

LOCAL APPENDICES

TO THE

COLLECTIVE AGREEMENT

Between:

LAKERIDGE HEALTH CORPORATION  
(hereinafter referred to as the "Employer")

And:

ONTARIO NURSES' ASSOCIATION  
(hereinafter referred to as the "Union")

Expiry Date: March 31<sup>st</sup>, 2004

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**APPENDIX 3 - SALARY SCHEDULE**CLASSIFICATION- REGISTERED NURSE

	<u>Effective April 1, 2001</u>		<u>Effective April 1, 2002</u>		<u>Effective April 1, 2003</u>	
	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>
Start	\$21.12	\$3,432.00	\$21.75	\$3,534.38	\$22.44	\$3,646.50
Level 1	\$21.95	\$3,566.88	\$22.61	\$3,674.13	\$23.33	\$3,791.13
Level 2	\$23.10	\$3,753.75	\$23.80	\$3,867.50	\$24.56	\$3,991.00
Level 3	\$24.25	\$3,940.63	\$24.97	\$4,057.63	\$25.77	\$4,187.63
Level 4	\$25.40	\$4,127.50	\$26.16	\$4,251.00	\$27.00	\$4,387.50
Level 5	\$26.83	\$4,359.88	\$27.64	\$4,491.50	\$28.52	\$4,634.50
Level 6	\$28.26	\$4,592.25	\$29.11	\$4,730.38	\$30.04	\$4,881.50
Level 7	\$29.71	\$4,827.88	\$30.60	\$4,972.50	\$31.58	\$5,131.75
Level 8	\$31.45	\$5,110.63	\$32.71	\$5,315.38	\$33.75	\$5,484.38

CLASSIFICATION- TEMPORARY CERTIFICATE OF REGISTRATION

	<u>Effective April 1, 2001</u>		<u>Effective April 1, 2002</u>		<u>Effective April 1, 2003</u>	
	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>
Level 1	\$19.37	\$3,147.63	\$19.95	\$3,241.88	\$20.59	\$3,345.88

CLASSIFICATION- PATIENT CARE FACILITATOR

	<u>Effective April 1, 2001</u>		<u>Effective April 1, 2002</u>		<u>Effective April 1, 2003</u>	
	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>
Start	\$21.82	\$3,545.75	\$22.47	\$3,651.38	\$23.19	\$3,768.38
Level 1	\$22.65	\$3,680.63	\$23.33	\$3,791.13	\$24.08	\$3,913.00
Level 2	\$23.91	\$3,885.38	\$24.63	\$4,002.38	\$25.42	\$4,130.75
Level 3	\$24.93	\$4,051.13	\$25.68	\$4,173.00	\$26.50	\$4,306.25
Level 4	\$26.16	\$4,251.00	\$26.94	\$4,377.75	\$27.80	\$4,517.50
Level 5	\$27.62	\$4,488.25	\$28.45	\$4,623.13	\$29.36	\$4,771.00
Level 6	\$29.08	\$4,725.50	\$29.95	\$4,866.88	\$30.91	\$5,022.88
Level 7	\$30.55	\$4,964.38	\$31.47	\$5,113.88	\$32.48	\$5,278.00
Level 8	\$32.36	\$5,258.50	\$33.65	\$5,468.13	\$34.73	\$5,643.63

**APPENDIX 4 - SUPERIOR CONDITIONS**

Maintain existing site-specific Superior Conditions.

**ALL SITES:**

PREPARATION ALLOWANCE

Allowances for additional education preparation where such additional skills are used directly in employment shall be paid according to the following:

Full Time

Special Clinical Course, 3 or more months (\$10.00 mo)	\$4.60 bi/w
Course in Nursing Unit Administration (C.H.A.)(C.N.A.) (\$15.00 mo)	\$6.90 bi/w
A University Certificate or Diploma in Nursing (\$40.00 mo)	\$18.41 bi/w
A Baccalaureate Degree (\$80.00 mo)	\$36.82 bi/w

Part Time

Special Clinical Course, 3 or more months	\$0.06 per hour *
Course in Nursing Unit Administration (C.H.A.)(C.N.A.)	\$0.09 per hour *
A University Certificate or Diploma in Nursing	\$0.25 per hour *
A Baccalaureate Degree	\$0.49 per hour *

\* Not to be included for the purpose of computing any premium or overtime payments.

**IV** **E:**

1. As per Note respecting Article 5 - Union Security Section 5.05 - the list shall include nurses on unpaid leave of absence.
2. Full Time:
  - i) As per Note respecting Article 14 - Premium Payment, Section 14.11 Ambulance Escort - notwithstanding 14.11 (c) where a nurse performs such duties outside her regular shift or on a day ~~off~~, the Employer agrees to pay the overtime premium of one and one-half (1 1/2) her regular straight time hourly rate for actual hours spent in return travel.

Part Time:

- ii) As per Note respecting Article 14 - Premium Payment Section 14.11 Ambulance Escort - notwithstanding 14.11 (c) where a nurse continues to perform such duties in excess of her assigned shift, the Employer agrees to pay the overtime premium of one and one-half times (1 1/2) her regular straight time hourly rate for actual hours spent in return travel.
3. As per previous full time Collective Agreement Article 13 - Sick Leave - Clauses 3.01 (b) and 13.03 as they apply to nurses in the full time bargaining unit as of October 23, 1981 and the provisions of the current Collective Agreement - Article 12 Sick Leave and Long Term Disability 12.03 (b)
- 1. Maximum accumulation 110 days.
  - 2. On termination for any reason, other than discharge for just cause, a nurse having completed five (5) years of continuous service on a full time basis shall be paid fifty percent (50%) of the accumulated sick leave then standing to her credit.

**OSHAWA SITE:**

1. FULL TIME SUPERIOR CONDITIONS

ACCUMULATION OF SENIORITY

The following provisions apply to nurses employed prior to October 23; 1981

- a) When a nurse is granted a leave of absence she shall accumulate seniority for the first three (3) months of a granted leave of absence.
- b) Seniority shall accumulate during a maternity leave of not more than six (6) months and during adoption leave of up to three (3) months duration.
- c) A nurse shall accumulate seniority if she is absent from work for a period of nine (9) months or less because of sickness or accident.

2. PART TIME SUPERIOR CONDITIONS

ACCUMULATION OF SENIORITY

The following provisions apply to nurses employed prior to October 23, 1981.

- a) When a nurse is granted a leave of absence she shall accumulate seniority for the first three (3) months of a granted leave.
- b) Seniority shall accumulate during a maternity leave of not more than six (6) months and during adoption leave of up to three (3) months duration.

**UXBRIDGE SITE:**

Previously existing conditions which are retained as provided for the O'Shea Interest Arbitration Award dated October 23, 1981 are as follows:

5.05 The Employer will supply the Union with the addresses of each nurse in the current employ of the Employer on a one-time basis. The address of new nurses shall be forwarded with the first dues deduction.

12.03 On termination of employment for any reason, other than discharge for just cause, a nurse having completed:

- (a) Eighteen (18) months or more of continuous full time service shall be paid twenty-five percent (25%) of the accumulated sick leave then standing to her credit;
- (b) Three (3) years or more of continuous full time service shall be paid thirty-three and one third percent (33 1/3%) of the accumulated sick leave then standing to her credit;
- (c) Five (5) years or more of continuous full time service shall be paid fifty percent (50%) of the accumulated sick leave then standing to her credit.

For the purposes of this clause, calculation of cash-out of sick leave credits shall be based on a maximum accumulation of one hundred (100) days.

In the event that a nurse is transferred from full time to part time, she shall receive any cash payment to which she is entitled for her accumulated sick leave credits as outlined above.

**PORT PERRY SITE:**

**FULL TIME:**

Previously existing conditions retained as provided for in the O'Shea Interest Arbitration Award dated October 23, 1981 include the following:

(Previous) **ARTICLE 18 - EARNED LEAVE**

Clause 18.01 (a) (ii) - As it applies to -

(Previous) **ARTICLE 21 - SICK LEAVE**

Clauses 21.01 and 21.08 - AS THEY APPLY TO:

(Current) **ARTICLE 12 - SICK LEAVE AND LONG TERM DISABILITY**

- 12.03 (b) 1. Maximum accumulation 120 days.
- 2. Completed five (5) years of continuous service on a full time basis shall be paid fifty percent (50%) of the

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accumulated sick leave credit with a maximum payment of twenty (20) days.

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**ARTICLE A – 3 JTI**

A.01 The Employer recognizes the Union as the exclusive bargaining agent of all full time and part time registered and graduate nurses employed in a nursing capacity (including Discharge Planner, Health Informatics Consultant, Patient Flow Co-ordinator, Fatigue Management Co-ordinator, Diabetic Educator, Genetic Services Co-ordinator, Nurse Clinician, Nurse Educator,) by the Employer, save and except Care Process Consultant, Health Educator (Women's Health), Clinical Co-ordinator Congestive Heart Failure, Clinical Co-ordinator Cardiac Rehabilitation, Infection Control Practitioner, Patient Flow Co-ordinator/Clinical Leader Bowmanville, Clinical Nurse Specialist, Clinical Education Leader, Occupational Health, Team Leaders\* Clinical Leaders with managerial functions, program leaders, persons above the rank of program leaders and persons covered by other collective agreements.

\* Clarity Note: Team Leader is a managerial function pursuant to the Corporation's Organizational Chart.

**ARTICLE B - MANAGEMENT RIGHTS**

B.01 These rights shall be exercised in a manner consistent with quality patient care and with the provisions of this agreement. Subject only to the provisions of this Agreement, the Union acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, direct, transfer, classify, promote, demote or discipline nurses, provided that a claim of discriminatory classification, promotion, demotion or transfer, or a claim that a nurse has been discharged, suspended or disciplined, without just cause, may be subject to a grievance and be dealt with as provided herein;
- (c) administer and manage all the affairs of the Employer; and
- (d) make and enforce and alter from time to time reasonable rules and regulations to be observed by the nurses and discussed with the Union in accordance with Article 18.06.

**ARTICLE C - UNION SECURITY**

C.01 Union Interview Period

The Union interview period as provided for in Article 5.06 will be scheduled during the nurse's orientation period, at a mutually agreeable time.

C.02 Site Representatives

At least one (1) representative for each site, one (1) of whom will be the site Vice President of the bargaining unit.



C.03 Nurse Representatives

One (1) representative from each nursing unit at each site and one nurse representative representing bargaining unit members for all other areas. Any representative may act temporarily on behalf of another unit representative who is absent.

One (1) representative from each Program area and divisions with ONA members.

C.04 Negotiating Committee - Corporate

Not more than eight (8) nurses representing both full-time and part-time for all sites.

C.05 Grievance Committee

Not more than three (3) nurses representing both full-time and part-time at any one meeting.

C.06 Union-Employer Committee

Up to four (4) per site representatives of each of the parties. The number of Employer representatives shall not normally exceed the number of Union representatives.

C.07 Redeployment Committee

The Employer will recognize a Redeployment Committee whose function shall be to identify possible options to layoffs and/or methods of reducing the impact of layoffs. Representatives of the committee will meet with all affected nurses individually whenever a layoff or other reduction in staffing is to occur. The Committee will outline the various options available to each individual nurse in accordance with the Collective Agreement.

The Committee shall be comprised of equal numbers of representatives of the Employer and the Union.

A Union member of the committee shall not suffer any loss of wages when attending such meetings of the Committee. Where a Committee meeting is held on a Committee member's day off, such Committee member will be paid at his or her regular straight time hourly rate for all time spent attending the meeting

C.08 Professional Development Committee

The Union shall have up to five (5) representatives elected or appointed to the Professional Development Committee, a sub-committee of the Professional Practice Committee. The representatives shall be as follows:

- Bargaining Unit President - one (1) representative
- Oshawa/Whitby - one (1) representative
- Bowmanville - one (1) representative

Port Perry  
Uxbridge

- one **(1)** representative  
- one **(1)** representative

C.09 Union Leave - Corporate

Such leaves will be requested with as much advance notice as possible and shall not interfere with the efficient operation of the Employer.

