BAY REGIONAL HOSPITAL
AND
SEIU LOCAL 268
RE: PART-TIME RPN CALL-INS

Effective June 13, 2002

The Hospital will endeavor to offer additional tours to regular part-time RPN's on the basis of seniority subject to the following:

1. Regular part-time and casual RPN's who wish to be considered for additional tours will submit their "Availability Notice" to the Staffing Office by the dates specified;
2. A tour will be deemed to be offered when ever a call is placed;
3. Where a regular part-time RPN accepts an additional tour, she or he must report for the tour unless arrangements satisfactory to the Hospital are made;
4. This arrangement is not applicable for available RPN shifts on 2 South;
5. The RPN must have the immediate ability, experience and qualification to perform the available work.

6. It is understood that the Hospital will not be required to offer tours which would result in overtime premium pay.
7. Either party may give sixty (60) days notice of their intent to discontinue the procedural guidelines as outlined by this Letter of Understanding. Should this occur however, the parties do agree to meet, prior to the expiration of the notice period, to explore opportunities to continue with this agreement.
8. For the purposes of training and development the above procedure shall not apply.

Signed at Thunder Bay this 12th day of May, 2004,

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION

HOSPITAL PER:

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

LOCAL 268 PER:

Barb Rankin
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Joe Graham
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Sheila Poulter

LETTER OF UNDERSTANDING

between

THUNDER BAY REGIONAL HOSPITAL

and

SERVICE EMPLOYEES UNION LOCAL 268

Re: 12 Hour Shifts – Mental Health Services

The parties agree to meet to review and, if necessary, amend the existing 12 Hour Shift language for the R.P.N.'s working on the **Mental** Health Services Unit.

Signed at Thunder Bay this 12th day of May, 2004.

THUNDER BAY REGIONAL HOSPITAL PER **SERVICE EMPLOYEES UNION LOCAL 268 PER**

Lora Wyman

Kath/ Scott

Rand; Mehagan

Sharen Howarth

Barb Rankin

Cathy **Bishop**

Jean Verrette

Mike Poirier

Sheri Massaro

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Sheila Poulter

LETTER OF UNDERSTANDING
THUNDER BAY REGIONAL HOSPITAL

AND

SEIU LOCAL 268

RE: CLASSIFICATION REVIEW COMMITTEE

~~Effective~~ June 13, 2002

The parties agree to establish a committee for the purposes of reviewing classification issues, particularly those classifications that vary between sites and the classification adjustment issues raised in negotiations for the term commencing October 11, 2001.

The Committee will consist of three (3) Hospital members (inclusive of the Human Resources Manager) and three (3) Union members (inclusive of the **SEIU** Representative).

The Committee will develop terms of reference that **will** include the following process to be followed when either party requests a classification to be reviewed.

1. In the event that substantial changes occur in existing jobs, the employee or the Union, shall submit a request with reasons for re-evaluation to the manager.
2. Within one (1) month from the request the manager shall send a letter to Human Resources, copied to the Union, with a copy of the request agreeing or disagreeing with the request.

3. Where the manager disagrees the letter shall include reasons for the disagreement. The Committee shall meet within one (1) month of the response to determine whether the **request** should **proceed** through the classification review. If the committee cannot reach consensus this shall not preclude the Union from pursuing the grievance procedure and, or the Pay Equity process.
4. Where the manager agrees with the request Human Resources shall send a Job Fact Sheet to the employee for completion within one (1) week from receipt of the Manager's response. The employee shall complete the job fact sheet and return it to Human Resources within one (1) month of receiving the job fact sheet from Human Resources. Human Resources will copy the completed fact sheet to the Union upon receipt.
5. Where a review results in a wage decrease due **to** an evaluation, the incumbent will be red circled at their current rate.
6. The parties agree they are committed to expediting this process.

The parties will endeavor to arrange the first meeting within two (2) months following the date of signing this Letter of Understanding.