C.10 A list of all representatives of the Union will be posted on all units.

C.11 The bargaining-unit President may request to work a permanent day shift provided that the schedule may be adjusted to accommodate the needs of the unit.

C.12 The Employer agrees to undertake reasonable attempts to locate and provide office space for the use of the union at each site.

**ARTICLE D - SCHEDULING**

D.01 Scheduling Committee

The Committee will be composed of two **(2)** Union and two (2) Employer Representatives per Site.

Purpose:

- (a) to act in an advisory capacity and assist in resolution of scheduling concerns;
- (b) to assist with unit schedules/Christmas time;
- (c) to review all new master schedules and approve compliance with the Collective Agreement;
- (d) to review the Staffing Availability System in an attempt to get work to the nurses who want work and eliminate the need for Agency nurses;
- (e) to review the possibility of part-time master schedules;
- (9)** to improve the job satisfaction of full-time and regular part-time nurses.

D.02 Schedules

- (a) Proposed master rotations will be developed by the management jointly with nurses from the unit and shall be reviewed by a joint committee having Employer and Union representation.

New Master Schedules will be introduced onto a unit when:

- i) it has been determined to meet the needs of the unit, and,
- ii) the requirements of D.09 have been met.

- (b) Schedules shall be posted four (4) weeks in advance and shall cover a six (6) week period.
- (c) Requests for specific shifts, days off or other scheduling requests shall be made in writing at least six (6) weeks prior to the posting of the schedules. Once a schedule is posted, other scheduling changes should be requested in writing two (2) weeks prior to the date in question whenever possible. Requests with shorter notice may be considered. Such requests shall not be unreasonably denied.
- (d) There will be no split shifts.
- (e) All Unit Master schedules will be filed for review of the scheduling committee once every twelve (12) months and will be posted on the appropriate unit.

D.03

Shift Work

- (a) The first shift of the day shall be the day shift.
- (b) A nurse will not be scheduled to work more than two (2) shifts (days/evenings or days/nights) but may mutually agree otherwise.
- (c) Notwithstanding the above, a nurse may request to work a permanent evening or night shift. Such requests may be granted, but only for such period as is practicable.
- (d) Day shift is when the majority of hours fall between 0700 to 1500 hours.
- (e) Evening shift is when the majority of hours fall between 1500 to 2300 hours.
- (f) Night shift is when the majority of hours fall between 2300 to 0700 hours.
- (g) The Employer can post a position that is for a permanent shift and/or a combination of evenings/night.
- (h) Full time nurses who rotate through different shifts shall work a minimum of 50% on the day shift. However, where this is not possible, it will be referred to the Scheduling Committee for resolution.
- (i) A nurse will not be scheduled to change shift more than once per week unless otherwise agreed to.

D.04

Full-time and Part-time

- (a) Not more than seven (7) consecutive days of work will be scheduled without the nurse's consent. Where the Employer requires a nurse to work an eighth (8<sup>th</sup>) consecutive shift, premium shall be paid for the eighth (8<sup>th</sup>) and subsequent consecutive shift(s) until a day off has been scheduled. (7.5 hour tours or less only).

- (b) In any two **(2)** week period within the schedule, at least two **(2)** consecutive days off will be scheduled. Split days ~~off~~ will be kept to a minimum. (7.5 hours & extended tours).
- (c) There shall be no less than sixteen **(16)** hours (two shifts) ~~off~~ between shift changes or this will trigger premium payments as per Article **13 & 14**. **(7.5 hour. shifts only)**.
- (d) There shall be a minimum of forty-eight **(48)** hours off following the night shift rotation, unless mutually agreed. (All tours).
- (e) A mutual change of a scheduled shift shall be requested in writing by a nurse and co-signed by a suitable exchange nurse and submitted for approval by the Employer. The exchange of shifts between nurses shall not result in overtime or other additional compensation not otherwise payable. The Employer shall not be held liable for any violation of the collective agreement arising out of the mutual exchange of shifts between nurses. (7.5 hours & extended tours).
- (9)** The Employer shall endeavour to schedule continuing education and in-service to nurses on all shifts. (7.5 hours & extended tours).
- (g) Where a nurse chooses equivalent time ~~off~~, such time ~~off~~ must be taken within ninety (90) days of the accumulation. These will be scheduled days off at a mutually agreed time between the nurse and the Employer. If not taken, the lieu time owing will be paid out to the nurse at premium time as per Article 14.03. (7.5 hours & extended tours).
- (h) The current practice with respect to a rest period during each half shift will be continued.

D.05

Weekends (7.5 hour Shifts)

- (a) A weekend shall be Saturday and Sunday plus at least one **(1)** shift ~~off~~ at the start or end of the weekend **(56)** consecutive hours).
- (b) At least three (3) weekends ~~off~~ in six **(6)** will normally be scheduled. If a nurse is required to work a third consecutive and subsequent weekend, she will receive premium payment as defined in the Central Agreement for all hours worked on that weekend for hours between 2300 hours Friday to 2300 hours Sunday and subsequent weekends, until a weekend is scheduled off, save and except where:
  - i) Such weekend has been worked by a nurse to satisfy specific days off requested by such nurse; or
  - ii) Such nurse has requested weekend work only; or
  - iii) Such weekend is worked as a result of an exchange of shifts with another nurse.
- (c) For the nurse who is hired for permanent weekends, if requested to work during the week, premium pay will be triggered.

- (d) Notwithstanding the first sentence of this paragraph, the weekend for all nurses assigned to the night shift shall commence Friday night.

D.06

Christmas Scheduling

- (a) A nurse will be scheduled ~~off~~ work for not less than five (5) consecutive days\* either at the Christmas or New Year's Season except where nurses are not normally required to work on weekends and paid holidays. (\* five (5) days for extended tours.)
- (b) Scheduled, consecutive days off at Christmas will include the 24th, 25th and the 26th of December; consecutive days off at New Year's will include the 31st of December and the 1st of January. Consideration will be given to the nurses in each area as to which of these two holidays they prefer off.
- (c) No nurse will be scheduled to work both holidays unless requested by the nurse.
- (d) No nurse will be scheduled to work two Christmas' or New Year's consecutively unless requested by the nurse.
- (e) The normal scheduling conditions may be waived\*\* to accommodate the special scheduling arrangements between December 15 and January 10.

\*\*

Clarity Note: The waiving of the normal scheduling conditions must be reasonable and can be subject to a grievance.

D.07

(a) Regular Part Time Commitment

Regular part time nurses must be available for prescheduled work on the following basis:

- i) to be available to work if required fifty-two (52) weeks per year minus their individual vacation entitlement and approved leave of absence;
- ii) to regularly rotate on at least two (2) shifts and work extended tours as required where extended tours are established;
- iii) to be prescheduled for work if the work is available for forty-five (45) hours per pay period (six 7.5 hour tours or 4 extended tours or any other combination);
- iv) to be available to work Christmas or New Years as per Article D.06;
- v) to be prescheduled as required to work fifty (50) percent of the remaining paid holidays except when the unit does not work paid holidays; and

- vi) to be **prescheduled** as required to work fifty (50) percent of the weekends except when the unit does not work weekends

D.07 (b) Casual Part Time

- i) Casual nurses will declare on a biweekly basis, their availability for work on specified days for the next **two (2)** week period.
- ii) A casual part time nurse who declares **themselves** available for work shall notify the Employer as soon as a change in circumstances becomes known.
- iii) Casual nurses will not be called or scheduled to work until all available hours have been offered to regular part time nurses who do not incur a premium.

D.07 (c) Part Time Scheduling

- i) All available **prescheduled** shifts shall be scheduled equitably up to their commitment among the regular part time nurses in each unit over a posted schedule. The Employer will endeavour to schedule the commitment in each pay period.

If after equitable scheduling there remains an uneven distribution of shifts and commitment has not been met, the remaining shifts will be scheduled by seniority.

N.B. For example, if three (3) shifts remain, the most senior part time staff will receive one shift, the next senior the next shift and **so on** until all remaining shifts have been distributed or commitment has been met.

After :† † †† †† Posted

- (d) If nurses have not been scheduled up to their commitment, then additional tours shall be offered singularly, first to the most senior regular part time nurse not scheduled up to their commitment and in descending order of seniority.
- (e) When all regular part time nurses including job sharers have reached their commitment, additional tours will be offered in the following order of priority:

NOTE: Only those nurses who have indicated their availability in writing need to be contacted for additional tours.

- i) regular part time nurses including job sharers by seniority\*, up to seventy-five (75) hours per pay period;

\* By seniority shall mean that the most senior available regular part time nurse shall be assigned additional shifts before a more junior nurse is called.

- ii) casual part time staff on the basis of seniority;
  - iii) Nurses for whom premium (**1.5x**) rates would apply (subject to viii below);
  - iv) Cancelled shifts will be in reverse order of the above process. Those on premium rates will be cancelled first;
  - v) A tour will be deemed to be offered whenever a call is placed;
  - vi) It is understood that a reasonable period of time will be provided to the nurse to respond to the message left with respect to an offer of a tour;
  - vii) Failure to make contact with a nurse will result in the offer of the extra tour being made to the next senior nurse able to perform the duties who has indicated her/his availability. Conversely, an attempt to contact for the purposes of shift cancellation will occur in reverse order of seniority;
  - viii) It is understood that the Employer will not be required to offer tours which would result in overtime premium pay;
  - ix) When a nurse accepts an additional tour, she/he must report for that tour unless arrangements satisfactory to the Employer are made.
- (9) All regular and casual part time nurses can make themselves available for casual shifts at other sites and/or units if qualified to perform the work.
- (g) When a regular part-time nurse has a shift cancelled and a need arises whereby the Employer intends to call in an nurse for the same shift that has been cancelled, the Employer will offer the call in shift to the nurse who had the shift cancelled.

**D.08**      Part-Time Four-Hour Tours

Where four (**4**) hour shifts exist, the following will apply:

- (a) A part-time nurse will not be scheduled solely for four-hour tours unless mutually agreed otherwise.
- (b) Four-hour shifts will consist of **3.75** hours plus a fifteen (15) minute paid break in accordance with Article **13.01** (b).
- (c) The Employer will endeavour to keep the number of four (**4**) hour shifts to a minimum.
- (d) There shall be an equitable distribution of scheduled tours among those part-time nurses, who make themselves available, in each unit.
- (e) For nurses working tours of duty of less than 7.5 hours, no more than seven (**7**) four-hour shifts in a row shall be scheduled before a day off is

scheduled. If the nurse is required to work an eighth (8th) consecutive and subsequent tour then ~~she/he~~ will receive premium pay for each tour worked until a day off is scheduled.

D.09

Commencement and Discontinuance of Extended Tours, Weekend Worker and Any Other Schedule that Requires a Vote

- (a) Extended tours, weekend worker and any other schedule that requires a vote shall be introduced into any unit when:
  - i) eighty percent (80%) of the nurses in the unit **so** indicate by secret ballot; and,
  - ii) The Employer agrees to implement the extended tour week. Such agreement shall not be withheld in an unreasonable or arbitrary manner.
  - iii) An initial test period shall run for six **(6)** months after which the nurses will indicate by an eighty percent (80%) vote, by secret ballot, their willingness to continue with the agreement of the nursing unit director.
- (b) Extended tours, weekend worker and any other schedule that requires a vote may be discontinued in any unit when:
  - i) fifty one percent **(51%)** of the nurses in the unit **so** indicate by secret ballot; or
  - ii) The Employer because of:
    - A) adverse effects on patient care, or
    - B) inability to provide a workable staffing schedule, or
    - C) where the Employer wishes to do **so** for other reasons which are neither unreasonable nor arbitrary, and states its intention to discontinue the extended tours schedule.
- (c) When notice of discontinuation<sup>1</sup> is given by either party in accordance with paragraph (b) above, then:
  - i) the parties shall meet within two (2) weeks of the giving of notice to review the request for discontinuation; and
  - ii) where it is determined that the extended tours will be discontinued, affected nurses **shall** be given sixty (60) days' notice before the schedules are **so** amended.
- (d) In units of less than ten (10) nurses a seventy-five percent **(75%)** and fifty percent **(50%)** rule will apply.



D.10 Scheduling Provisions for 12-hour Tours

The following scheduling provisions shall apply to all nurses working extended 12-hour tours:

- (a) A regular twelve (12) hour tour shall be 11.25 consecutive hours in any twenty-four (24) hour period exclusive of a forty-five (45) minute unpaid meal period. The nurse shall be entitled to paid relief periods during the tour for forty-five (45) minutes
- (b) Not more than three (3) consecutive extended tours shall be scheduled. When the Employer requires a nurse to work a fourth (4th) consecutive shift, premium pay shall be paid for the fourth (4th) and subsequent consecutive shifts until a day off has been scheduled.

Note: The 12 hour schedule that requires a DDNN rotation once every six (6) weeks is excluded from the above premium payment requirement.

- (c) At least twelve (12) hours' time off will be scheduled between shifts, and at least forty-eight (48) hours post night shift unless mutually agreed otherwise. Failure to do so will result in premium pay for the shift.
- (d) A weekend is defined as a minimum of fifty-six (56) hours commencing at the completion of the Friday day shift.
- (e) The Employer will not schedule split shifts.
- (9) A nurse may not be required to change tours of duty more than once a week, unless mutually agreed upon otherwise.
- (g) The Employer will provide at least every second (2nd) weekend off.

If a nurse works a second (2<sup>nd</sup>) consecutive and subsequent weekend(s), she will receive premium payment as defined in the Central Agreement for all hours worked on that weekend and subsequent weekends, until a weekend is scheduled off, save and except where:

- i) Such a weekend has been worked by a nurse to satisfy specific days off requested by such nurse; or
  - ii) Such nurse has requested weekend work only; or
  - iii) Such weekend is worked as a result of an exchange with another nurse.
- (h) When less than eighty percent (80%) of the nursing staff in a particular nursing unit vote as outlined in Article D.09 in favour of extended tours by secret ballot, the Union may approach the Employer and ask them to consider the implementation of the combination of extended tour and short tours in a particular nursing unit. The parties must meet to discuss the implementation of combination schedules.

**D.11**      Scheduling Provisions for 10-hour Tours

The following scheduling provisions shall apply to all nurses working extended IO-hour tours:

- (a) A regular ten (10) hour tour shall be **9.375** consecutive hours in any twenty-four hour period, exclusive of a total of thirty-seven and one half (**37.5**) minutes of unpaid mealtime.
- (b) Nurses shall be entitled, subject to the exigencies of patient care, to paid relief periods during the tour of a total of thirty-seven and one half (**37.5**) minutes.
- (c) The Employer will provide at least every second (2nd) weekend off

If a nurse is required to work a second consecutive and subsequent weekend, she will receive premium payment as defined in the Central Agreement for all hours worked on that weekend for hours between **2300** hours Friday to **2300** hours Sunday and subsequent weekends, until a weekend is scheduled off, save and except where:

- i) Such weekend has been worked by a nurse to satisfy specific days off requested by such nurse; or
  - ii) Such nurse has requested weekend work only; or
  - iii) Such weekend is worked as a result of an exchange of shifts with another nurse.
- (d) Nurses shall not be scheduled to work more than four (**4**) consecutive **9.375** hour tours. Should an nurse work more than four (**4**) consecutive **9.375** hour tours, she shall be paid in accordance with Article **14.03** for all hours worked on the fifth (5th) and subsequent **9.375** hour tours until time off is scheduled.
  - (e) Overtime is Subject to Article **14**.

For nurses working ten (**10**) hour tours, overtime shall be paid at the rate of time and one half (**1%**) the nurse's regular straight time hourly rate for all work performed in excess of **9.375** paid hours in a twenty-four (24) hour period.

**D.12**      Self-Scheduling

- (a) Self-Scheduling may be introduced and/or discontinued into any unit for a specific period of time (Christmas or summer) on the same basis as the introduction/discontinuation of extended tours in accordance with **D.09**.
- (b) Unit specific scheduling guidelines will reflect scheduling provisions in the collective agreement and will be developed collaboratively by the Management and the nurse subject to approval by the Employer and the Union.

- (c) Self-scheduling is viewed by the Employer as scheduling by nurses in order to promote more flexible schedules that meet the needs of the nurses and the patient care needs of the unit. Self-scheduling should not result in additional costs to the Employer.

## D.13

Scheduling Standby

- (a) i) Standby/On call will be utilized in those units presently using such measures. The Union will be notified of any units that are commencing **standby/on call**.
- ii) Guidelines will be developed by each unit to determine the appropriate utilization of on call staff.
- iii) Nurse standby assignments shall be posted at the same time as the tours of duty schedules. Nurses shall be permitted to exchange their standby assignments with another qualified nurse provided that such exchange does not result in a premium pay requirement which **otherwise** would not be payable.
- iv) The Employer agrees that standby will be distributed on an equitable basis among the qualified nurses who normally perform the work.
- v) A full time nurse except for those on units where weekend work is not normally scheduled will not be scheduled for standby on a scheduled day off or weekend off unless mutually agreed between the nurse and the Employer.
- vi) The nurse will not ~~be~~ be scheduled for standby for more than **two (2)** consecutive weekends, unless mutually agreed.
- (b) A nurse who is called in shall be paid in accordance with Article **14.06** and will be permitted leave with pay for that part of his/her next shift to allow a minimum of twelve **(12)** hours between the end of the overtime assignment and the commencement of work on the regularly scheduled shift.
- (c) Should the nurse not wish to work any remaining hours in the shift referred to in Paragraph **D.13(b)**, she shall be granted time off without pay, or she may choose to use lieu time for those remaining hours, if mutually agreeable.
- (d) Should a nurse notify the In Charge nurse or the Unit Manager, that he or she wishes to be relieved after sixteen **(16)** hours of work, the Employer shall make every reasonable effort to relieve that nurse from duty.
- (e) A nurse who *is* required to travel to the site or return to his or her home, as a result of being called, shall receive paid transportation which shall be paid by the Employer, either by taxi or by the nurse's vehicle pursuant to Article **14.13** of the Collective Agreement.

- (9) A nurse assigned to standby shall not be assigned to take call for more than five (5) consecutive days, unless mutually agreed.
- (g) Nurses on standby will be provided with pagers.
- (h) The Employer will make available a **sleep/rest** area for nurses scheduled for standby.

**D.14**      Temporary Full Time Positions

The Employer agrees that full time nurses may apply for temporary full time positions. If such a temporary full time position is to be filled, the usual selection criteria will be applied.

**D.15**      Reassignment

When it is necessary to reassign staff from one unit to another, the reassignment will first be offered on a voluntary basis, subject to maintaining operational requirements and provided the nurse is qualified to perform the work in question. If there are no such volunteers, the float nurse, if available, will be assigned. Should this not be operationally feasible or if such nurse is not qualified, nurses will be assigned in the reverse order of seniority provided such nurses are qualified to perform the work in question.

It is understood that part time nurses will float prior to a full time nurse being assigned to float off the unit, provided the nurse is qualified to do the job.

**D.16**      Special Circumstance Scheduling

Special Circumstance Scheduling, Article 13.05, will be requested by the affected nurse to their Unit Manager, with a copy to the Bargaining Unit President.

**D.17**      Unit Weekend Schedule

(a)      Introduction

- i)      Unit Weekend Schedules may be introduced in accordance with the procedure outlined in Article **D.09** (a).
- ii)     A sub committee of the Scheduling Committee will be struck with the mandate of reviewing the schedules and evaluating the Unit Weekend Schedule trial period.

(b)      Discontinuation

- i)      Unit Weekend Schedules may be discontinued in accordance with the procedure outlined in Article **D.09** (b) and (c).
- ii)     Should the Weekend Schedule be discontinued, every reasonable effort shall be made to allow the nurses in these positions to return to their previous positions and to revert to the previous master rotation.

(c) Filling of Unit Weekend Schedule Positions

- i) When an individual nurse makes a request for a Weekend Schedule, such request shall be made to the Program Leader, or designate, with a copy to the sub committee. The sub committee will assess all such requests to determine the feasibility and impact on the existing schedules. If the request is feasible, has no negative impact on existing schedules and with the approval of the Program Leader, or designate, such nurse will be permitted to begin the Weekend Schedule without the necessity of a vote. The Program Leader, or designate, approval shall not be unreasonably withheld.
- ii) Provided the requirements of paragraph (a) have been met, those positions required to accommodate a Unit Weekend Schedule will be posted on the Unit and filled by seniority from the full time nurses on the Unit, who are qualified to perform the work in question. If the Weekend Schedule position to be filled is from a vacancy, it will be posted and filled in accordance with Article 10.06(a). The relevant conditions of the Weekend Worker will be documented on the Personal Action Form (PAF). The filling of such positions will not result in the layoff or **loss** of hours of work of any full time or regular part time nurse.
- iii) Nurses holding Weekend Schedule positions who want to relinquish their Weekend Schedule positions must provide at least sixty (60) days notice. Such positions will be posted in accordance with the preceding paragraph 2 and, if there are no successful applicants, the Weekend Schedule will be discontinued.

(d) Miscellaneousi) Averaging of Hours

The Employer, the Weekend Worker and the sub committee will meet to determine the scheduling of the additional 7.5 hour tour per pay period, prior to commencing the Weekend Schedule. It is permissible for the Weekend Worker's hours to be averaged over a six (6) week period. Accordingly, it is permissible for the Weekend Worker to work four (4) 11.25 hour tours over such six (6) week period rather than six (6) 7.5 hour tours.

ii) The Consecutive Weekend Language

Does not apply.

iii) Paid Holiday Bank and Vacation Bank

Nurses who fill the Weekend Schedule positions will be allowed to carry over their paid holiday credits and their vacation bank credits accumulated at the time of their filling the Weekend Schedule positions.

D.18

Full-time Float Nurse Positions(a) Definition

A full time Float Nurse is a registered Nurse who works full time hours between more than one (1) unit, program or site in the Corporation.

(b) Job Posting

The posting will clearly indicate the units, programs or sites where the Float Nurse will be assigned. If the posting is to temporarily fill MLOA's, LTD vacancies, etc., such conditions and the expected duration of such assignment will also be clearly indicated. All postings will be in accordance with Article 10.06 and the relevant conditions of the Float Nurse position will be documented on the Personal Action Form (PAF).

(c) Guidelines

- i) The full time Float Nurse will have a "home unit" for the purposes of seniority and service related matters (ie: vacations, layoffs, bumping, etc.).
- ii) All scheduling will be in accordance with the Collective Agreement and the master schedule will clearly indicate which unit, program or site the full time Float Nurse is scheduled for each shift. Every reasonable effort will be made to ensure continuity; however, some unscheduled "floating" may occur.
- iii) Orientation will be individualized and, if issues should arise related to orientation or competence, such issues will be discussed with the Clinical Leader/Program Leader, or designate.
- iv) There will be a six (6) month trial period. A workgroup, consisting of Management, the Union, the Unit Scheduler, and the Float Nurse, will meet regularly, during the trial period, to monitor the implementation and parameters for success. Should the workgroup determine that the project will not continue, the incumbents will be given eight (8) weeks notice and will subsequently be returned to their former status and positions within a further six (6) weeks.
- v) If any of the current incumbents were hired from outside (ie: no former status with the Corporation), all reasonable efforts will be made to provide alternative full time or regular part time work from existing vacancies.