Signed at Thunder Bay this **12"** day of May, 2004.

THUNDER BAY REGIONAL SERVICE EMPLOYEES UNION
HOSPITAL PER

Lora Wyman
Kathy Scott
Randy Mehagan
Sharen Howarth

LOCAL 268 PER:

Barb Rankin
Cathy Bishop
Jean Verrette
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Joe Graham
Betty McFarlane
Sheila Poulter

MODEL AGREEMENT

EXTENDED ~~SHIFT~~ ARRANGEMENTS

BETWEEN

"THE HOSPITAL "

AND

SERVICE EMPLOYEES INTERNATIONAL UNION

The local parties hereby agree, subject to the approval of the Ministry of Labor, that extended shifts will be implemented under the following terms and conditions. In all other respects the Collective Agreement shall apply.

All eligible full-time and regular part-time staff on a unit/ department that is considering extended shift schedules will be given an opportunity to vote on the proposed schedule. The parties will jointly supervise such vote, which shall be held by secret ballot.

Where 75% of those employees eligible to vote have voted in favour of extended shifts, the new schedule will be implemented on a six-month trial basis and will be reviewed by both parties. This Model Agreement shall form 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 – Probation

2.1 It is understood that a new employee working extended shifts will be considered on probation until he/she has completed three hundred and thirty-seven and one-half (337 1/2) hours of work (45 x 7.5 hours = 337.5).

In all other respects the terms of probation will be in accordance with the collective agreement.

Article 3 – Hours of Work

3.1 The normal or standard extended workday shall be h o u r s per day.

3.2 (Detailed description with an attached scheduled where appropriate.)

3.3 (Where applicable)

Failure to provide _____ hours between the end 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 4 – Scheduling

(Scheduling conditions to be determined locally (i.e. weekends off, consecutive shifts worked, etc.)

Article 5 – Overtime

5.1 Overtime shall be defined as being all hours worked in excess of the normal or standard extended workday, as set out in Article 3.1 of the ~~Model~~ Agreement.

5.2 For purposes of overtime the hours of work per week shall be averaged over _____ (weekly/pay-periods).

Article 6 – Rest and Meal Periods

6.1 Employees shall be entitled to relief periods during the shift on the basis of fifteen (**15**) minutes for each 3.75 hours worked.

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

Article 7 – Sick Leave and Long-Term Disability

The short-term sick plan will provide payment for the number of hours of absence according to the scheduled shift up to a fifteen (**15**) week total of **562.5** hours. All other provisions of the existing plan shall be maintained.

Article 8 – Paid Holidays

(Applicable to Full-time Employees Only)

8.1 Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the normal or standard work day as set out in the "Daily and Weekly Hours of Work" provision of the Local collective agreement (Article **16**).

8.2 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 1/2) his regular straight time rate of pay for all hours worked **on** such holiday (0001h to 2400h of the holiday). 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 different standard work day in which case holiday pay will be based on the standard or normal daily hours in that hospital.

Article 9 – Vacation

9.1 (Applicable to Full-time **only**)

Vacation entitlement as set out in the collective agreement will be converted to hours **on** the basis of the employee's normal work week.

9.2 (Applicable to Part-time only)

As set out in the collective agreement.

Article 10 – Temporary Transfers

10.1 ~~In~~ Article 25.03 of the collective agreement, replace “for a period in excess of one-half a shift” with “in excess of 3.75 hours” for extended tours.

Article 11 – Responsibility Allowance Outside the Bargaining Unit

~~In~~ Article 17.07 of ~~the~~ collective agreement replace “in excess of one-half of a shift” with “after 3.75 hours” for extended hours.

Article 12 – Termination

12.1 Either party may, on written notice of _____
(days/weeks) to the other party, terminate the Agreement for and
reason.

SIGNED AT TORONTO THIS _____ DAY OF _____ 20 _____.

FOR THE HOSPITAL

FOR THE UNION

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