**ARTICLE E – VACATIONS**

- E.01 It is understood and agreed that the Employer will give every consideration to the preference of time at which nurses wish to take their vacations. Where conflict in vacation time arises in the work unit, seniority will be the deciding factor.
- E.02 Up to two (2) weeks of each nurse's vacation time may be scheduled by the Employer to coincide with periods of scheduled known closures.
- E.03 E.03 Vacation request schedules will be posted in each unit by January 15th of each year.
- (a) Each nurse will request by March 15th her vacation preference for vacation falling between June 1st to September 30th. It is understood that prime months are July and August for summer vacation. The Employer will confirm vacations by April 15th. The most preferred 2-week period selected by the most senior nurse of the group affected by the schedule will be considered first; then the request of the second most senior and so on, until the most preferred 2-week periods of all nurses in the group have been considered.
- (b) Requests for vacation and time off at Christmas/New Year's will be submitted by October 1<sup>st</sup> and the resultant schedule will be posted by November 1<sup>st</sup>.
- Requests for vacation at March break will be submitted by the previous October 31<sup>st</sup> and the approval process will be completed by November 30<sup>th</sup>.
- E.04 Requests for vacation at other times of the year will be requested with as much notice as possible, granted insofar as practical and will not be unreasonably denied.
- E.05 Where changes in scheduled vacations are permitted by the Employer, a senior nurse will not be permitted to bump a more junior nurse whose vacation has been previously scheduled.
- E.06 Nurses shall be scheduled the weekend off either before or after vacation of one (1) or more weeks. The Employer will endeavour to provide the weekend off prior to and the weekend following vacation, unless the Nurse requests otherwise.
- E.07 A nurse may be permitted to accumulate up to one (1) year's vacation entitlement plus one (1) week with approval of the department Manager. Should a maximum of one year's entitlement plus one week be exceeded the Employer may exercise discretion to schedule vacation time for the nurse. The Employer will give consideration to requests for advanced, earned vacations and consecutive vacations.
- E.08 A nurse may request vacation starting on any day of the week.

- E.09 Prior to leaving on vacation, nurses may request the date and time on which to report for work following their vacation. This will not be changed while on vacation with the exception of shift cancellations.
- E.10 A newly hired full-time nurse may request to take accumulated vacation after three (3) months' continuous service, provided that the probationary period has been completed.
- E.11 Vacation pay for part time nurses will be paid out each pay.

**ARTICLE F - PAID HOLIDAYS**

F.01 Paid Holidays are:

- |                              |                             |
|------------------------------|-----------------------------|
| New Years Day (January 1)    | Civic Holiday               |
| February Day (Second Monday) | Labour Day                  |
| Good Friday                  | Thanksgiving Day            |
| Easter Monday                | Remembrance Day             |
| Victoria Day                 | Christmas Day (December 25) |
| Canada Day (July 1)          | Boxing Day (December 26)    |

F.02 Full Time

- (a) A nurse who is entitled to a lieu day as provided for in Articles 15.04 (a), (b) and 15.05 will have such day scheduled at a mutually agreeable time within thirty (30) days prior to or sixty (60) days following the holiday.
- (b) The Employer will make every effort to provide for the scheduling off of nurses on holidays, on an equitable basis as possible, having regard to the efficient operation of the Employer.

F.03 When a nurse's tour of duty falls within a paid holiday, referred to in Article F.01, she will be paid pursuant to Article 15.05 for all the hours worked within the twenty-four (24) hour period of the paid holiday.

F.04 Full and Part Time

The Employer shall endeavour to schedule nurses who are required to work on a paid holiday, to be scheduled to work on the weekend attached to the paid holiday (if a Monday or Friday). If a nurse is scheduled off on a paid holiday (if a Monday or Friday), then the Employer shall endeavour to schedule the attached weekend off also.

**ARTICLE G - BULLETIN BOARDS**

- G.01 (a) The Employer will provide bulletin boards upon which the Union shall have the right, subject to the prior approval of the Director, Human Resources to post notice of meetings, general meeting minutes and such other notices as may be of interest to the nurses.



- (b) The location of these boards will be in high visibility areas, such as the Cafeteria area, or nurses' locker room, based upon mutual agreement and past practice at each site.
- (c) The bulletin board located in a high visibility area will include a locked Plexiglas-fronted notice box, with a key for the Union.
- (d) A small space will also be provided on the bulletin board of each nursing unit with the mutual agreement of the Employer and the Union.

**G.02** The Employer will establish a distribution list on MOX (internal e-mail) for ONA members exclusively. All new hires will be added to the distribution list within fourteen (14) days of hire.

The Employer shall provide, annually by January 15th a mailing list including current addresses and telephone numbers of all Bargaining Unit members. Site specific lists will be provided to the site reps. Union members who do not want the Union to have this information shall notify the Employer of such in writing.

## **ARTICLE H – SENIORITY**

**H.01** The seniority list will be revised at the beginning of April and October. The Union shall be provided with the revised seniority lists on both April 30<sup>th</sup> and October 31<sup>st</sup>. Any errors or omissions will be discussed with the Employer at a meeting convened at a mutually convenient time, no more than one (1) month after the list has been issued and corrections will be made within two (2) weeks of the meeting. Once any corrections have been made and an amended list posted, the seniority list will be deemed correct. The seniority list will contain the specific units, specific site, and will list casuals separately.

It is recognized that there will be a need to revise the seniority list for the purposes of layoff and staff redeployment. This provision does not apply to single shift layoffs.

## **ARTICLE I -JOB SHARING**

**I.01** The introduction of job sharing arrangements in a Unit will be subject to mutual agreement between the Union and the Employer. The Employer shall not arbitrarily or unreasonably refuse to implement job sharing.

Job sharing requests with regard to full-time positions shall be considered on an individual basis. Such approval will not be unreasonably withheld.

The nurses involved in job sharing are entitled to all the terms of the part-time Collective Agreement except those which are modified as follows:

- (a) Schedules will conform with Articles 13 and **D** of the Collective Agreement which set out scheduling.
- (b) Total hours worked by the job sharers shall equal one (1) full-time position. Job sharers will have the option of determining between

themselves which partner will work on a scheduled tour, however, all scheduled tours must be covered. Such schedules will not be unilaterally imposed or changed by the Employer, but once the schedules are posted they will not be changed without the permission of the supervisor in the area concerned. Such permission will not be unreasonably withheld.

- (c) Nurses will be granted at least five (5) consecutive days off over either Christmas or New Year's. When one or both job sharers work over Christmas, neither can be required to work over New Year's, and vice versa unless mutually agreed otherwise. Should nurses be assigned to work either Christmas or New Year's, they will be expected to work on at least five (5) consecutive days, if required for normal tours, and at least \*five (5) consecutive days for extended tours, if required. Where both job sharers request to work Christmas or New Year's or request to have either off and a conflict exists, then seniority shall be the deciding factor.

\*Clarity Note: To comply with negotiated Christmas language

- (d) Paid Holidays

Job sharers will not be required to work, in total, more paid holidays than would one (1) full-time nurse, unless mutually agreed otherwise.

- (e) Each job sharer may exchange shifts with her or his partner as well as other nurses as provided by the Collective Agreement. A job sharer may exchange with nurses other than her or his partner only on scheduled tours off for the full-time line.

- (9) Coverage

- i) It is expected that both job sharers will cover each other's incidental illnesses and vacation. If, because of unavoidable circumstances one cannot cover the other, the unit supervisor must be notified to book coverage. Job sharers are not required to cover for their partner in the case of prolonged or extended absences. Job sharers shall be offered additional unscheduled tours only if they have made the availability known. It is understood that they may only make themselves available on tours when neither job share partner is scheduled and where such would not result in premium payment.

- ii) Vacation, Maternity Leave and other Leaves pursuant to Article 11 of the Central Agreement.

In the event that one member of the job sharing arrangement goes on any of the above leaves of absence exceeding thirty (30) days, the remaining partner has the option of covering all of the absent partner's shifts for the duration of the absence. If the nurse is unable to cover the entire leave of absence she or he must inform the manager of her or his intentions to cover all of the absent partner's shifts at least two (2) weeks prior to the posting of each schedule. If the nurse cannot cover for her or his partner, the vacancy will be offered to the most senior regular part-time nurse.

(g) Implementation

Where the job sharing arrangement arises out of the filling of a vacant full-time position, the full-time position will be posted first and in the event that there are not successful applicants, then both job sharing positions will be posted and selection will be based on the criteria set out in the Collective Agreement.

- (h) i) An incumbent full-time nurse wishing to share her or his position, may do so without having her or his half of the position posted. The other half of the job sharing position will be posted and selection will be made on the criteria set out in the Collective Agreement.
  - ii) It is understood and agreed that the arrangement is for a trial period of three (3) months for the full-time nurse originating the request. Once the trial period is over, the nurse cannot revert to her former position except under i) below.
  - iii) Where two (2) full-time nurses on one Unit wish to job-share one (1) position, neither half will be posted providing this would create one (1) full-time position to be posted and filled according to the Collective Agreement.
- (i) If one of the job sharers leaves the arrangement, her or his position will be posted. If there is no successful applicant to the position, the remaining nurse will revert to her or his former status. If the remaining nurse was previously full-time, the shared position will become her or his position. If the remaining nurse was previously part-time and there is no part-time position available on the same Unit, she or he shall exercise her or his layoff bumping rights to obtain a part-time position. The shared position would then revert to a full-time position and be posted according to the Collective Agreement.

(j) Discontinuation

Either party may discontinue the job sharing arrangement with ninety (90) day's notice. Upon receipt of such notice a meeting shall be held between the parties within fifteen (15) days to discuss the discontinuation. It is understood and agreed that such discontinuation shall not be unreasonable or arbitrary.

Should the Employer discontinue job-sharing the nurses currently working those arrangements will have the option of reverting to their former status or remain part-time.

**ARTICLE J - PREPAID LEAVE**

J.01 No more than one (1) nurse per unit may be absent on prepaid leave at any one time.

**ARTICLE K – PARKING**

K.01 The parties agree that the Employer is responsible for establishing and resetting parking rates. Increases to parking fees will not be implemented until the Union has been notified. The Union may opt to grieve an unjustified increase.

**ARTICLE L - MODIFIEDWORK**

- L.01
- (a) The Employer will notify the President of the Bargaining Unit or designate of the names of all nurses who go off work due to a work related injury or when a nurse goes on LTD.
  - (b) When it has been medically determined that a nurse is unable to return to the full duties of her position due to a disability, the Employer will notify and meet with a staff representative of the Ontario Nurses' Association and a member of the Bargaining Unit Executive to discuss the circumstances surrounding the nurse's return to suitable work.
  - (c) The Employer agrees to provide the nurse with a copy of the WSIB Form 7 at the same time as it is sent to the Board.

L.02 **Early and Safe Return to Work**

The Employer and the Union are committed to a consistent, fair approach to meeting the needs of disabled workers, to restoring them to work which is meaningful for them and valuable to the Employer, and to meeting the parties' responsibilities under the law.

To that end, the Employer and the Union agree to cooperate in facilitating the return to work of disabled nurses. The Employer and the Union agree that ongoing and timely communication by all participants in this process is essential to the success of the process. The Employer and the Union agree that all participants will use electronic communication and other communication processes where possible to expedite communication.

- (a) A joint Return to Work Committee (RTW) comprised of an equal number of Union and Employer representatives will be established. The Employee Health and Wellness Coordinator will be recognized as the RTW Chair. The Committee will meet at least once per month. The Bargaining Unit President, or in her absence one (1) Union Representative, if she attends return to work meetings on her day off, will receive pay at straight time or time in lieu where possible for hours spent in return to work meetings. Such hours are invisible for the purposes of determining premium.
- (b) The Employer will provide an updated list of information to the (RTW) before each monthly meeting including the following:
  - i) Nurses absent from work because of disability who are in receipt of Workplace Safety Insurance Board benefits

- ii) Nurses absent from work because of disability who are in receipt of Long Term Disability benefits including last day worked
  - iii) Nurses who have been absent from work because of disability for more than twenty-three (23) months
  - iv) Nurses who are currently on a temporary modified work program
  - v) Nurses who are currently permanently accommodated in the workplace
  - vi) Nurses who require temporary modified work
  - vii) Nurses who require permanent accommodation in the workplace.
- (c) **A** disabled nurse who has obtained medical clearance from her treating physician to return to work will provide the Employee Health Department with this verification of her ability to return to work including information regarding any restrictions. The nurse will advise her manager that she wishes to return to work. The Employee Health Department will advise the manager when she is cleared to return to work. It is understood that the Employee Health physician is not the treating physician for the disabled nurse.
- (d) When a returning nurse is in need of modified work or a permanent accommodation the Employer will notify the RTW and will provide to them the information obtained under (c) above.
- (e) **As** soon as practicable the Committee will meet with the affected nurse and the manager and Employee Health to create and recommend a return to work plan.
- (9) In creating a return to work plan, the Committee, the manager and Employee Health will examine the disabled nurse's abilities and accommodation needs to determine if the nurse can return to her:
- i) original position
  - ii) original unit
  - iii) original unit/position with modifications to the work area and/or equipment and/or the work arrangement.
  - iv) alternate positions outside the original unit.
- (g) In creating a return to work plan, the Committee, the manager and Employee Health will consider the nurse's abilities and accommodation needs, and if she is unable to return to work in accordance with article (9) above, they will identify any positions in the Employer in which the nurse may be accommodated.
- (h) **A** nurse in need of permanent accommodation may be temporarily accommodated until a permanent arrangement is established. Such a

nurse will remain on the list of nurses requiring permanent accommodation provided under article (b) (vii) above. Once a nurse has been offered appropriate permanent accommodation she will be removed from the list of nurses requiring permanent accommodation. The Employer will advise the Union of offers of permanent accommodation.

- (i) The parties recognize that more than one nurse requiring accommodation may be suitable for a particular position or arrangement. In such cases the parties agree that in complying with articles (9) and (g) and (h) above, they must first consider the skills, ability and experience of the nurses. They may then balance additional factors including but not restricted to:
  - i) ability to acquire skills
  - ii) Seniority
  - iii) path of least disruption in the workplace
  - iv) skills, ability and experience.
- (j) When more than one nurse is deemed by the committee to be suitable for a particular position or arrangement, and the factors set out in article (i) are relatively equal, seniority shall govern.
- (k) The committee will monitor the status of accommodated nurses and the status of nurses awaiting accommodation.
- (l) The committee will develop and recommend strategies for:
  - i) integrating accommodated workers back into the workplace
  - ii) educating nurses about the legal, personal, organizational aspects of returning disabled workers to work
- (m) Alternative Placements
  - i) Before posting, Employee Health and Human Resources will examine all potential vacancies to determine if they can be used to accommodate a disabled nurse who requires accommodation but cannot return to her home unit in accordance with article (9).
  - ii) If a vacancy is identified as suitable for accommodation purposes, Employee Health and Human Resources may recommend holding the posting in consultation with the Committee to determine
    - A) whether the unit, after considering all factors including the number of accommodated nurses in the unit, the operational needs of the unit, safety of nurses working in the unit, alternative resources, can reasonably accommodate a nurse
    - B) whether the posting of the position under the collective agreement between the parties may be waived

- C) whether a position outside the bargaining unit may be an appropriate position for accommodating a nurse
- iii) When the parties agree to a permanent accommodation whether or not a job posting is waived, and whether or not the position is inside the bargaining unit, the parties will sign an agreement containing the details of the accommodation.
- iv) In the event the accommodation placement is unsuccessful, the parties will meet to determine next steps.
- v) The parties may agree to a written agreement for temporary accommodations of extended duration.
- vi) The home position of a nurse requiring permanent accommodation may be posted under the following circumstances:
  - A) the nurse is permanently accommodated in another position or arrangement
  - B) the weight of the medical evidence establishes that there is no reasonable prospect of a return to her original position in the foreseeable future
  - C) the Employer may elect to fill the disabled nurse's home position by posting a temporary to permanent vacancy
    - 1) In so electing, the position will be filled in accordance with the job posting provisions of the collective agreement
    - 2) If and when it is confirmed that the disabled nurse cannot return to her original position, the position may be offered to the incumbent on a permanent basis
    - 3) When a job offer is made for the vacancy, the successful applicant will be clearly advised of the temporary status of the position and of its potential permanency.
- vii) Filling of a disabled nurse's home position does not remove the Employer's duty to accommodate that nurse.

## **ARTICLE M – PAYCHEQUES**

- M.01 If the Employer makes a pay error on the nurse's pay cheque of one (1) day's pay (7.5 hours or greater), upon the nurses request, the Employer will make

every reasonable effort to reimburse the nurse within **two (2)** business days following pay day.

**ARTICLE N - PREGNANCY/PARENTAL LEAVE**

N.01 Nurses shall be paid their supplemental unemployment insurance benefits in accordance with Article 11.07(f) and 11.08(e) on the Employer's regular pay day.

**ARTICLE O - VIOLENCE IN THE WORKPLACE**

O.01 (a) Violence shall be defined as any incident in which a nurse is abused, threatened or assaulted during the course of their employment. The Employer agrees that these incidents will not be condoned in the workplace. Any nurse who believes that their situation was abusive shall report this to their immediate supervisor, who will make every reasonable effort to rectify the situation.

(b) The parties agree that, if such incidents involving an aggressive patient or visitor occur, such action will be recorded and reviewed at the Joint Health and Safety Committee. Reasonable steps within the control of the Employer will follow to address the legitimate health and safety concerns of the nurses presented in that forum.

The parties further agree that suitable subjects for discussion at the HAC will include aggressive patients.

(c) Within three (3) days of being notified that a nurse has been assaulted while performing their work, Employee Health shall notify the Bargaining Unit President, or designate, in writing. The assaulted nurse may choose to have their name remain confidential. Updated statistics on the number of staff assaulted while performing their work will be brought to each meeting of the Joint Health and Safety Committee.

(d) When a nurse, in the exercise of their functions, suffers damage to their personal belongings (clothing, watch, glasses, contact lenses or other prostheses, etc.) the Employer shall provide for replacement or repair at no cost to the nurse.

The nurse will endeavor to present their claim to the Employer within seven (7) days after the event, unless it was impossible for them to do so during this period.

**ARTICLE F - COLLECTIVE** II'

P.01 Copies of the Collective Agreement will be available for reference on each nursing unit together with a summary of the call-in procedure.



**ARTICLE Q - CPR CERTIFICATE**

Q.01 Payment for CPR re-certification, where required by the Employer, will be for time actually attended by the nurse at the regular, straight time rate of pay. Evidence of certificationhe-certification will be presented to the Employer by February 15th each year.

**ARTICLE R - SITE TRANSFERS**

R.01 The Employer agrees that with future permanent moves from site to site they will provide the Union with as much notice as reasonable. The nurses will be orientated to any relevant differences between the sites.

After commencing her shift and where the nurse is requested by the Employer to go to another site to perform the duties of her classification

- (a) the Employer will provide the method of transportation and the travel time between the sites; or
- (b) the nurse who uses her own vehicle will receive travel time and mileage between the sites from the Employer at the rate of thirty-five (35¢) cents per kilometer or at the corporation rate, which ever is higher.

**ARTICLE S – MISCELLANEOUS**

S.01 There will be food available for the night staff through the cafeteria or vending machines where feasible.

S.02 Notification of Job Vacancies

The parties agree that any unsuccessful candidate for an ONA job posting who has been interviewed will be notified, by MOX within one (1) week of the decision being made, and no later than the posting of the name of the successful candidate.

The parties further agree that the above notification will be copied to the ONA Bargaining Unit President.

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

[Signature]

[Signature]

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

LETTER OF UNDERSTANDING

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: Designated Parking on Evenings and Nights

The Employer agrees to continue to provide designated parking on the evening and night shifts in a well-lit area.

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

FOR THE UNION

[Signature]

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

LETTER OF UNDERSTANDING

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: Scheduling/Commitment - Bowmanville Site Only

Those nurses who presently have a lesser commitment over a six (6) week period than outlined in Article D.07 (a) (iii) will continue with that commitment unless they agree otherwise. The names of those regular part time nurses exempted from Article D.07 (a) (iii) are as follows:

Elaine Lamont	90.0 hours
Lois Savage	45.0 hours
Inez Bradley	12.5 hours
Nancy Gough	112.5 hours

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

Janet Walker

Christina Selby

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

LETTER OF UNDERSTANDING

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: Resource Nurse Assignment

In the matter of Resource Nurse assignments:

It is agreed that where a Resource Nurse assignment is considered appropriate for a patient care unit, the Employer will assign nurses to such duties for a term not to exceed twelve (12) months. The successful incumbents for such assignments will be selected through a departmental posting mechanism with selection criteria in accordance with Article 10.06 (c). The parties may agree to waive this requirement where placement occurs as a result of accommodation under the Human Rights Code.

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

FOR THE UNION

[Signature]

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

LEAVE OF ABSENCE

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: Bargaining Unit President Leave of Absence

The parties agree that the President of Local 51 shall be on leave of absence without loss of pay, benefits, service or seniority. Such leave of absence shall continue for the duration of this Collective Agreement.

Prior to the expiry of this Collective Agreement, the parties further agree to meet and review the mutual advantages of continuing such paid leave of absence arrangements.

When the Bargaining Unit President holds another Union position, i.e. Local Coordinator, the time spent doing the other duties will be reported to the Employer for charge back to the local union.

DATED AT Oshawa, Ontario, this 4th day of December, 2002.

FOR THE EMPLOYER

[Signature]  
[Signature]  
[Signature]  
[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer  
[Signature]  
[Signature]  
[Signature]

LETTER OF UNDERSTANDING

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: Local Coordinator Leave

The Employer agrees to grant leave of absence, without pay, to no more than one (1) nurse elected to the position of Local Coordinator. The leave will be requested with as much advance notice as possible and such a request will not be unreasonably denied.

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

[Signature]

[Signature]

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

LETTER OF UNDERSTANDING

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES ASSOCIATION

Re: Retiree Benefits – Payment Process

Any nurse who retires and who is entitled to receive benefit coverage as outlined in Article 17.01 (h) will provide advance payment for the required premium through post-dated monthly cheques. It is understood that the nurse will provide the Employer with such cheques on a yearly basis and that the transactions will be dated from the first of each month. The Employer will notify the Union of the benefit premium amount for retired nurses, in January of each year and subsequently when such premium amount is adjusted by the carrier.

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

[Signature]

[Signature]

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]



**LETTER OF UNDERSTANDING**

Between:

LAKERIDGE HEALTH CORPORATION  
(INCLUDING OSHAWA, BOWMANVILLE, WHITBY, PORT PERRY & UXBRIDGE SITES)

And:

ONTARIO NURSES' ASSOCIATION

Re: On-Call Assignment

Whereas the parties have signed the Local Appendices to the Collective Agreement which incorporates On-Call language in Article D.13.

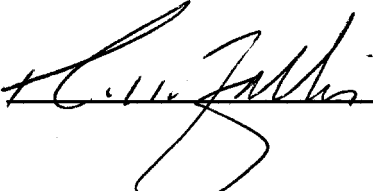

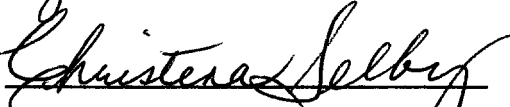
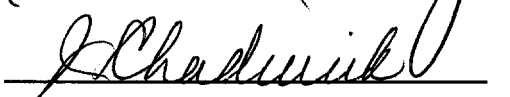
Whereas the parties understand and agree that, when a nurse accepts on-call assignments for units or programs other than their home base, this will not constitute an additional casual or part time position.

Therefore, the parties agree to the following:

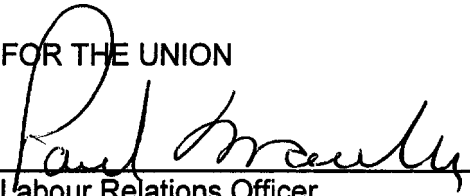
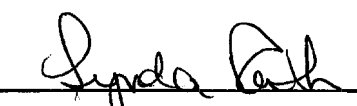
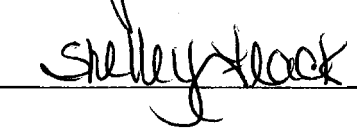
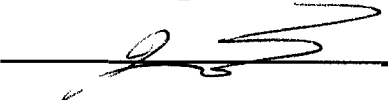
1. An employee who accepts an on-call assignment will not trigger premium payment with respect to the consecutive weekend worked for their home unit.
2. The acceptance of an on-call assignment in the other unit or program will not trigger the twelve (12) hour off time requirement under Article D.13 (b).
3. It is understood that no nurse shall trade or give away her assignment to another nurse who is not oriented and qualified for the position.
4. The Employer and the Union agree that when the on-call schedule for the other unit or program is set, no nurse will be assigned on-call duties within twelve (12) hours of the start of their next regularly scheduled shift.

DATED AT Oshawa, Ontario, this 4th day of December, 2002.

FOR THE EMPLOYER

  
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FOR THE UNION

  
 \_\_\_\_\_  
 Labour Relations Officer  
  
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**LETTER OF UNDERSTANDING**

Between

LAKERIDGE HEALTH CORPORATION  
(Hereinafter referred to as the "Employer")  
And

ONTARIO NURSES' ASSOCIATION  
(Hereinafter referred to as the "Union")

Re: Statutory Holiday Pay for Holidays not worked for Part Time Registered Nurses

This Letter of Understanding and the appended Minutes of Settlement are attached to and form part of the Collective Agreement.

The Part Time nurses' who have an entitlement to be paid for Statutory Holidays, (7), not worked under the terms of the appended settlement are:

Allin, Sandra  
Mohamed, Carmen  
Harper, Pamela  
Luscher, Lida  
Dell, Katherine  
Thompson, Sharon  
Wade, Carolyn  
Houston, Linda  
Pearson, Janice  
Gillies, Nancy  
Mitchell, Anne  
Nelson, Georgina  
Davidson, Linda  
Flewell, Victoria  
Wilson, Cheryl  
Gresham, Shelley  
Kollaard, Carol  
Kryszak, Marjorie  
Zahrabelny, Linda

Martin, Karen  
Kettle, Mary  
Pattison, Mary  
Cassidy, Betty  
Rendall, Sandra  
Roddy, Stephanie  
Gackstetter, Nancy  
Harrold, Clifford  
Kudryk, Kathleen  
Harris, Mary  
Donkers, Maria  
Pearson, Sandra  
Keoghan, Catherine  
Witteveen, Ruth  
Stephen, Linda  
McCallum, Cora  
Casalino, Santa  
Cullen, Claudia  
Bosy, Angela

This Letter of Understanding shall be updated and renewed at each set of local negotiations until such time as it is no longer applicable to any nurse on staff.

DATED AT Orawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

[Signature]

[Signature]

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

[Signature]

[Signature]

[Signature]

**MINUTES OF SETTLEMENT**

Between

LAKERIDGE HEALTH CORPORATION  
(Hereinafter referred to as the "Employer")  
And

ONTARIO NURSES' ASSOCIATION  
(Hereinafter referred to as the "Union")

IN THE MATTER OF an arbitration concerning the grievance of Holiday Pay to Part-time Registered Nurses for Paid Holidays not worked, ONA File #910818.

In order to resolve the above-noted grievance, the parties agree as follows:

1. This settlement is entered into without precedent or prejudice to either party's position and without admission of liability.
2. The Hospital shall continue its practice of paying Holiday Pay for holidays not worked in addition to percentage in lieu of benefits to nurses in accordance with the Note following Article 15.01 in the Part-time Collective Agreement. This practice is for the following Paid Holidays:

New Year's Day  
Good Friday  
Victoria Day  
Canada Day  
Labour Day  
Thanksgiving Day  
Christmas Day

3. For Paid Holidays not worked since January 1, 1983 (including New Year's Day, 1983), the Hospital agrees to pay the individual Part-time Registered Nurses eligible for such pay pursuant to the Note appended to Article 15.01, but not paid at the time of execution of these Minutes because of the Hospital's decision to discontinue the practice.
4. The Hospital agrees to provide the Association with a list of the Part-time Registered Nurses who are entitled to the Holiday Pay. This list shall include the total amount of monies each individual Part-time Registered Nurse will receive pursuant to these Minutes of Settlement.
5. The Hospital agrees to reimburse the Part-time Registered Nurses, as outlined in paragraph 4 of the Settlement, within one (1) month of executing these Minutes of Settlement.
6. If any dispute arises over the implementation of this settlement, the dispute may be filed and pursued as a grievance under Article 7 of the Part-time Collective Agreement.

7. In view of the foregoing, the Union withdraws the above-captioned grievance and the arbitration hearing scheduled for June 8, 1983 may be cancelled.

DATED AT Oshawa, Ontario, this 7th day of June, 1983.

FOR THE EMPLOYER

FOR THE UNION

"Manuel de Sousa"

Carol McCluskey  
Employment Relations Officer

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COLLECTIVE AGREEMENT

Between:

LAKERIDGE HEALTH CORPORATION  
(hereinafter referred to as the "Employer")

And:

ONTARIO NURSES' ASSOCIATION  
(hereinafter referred to as the "Union")

Expiry Date: March 31<sup>st</sup>, 2004

*[Handwritten signature]*  
\_\_\_\_\_  
*[Handwritten signature]*

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## **ARTICLE 1 - PURPOSE**

1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the nurses covered by this Agreement; to provide for on-going means of communication between the Association and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory salaries, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

1.02 It is recognized that nurses wish to work together with the Hospital to secure the best possible nursing care and health protection for patients. Appropriate committees have been created under this Agreement to work towards this objective.

NOTE: In this collective agreement, where the context otherwise requires, the word "nurse(s)" shall include employees in affiliated bargaining units who are represented by the Ontario Nurses' Association.

## **ARTICLE 2 - DEFINITIONS & GRADUATE NURSES**

2.01 A registered nurse is a nurse who holds a General Certificate of Registration with the College of Nurses of Ontario in accordance with the *Regulated Health Professions Act*, and *the Nursing Act*.

NOTE: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

2.02 A nurse who holds a Temporary Certificate of Registration in accordance with the *Nursing Act, 1991* and its Regulations must obtain her or his General Certificate of Registration prior to the expiry of her or his Temporary Certificate. If the nurse fails to obtain her or his General Certificate of Registration prior to the expiry of her or his Temporary Certificate of Registration, but in any case not longer than two years from her or his date of hire, she or he will be deemed to be not qualified for the position of registered nurse and she or he will be terminated from the employ of the Hospital. Such termination shall not be the subject of a grievance or arbitration.

NOTE: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

2.03 (a) A nurse who holds a Temporary Certificate of Registration will be classified, for purposes of salary, at a level equal to the level previously accorded to the graduate nurse category under the collective agreement which expired March 31, 1996.

(b) A nurse who was employed at the Hospital prior to October 23, 1981 in the capacity of graduate nurse and who continues to be employed in that capacity will be classified, for purposes of salary, at a level equal to the level accorded to the graduate nurse category under the collective agreement which expired March 31, 1996.



- 2.04 A full-time nurse is a nurse who is regularly scheduled to work the normal full-time hours referred to in Article 13.
- 2.05 A regular part-time nurse is a nurse who regularly works less than the normal full-time hours referred to in Article 13 and who offers to make a commitment to be available for work on a regular predetermined basis. All other part-time nurses shall be considered casual nurses. The predetermined basis upon which the commitment to be available is made shall be determined in local negotiations.
- The definitions shall not have the effect of changing the composition of any existing bargaining units. The Hospital shall not refuse to accept an offer from a nurse to make a commitment to be available for work on a regular predetermined basis solely for the purpose of utilizing casual nurses so as to restrict the number of regular part-time nurses.
- 2.06 This combined agreement contains provisions applicable to full-time nurses and provisions applicable to part-time nurses. The combination of the agreements shall not have the effect of changing the composition of any existing bargaining units nor shall it have the effect of conferring representation rights where such rights do not presently exist. The scope of the applicable bargaining unit is set out in the Appendix of Local Provisions.

### **ARTICLE 3 – RELATIONSHIP**

The parties are both committed to a harassment free environment and recognize the importance of addressing discrimination and harassment issues in a timely and effective manner as set out below:

- 3.01 The Hospital and the Association agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practiced by any of their representatives with respect to any nurse because of the nurse's membership or non-membership in the Association or activity or lack of activity on behalf of the Association or by reason of exercising her or his rights under the Collective Agreement.
- 3.02 The Association agrees there will be no Association activity, solicitation for membership, or collection of Association dues on Hospital premises or during working hours except with the written permission of the Hospital or as specifically provided for in this Agreement.
- 3.03 It is agreed that there will be no discrimination by either party or by any of the nurses covered by this Agreement on the basis of race, creed, colour, national origin, sex, sexual orientation, marital status, family status, age, handicap, religious affiliation or any other factor which is not pertinent to the employment relationship. ref: *Ontario Human Rights Code*
- 3.04 (a) "Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap". ref: *Ontario Human Rights Code, Sec. 5 (2)*

- (b) "Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee". ref: *Ontario Human Rights Code, Sec. 7 (2)*

The right to freedom from harassment in the workplace applies also to sexual orientation.

- (c) "Every person has a right to be free from,
  - i) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
  - ii) a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person". ref *Ontario Human Rights Code, Sec. 7 (3)*

- (d) The parties recommend and encourage any employee who may have a harassment or discrimination complaint to follow the complaints process as set out in the employer's harassment policies and process.

- (e) In recognizing the importance of a harassment free environment, the employer and the union will review hospital policies and processes with respect to harassment with the employee during her or his orientation period.

- (9) Where a nurse requests the assistance and support of the union in dealing with harassment or discrimination issues, such representation shall be allowed.

- (g) A nurse who believes that she or he has been harassed contrary to this provision may file a grievance under Article 7 of this Agreement.

NOTE: "Harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". ref: *Ontario Human Rights Code, Sec. 10 (1)*

3.05 The Hospital and the Association recognize their joint duty to accommodate handicapped employees in accordance with the provisions of the *Ontario Human Rights Code*.

**ARTICLE 4 - NO STRIKE, NO LOCKOUT**

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

## **ARTICLE 5 - ASSOCIATION SECURITY**

5.01 The Hospital will deduct from each, nurse covered by this Agreement an amount equal to the regular monthly Association dues designated by the Association. The deduction period for a part-time nurse may be extended where the nurse does not receive any pay in a particular month.

Where a nurse has no dues deducted during the payroll period from which dues are normally deducted, that deduction shall be made in the next payroll period provided the nurse has earnings in the next payroll period.

If the failure to deduct dues results from an error by the Hospital, then, as soon as the error is called to its attention by the union, the Hospital shall make the deduction in the manner agreed to by the parties. If there is no agreement, the Hospital shall make the deduction in the manner prescribed by the union.

5.02 Such dues shall be deducted monthly and in the case of newly employed nurses, such deductions shall commence in the month following their date of hire.

5.03 The amount of the regular monthly dues shall be those authorized by the Association and the Vice-president, Finance of the Association shall notify the Hospital of any changes therein and such notification shall be the Hospital's conclusive authority to make the deduction specified. In the case of any local dues levies, notification will be made by the local treasurer and such notification shall be the Hospital's conclusive authority to make the deduction specified.

5.04 In consideration of the deducting and forwarding of Association dues by the Hospital, the Association agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.

5.05 The amounts so deducted shall be remitted monthly to the Vice-president, Finance of the Association, no later than the end of the month following the month in which the dues were deducted. In remitting such dues, the Hospital shall provide a list of nurses from whom deductions were made, their work site ( if the bargaining unit covers more than one site) and the nurses' social insurance numbers. 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. A copy of this list will be sent concurrently to the local Association. Where the parties agree, the Hospital may also provide the information in an electronic format or on a computer disk. If the central parties are able to agree on a template for dues related information, it will be distributed and jointly recommended to the Hospitals.

5.06 The Hospital agrees that an officer of the Association or Union representative shall be allowed a reasonable period during regular working hours to interview newly hired nurses during their probationary period. During such interview, membership forms may be provided to the nurse. These interviews shall be scheduled in advance as determined by local negotiation and may be arranged collectively or individually by the Hospital.

NOTE: The list provided for in Article 5.05 shall include any other information that is currently provided to ONA. Additionally, the Hospital will provide each nurse with a T-4 Supplementary Slip showing the dues deducted in the previous year for income tax

purposes where such information is or becomes readily available through the Hospital's payroll system.

## **ARTICLE 6 - SECTION I COMMITTEES**

### **6.01 Meetings**

The parties recognize the value of nurses' input and participation in committee meetings. All joint **Employer-Association** meetings shall be scheduled where practical, during the nurse's regular working hours. The Employer will provide replacement staff where operationally required.

The employer agrees to pay for time spent during regular working hours for representatives of the Association attending meetings with the Employer.

### **6.02 Nurse Representatives & Grievance Committee**

(a) The Hospital agrees to recognize Association representatives to be elected or appointed from amongst nurses in the bargaining unit for the purpose of dealing with Association business as provided in this Collective Agreement. The number of representatives and the areas which they represent are set out in the Appendix of Local Provisions.

(b) The Hospital will recognize a Grievance Committee, one of whom shall be chair. This committee shall operate and conduct itself in accordance with the provisions of the Collective Agreement and the number of nurses on the Grievance Committee is set out in the Appendix of Local Provisions.

(c) It is agreed that Union representatives and members of the Grievance Committee have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor: Such permission shall not be unreasonably withheld. If, in the performance of their duties, a union representative or member of the Grievance Committee is required to enter a unit within the hospital in which they are not ordinarily employed they shall, immediately upon entering such unit, report their presence to the supervisor or nurse in charge, as the case may be. When resuming their regular duties and responsibilities, such representatives shall again report to their immediate supervisor. The Hospital agrees to pay for all time spent during their regular hours by such representatives hereunder.

### **6.03 Hospital-Association Committee**

(a) There shall be a Hospital-Association Committee comprised of representatives of the Hospital, one of whom shall be the Chief Nursing Officer or designate and of the Association, one of whom shall be the Bargaining Unit President or designate. The number of representatives is set out in the Appendix of Local Provisions and the membership of the Committee may be expanded by mutual agreement.

(b) The Committee shall meet every two **(2)** months unless otherwise agreed and as required under Article 8.01 (a) (i). The duties of chair and secretary

shall alternate between the parties. Where possible, agenda items will be exchanged in writing at least five (5) calendar days prior to the meeting. A record shall be maintained of matters referred to the Committee and the recommended disposition, if any, unless agreed to the contrary. Copies of the record shall be provided to Committee members.

- (c) The purpose of the Committee includes:
  - i). promoting and providing effective and meaningful communication of information and ideas, including but not limited to workload measurement tools and the promotion of best practices;
  - ii) reviewing professional responsibility complaints with a view to identifying trends and sharing organizational successes and solutions, making joint recommendations on matters of concern including the quality and quantity of nursing care and discussing the development and implementation of quality initiatives;
  - iii) making joint recommendations to the Chief Nursing Officer on matters of concern regarding recurring workload issues including the development of staffing guidelines, the use of agency nurses and use of overtime;
  - iv) dealing with complaints referred to it in accordance with the provisions of Article 8, Professional Responsibility;
  - v) discussing and reviewing matters relating to orientation and in-service programs;
  - vi) promote the creation of full-time positions for nurses.
- (d) The Hospital agrees to pay for time spent during regular working hours for representatives of the Association attending at such meetings.
- (e) Where a Committee representative designated by the Association attends Committee meetings outside of her or his regularly scheduled hours, she or he will be paid for all time spent in attendance at such meetings at her or his regular straight time hourly rate of pay. Such payment shall be limited to ~~two~~ **(2)** Committee representatives per meeting.

#### 6.04

(a) Negotiating Committee

The Hospital agrees to recognize a Negotiating Committee comprised of representatives of the Association for the purpose of negotiating a renewal agreement. The number of nurses on the Negotiating Committee is set out in the Appendix of Local Provisions. The Hospital agrees to pay members of the Negotiating Committee for time spent during regular working hours in negotiations with the Hospital for a renewal agreement up to, but not including, arbitration.

(b) Central Negotiating Team

In central bargaining between the Ontario Nurses' Association and the Participating Hospitals, a nurse serving on the Association's Central Negotiating Team shall be paid for time lost from the nurse's regularly scheduled straight time working hours at her or his regular rate of pay, and without **loss** of leave credits, for attending central negotiating meetings with the Hospitals' Central Negotiating Committee up to, but not including, arbitration.

Central Negotiating Team members shall receive unpaid time off for the purpose of preparation for negotiations. The Association will advise the Hospitals concerned, as far in advance as possible, of the dates for which leave is being requested.

Upon reference to arbitration, the Central Negotiating Team members shall receive unpaid time off for the purpose of attending arbitration hearings.

Time spent on such meetings will not be considered leave under Article 11.02, Leave for Association Business.

The maximum number of Central Negotiating Team members entitled to payment under this provision shall be ten (10), and in no case will more than one (1) full-time nurse and one (1) part-time nurse from a hospital be entitled to such payment.

The Association shall advise the Hospitals' Central Negotiating Committee as far in advance as possible, of the names of the nurses to be paid under this provision. The Hospitals' Central Negotiating Committee will make such request known to the affected hospitals.

For **any** unpaid leave of absence under this provision, a full-time nurse's salary and applicable benefits shall be maintained by the Hospital, and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary.

For any unpaid leave of absence under this provision, a part-time nurse's salary and percentage in lieu of fringe benefits shall be maintained by the Hospital, and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and percentage in lieu of fringe benefits.

Part-time nurses will be credited with seniority and service for all such leave.

## 6.05

### Joint Occupational Health and Safety Committee

- (a) The Hospital and the Association 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 its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Joint Occupational Health and Safety Committee, at least one (1) representative selected or appointed by the Association from amongst bargaining unit employees.

Hospitals with sites of up to one hundred (100) nurses per site may choose to include a representative from the bargaining unit from each site, or have a separate Joint Occupational Health and Safety Committee at each site or to remain with the current structure.

Hospitals with sites of over one hundred (100) nurses per site will choose either to include a representative from the bargaining unit from each site, or to have a separate Joint Occupational Health and Safety Committee at each site, unless the parties agree otherwise.

- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommendations to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to cooperate in providing necessary information to enable the Committee to fulfill its functions. In addition, the Hospital will provide the Committee with access to all accident reports, health and safety records and any other pertinent information in its possession.
- (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.
- (9) **Any** representative appointed or selected in accordance with (b) hereof, shall serve for a term of at least one (1) calendar year from the date of appointment. Time off for representatives to perform these duties shall be granted.

"A member of a committee is entitled to,

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

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

- (g) The Association agrees to endeavour to obtain the full cooperation 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 current contractual pregnancy leave.

- (i) Where the Hospital identifies high risk areas where nurses are exposed to infectious or communicable diseases for which there are available protective medications, such medications shall be provided at no cost to the nurses.
- (j) At least one of the employees representing workers under the *Occupational Health and Safety Act*, who are trained to be certified workers as defined under the *Act*, shall be from the Association. The parties agree that it will not be a breach of this provision if only one employee representing workers is trained to be a certified worker and such employee is not from the Association provided that the next employee representing workers trained to be a certified worker is from the Association.
- (k) "A member of a committee shall be deemed to be at work while the member is fulfilling the requirements for becoming certified by the Workplace Health and Safety Agency, and the member's employer shall pay the member for the time spent at the member's regular or premium rate as may be proper". ref: *Occupational Health and Safety Act, Sec. 9 (36)* "[This provision] does not apply with respect to workers who are paid by the Agency for the time spent fulfilling the requirements for becoming certified". ref: *Sec 9 (37)*
- (l) i) "This section does not apply to a [nurse]
  - (A) when a circumstance described below is inherent in the worker's work or is a normal condition of the worker's employment; or
  - (B) when the worker's refusal to work would directly endanger the life, health or safety of another person". ref: *Occupational Health and Safety Act, Sec. 43 (7)*
- ii) "A worker may refuse to work or do particular work where he or she has reason to believe that,
  - (A) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
  - (B) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
  - (C) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this *Act* or the regulations and such contravention is likely to endanger himself, herself or another worker". ref: *Occupational Health and Safety Act, Sec. 43 (3)*.

NOTE: Issues relating to chairing of meetings and responsibility for the taking of minutes should be discussed locally with the Hospital and the other Unions representing employees of the Hospital.



6.06 The Association may hold meetings on Hospital premises providing permission has been first obtained from the Hospital.

6.07 The Association shall keep the Hospital notified in writing of the names of the union representatives and/or Committee members and Officers of the Local Association appointed or selected under this Article as well as the effective date of their respective appointments.

6.08 All reference to union representatives, committee members and officers in this Agreement shall be deemed to mean nurse representatives, committee members or officers of the Local Association.

The Local Association will advise the Hospital in writing of the name of the contact person(s) for the Local Association for all purposes under the collective agreement.

6.09 The Hospital agrees to give representatives of the Ontario Nurses' Association access to the premises of the Hospital for the purpose of attending grievance meetings or otherwise assisting in the administration of this Agreement, provided prior arrangements are made with the Administrator. Such representatives shall have access to the premises only with the approval of the Administrator which will not be unreasonably withheld.

6.10 Where a nurse makes prior arrangements for time off from a tour of duty, the nurse shall not be scheduled to work another tour that day.

6.11 Nurses who are members of committees pursuant to Regulation 965 of the **Public Hospitals Act** will suffer no **loss** of earnings for time spent during regular working hours for attending committee meetings.

Where a nurse attends a committee' meeting outside of regularly scheduled hours, she or he will be paid for all hours spent in attendance at meetings at her or his regular straight time hourly rate.

## **ICLE 7 - GRIEVANCE PROCEDURE**

7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.

7.02 At the time formal discipline is imposed or at any stage of the grievance procedure, including the complaint stage, a nurse is entitled to be represented by her or his union representative. In the case of suspension or discharge, the Hospital shall notify the nurse of this right in advance. The Hospital also agrees, as a good labour relations practice, in most circumstances it will also notify the local Association.

The Hospital agrees that where a nurse is required to attend a meeting with the Hospital that may lead to disciplinary action, as a good labour relations practice, it will inform the nurse of the purpose of the meeting.

7.03 It is the intent of the parties that complaints of nurses shall be adjusted as quickly as possible, and it is understood that a nurse has no grievance until she or he has first

given her or his immediate supervisor the opportunity of adjusting the complaint. Such complaint shall be discussed with her or his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the nurse. This discussion may include consultation, advice and assistance from others. If there is no settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days in the following manner and sequence:

**Step No. 1**

The nurse may submit a written grievance, through the Association, signed by the nurse, to the Chief Nursing Officer or designate. The grievance shall be on a form referred to in Article 7.09 and shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The parties may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The Chief Nursing Officer or designate will deliver her or his decision in writing within nine (9) calendar days following the day on which the grievance was presented to her or him. Failing settlement, then:

**Step No. 2**

Within nine (9) calendar days following the decision under Step No. 1, the grievance may be submitted in writing to the Hospital Administrator or designate. A meeting will then be held between the Hospital Administrator or designate and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step 2 unless extended by agreement of the parties. It is understood and agreed that a representative(s) of the Ontario Nurses' Association and the grievor may be present at the meeting. It is further understood that the Hospital Administrator or designate may have such counsel and assistance as she or he may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting. A copy of the second step grievance reply will be provided to the Labour Relations Officer.

- 7.04 A complaint or grievance arising directly between the Hospital and the Association concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. A grievance by the Hospital shall be filed with the Bargaining Unit President or designate.
- 7.05 Where a number of nurses have identical grievances and each nurse would be entitled to grieve separately they may present a group grievance in writing signed by each nurse who is grieving to the Chief Nursing Officer or designate within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the nurse(s). The grievance shall then be treated as being initiated at Step No. 1 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release of a probationary nurse for reasons based on performance and ability to do the job, including skills, suitability and availability shall not be subject to the grievance procedure unless the probationary nurse is released for:

- (a) reasons which are arbitrary, discriminatory or in bad faith;
- (b) exercising a right under this Agreement.

The Hospital agrees to provide a probationary nurse with written reasons for her or his release within seven (7) days of such release, with a copy to the Local Association.

A claim by a probationary nurse that she or he has been unjustly released shall be treated as a grievance, provided the nurse is entitled to grieve, if a written statement of such grievance is lodged by the nurse with the Hospital at Step 2 within seven (7) days after the date the release is effected. Such grievance shall be treated as a special grievance as set out below.

The Hospital agrees to provide written reasons within seven (7) calendar days to the affected nurse in the case of discharge or suspension and further agrees that it will not suspend, discharge or otherwise discipline a nurse who has completed her or his probationary period, without just cause.

A claim by a nurse who has completed her or his probationary period that she or he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the nurse with the Hospital at Step No. 2 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) Confirming the Hospital's action in dismissing the nurse; or
- (b) Reinstating the nurse with or without **loss** of seniority and with or without full compensation for the time lost; or
- (c) By any other arrangement which may be deemed just and equitable.

7.07

- (a) Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within thirty-six (36) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within thirty-four (34) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- (b) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

7.08

It is understood and agreed that the Union has carriage of all grievances throughout the grievance and arbitration procedure and not any individual or group of

individuals. All agreements reached under the grievance procedure between the representatives of the Hospital and the representatives of the Association will be final and binding upon the Hospital and the Association and the nurses.

7.09 Association grievances shall be on the form set out in Appendix 1.

7.10 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its decision to submit the difference or allegation to arbitration. Where the grievance concerns:

- (a) Selection decisions on job vacancies
- (b) Premiums
- (c) Scheduling issues
- (d) Article 19 – Compensation issues
- (e) Entitlement to leaves, including vacation
- (9) Discipline up to, but not including discharge
- (g) Short term layoffs
- (h) Dues issues
- (i) Any other issues agreed by the parties,

the matter shall be determined by a sole arbitrator, unless the parties agree to proceed under Article 7.11. The sole arbitrator shall proceed by way of mediation-arbitration at the request of either party. When either party requests that any such matter be submitted to mediation-arbitration or to arbitration as provided above, it shall make such request in writing addressed to the other party to this Agreement and, at the same time, it shall propose the name of a sole arbitrator. Within seven (7) calendar days thereafter, the other party shall agree in writing or propose an alternate name(s). If there is no agreement within fourteen (14) calendar days, the Minister of Labour for the Province of Ontario shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.

Subject to Article 7.13, once appointed, the sole arbitrator shall have all powers as set out in Section 50 of the *Labour Relations Act*, including the power to mediate/arbitrate the grievance, to impose a settlement and to limit evidence and submissions.

7.11 For all other grievances, including those grievances dealing with nursing practice issues and those agreed to be central rights issues, the matter shall be determined by a three (3) person Board of Arbitration, unless the parties agree to proceed under

Article 7.10. The party requesting arbitration shall, at the time of notification of its decision to submit the difference or allegation to arbitration shall name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee. However, if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have the power to effect such appointment upon application by the party invoking the arbitration procedure. The two (2) nominees, or the parties, if they have agreed not to utilize nominees shall attempt to select by agreement a chair of the arbitration board. If they are unable to agree upon such a chair within a period of fourteen (14) calendar days they shall then request the Minister of Labour for the Province of Ontario to appoint a chair. No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.

Subject to Article 7.13, once appointed, the Board of Arbitration shall have all powers as set out in Section 50 of the *Labour Relations Act*, including the power to mediate/arbitrate the grievance, to impose a settlement and to limit evidence and submissions.

- 7.12 No matter may be submitted to arbitration, which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.13 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.14 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 chair will be final and binding upon the parties hereto and the nurse or nurses concerned.
- 7.15 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 chair of the Arbitration Board.
- 7.16 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48(16) of the *Labour Relations Act*.
- 7.17 In order to promote the principles of a collaborative approach to resolving grievances in a timely effective manner, the Association and the Participating Hospitals agree to jointly develop education sessions designed to assist the local parties.

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#### **8.01 - ROF**

(Article 8.01 applies to employees covered by an Ontario College under the *Regulated Health Professions Act* only.)

- 8.01 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 the Hospital assigns a number of patients or a workload to an individual nurse or group of nurses such that they have cause to believe that they

are being asked to perform more work than is consistent with proper patient care, they shall:

- (a) i) At the time the workload issue occurs, discuss the issue within the unit/program to develop strategies to meet patient care needs using current resources.
- ii) If necessary, using established lines of communication, seek immediate assistance from an individual(s) identified by the Hospital (who could be within the bargaining unit) who has responsibility for timely resolution of workload issues.
- iii) Failing resolution of the workload issue at the time of occurrence, the nurse(s) will discuss the issue with her or his Manager or designate on the manager's or designate's next working day.
- iv) Complain in writing to the Association-Hospital Committee within fifteen (15) calendar days of the alleged improper assignment. The Chair of the Association-Hospital Committee shall convene a meeting of the Association-Hospital Committee within fifteen (15) calendar days of the filing of the complaint. The Committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.

(Article 8.01(a) (v),(vi), (vii) and (viii) and 8.01(b) applies to nurses only)

- v) Failing resolution of the complaint within fifteen (15) calendar days of the meeting of the Association-Hospital Committee the complaint shall be forwarded to an independent Assessment Committee composed of three (3) registered nurses; one chosen by the Ontario Nurses' Association, one chosen by the Hospital and one chosen from a panel of independent registered nurses who are well respected within the profession. The member of the Committee chosen from the panel of independent registered nurses shall act as Chair.
- vi) The Assessment Committee shall set a date to conduct a hearing into the complaint within fourteen (14) calendar days of its appointment and shall be empowered to investigate as is necessary and make what findings as are appropriate in the circumstances. The Assessment Committee shall report its findings, in writing, to the parties within thirty (30) calendar days following completion of its hearing.
- vii) It is understood and agreed that representatives of the Ontario Nurses' Association, including the Labour Relations Officer(s), may attend meetings held between the Hospital and the Association under this provision.
- viii) Any complaint lodged under this provision shall be on the form set out in Appendix 6.
- (b) i) The list of Assessment Committee Chairs is attached as Appendix 2. During the term of this Agreement, the central parties shall meet as

necessary to review and amend by agreement the list of chairs of Professional Responsibility Assessment Committees.

The parties agree that should a Chair be required, the Ontario Hospital Association and the Ontario Nurses' Association will be contacted. They will provide the name of the person to be utilized on the alphabetical listing of Chairs. The name to be provided will be the top name on the list of Chairs who has not been previously assigned.

Should the Chair who is scheduled to serve decline when requested, or it becomes obvious that she or he would not be suitable due to connections with the Hospital or community, the next person on the list will be approached to act as Chair.

- ii) Each party will bear the cost of its own nominee and will share equally the fee of the Chair and whatever other expenses are incurred by the Assessment Committee in the performance of its responsibilities as set out herein.

8.02 The delegation of Controlled Acts shall be in accordance with the *Regulated Health Professions Act*, Medical Directives, and related statutes and regulations and in accordance with guidelines established by the College of Nurses of Ontario from time to time, and any hospital policy related thereto, provided that if the Association is of the opinion that such delegation would be inimical to proper patient care, the Association may refer the issue to the Association-Hospital Committee.

NOTE: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

## **ARTICLE 9 – PROFESSIONAL DEVELOPMENT**

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



## 9.02

Committee

- (a) There shall be a committee to address the planning of professional development initiatives for nurses as described in Article 9.01. This committee shall include representatives of the Hospital, one of whom shall be the Chief Nursing Officer or designate and another, a Human Resources representative; and of the Association, one of whom shall be the Bargaining Unit President or designate. The number of representatives is set out in the Appendix of Local Provisions. The membership of the Committee may be adjusted by mutual agreement, but at least fifty **(50%)** percent will be elected by the Association membership. The parties may agree to incorporate other disciplines into the Committee. The Hospital agrees to pay for time spent during regular working hours for representatives of the Association attending such meetings, and will provide replacement staff where needed for such absences. Where a nurse is required to attend such meetings outside of her or his regularly scheduled working hours, the nurse shall be paid for all time spent in attendance at such meetings at either her or his regular straight time hourly rate of pay or elect to receive lieu time off. Where a nurse elects equivalent time off, such time off must be taken within the period set out in the Appendix of Local Provisions or payment in accordance with the former option shall be made.
- (b) The Committee shall meet every two **(2)** months unless otherwise agreed. Where possible, agenda items will be exchanged in writing at least five **(5)** calendar days prior to the meeting. A record shall be maintained of matters referred to the Committee and the recommended disposition, if any, unless otherwise agreed. Copies of the record shall be provided to Committee members.
- (c) The parties agree that the following key principles will provide direction for the committee functioning:
- i) Professional development will be recognized;
  - ii) All nurses will have equal access to professional development opportunities;
  - iii) Responsibilities for professional development will be shared between the individual and the Hospital.
- (d) The purpose of the committee is to assist the Hospital in promoting a practice environment that supports continuous learning and enhances opportunities for career development through:
- i) Reviewing annually the organization's strategic directions and priorities which impact on nursing competencies including the budget and expenditures related to nursing education. Through the Chief Nursing Officer, provide recommendations with respect to professional development initiatives in the development of the Hospital Operating Plan;
  - ii) Reviewing the demographics of the nursing complement;

- iii) Developing guidelines for the development, implementation and evaluation of professional development initiatives;
- iv) Developing means to promote equal access to professional development opportunities including, but not limited to programs (such as conferences, seminars and workshops), funding, scheduling, leaves, mentoring roles and preceptorship;
- v) Reviewing and making recommendations regarding professional development initiatives, including but not limited to mentorship and internship;
- vi) Reviewing and making recommendations regarding the existing nursing continuing education programs; and on the use of technology to enhance access;
- vii) Developing and implementing an ongoing communication plan to advise nurses about the work of this committee.

### 9.03 Orientation and In-service Program

The Hospital recognizes the need for a Hospital Orientation Program of such duration as it may deem appropriate taking into consideration the needs of the Hospital and the nurses involved.

- 9.04 (a) Before assigning a newly hired full-time nurse in charge of a nursing unit, the Hospital will first provide orientation both to the Hospital and to such nursing unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.
- (b) Before assigning a newly hired part-time nurse in charge of a nursing unit, the Hospital will first provide orientation, in accordance with Article 9.03, both to the Hospital and to such nursing unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.

9.05 Nurses who displace other nurses in the event of a long-term layoff, nurses recalled from layoff, nurses whose probationary period has been extended under Article 10.01, and nurses who are transferred on a permanent basis may be provided any orientation determined necessary by the Hospital for the purposes of allowing the nurse to assume satisfactorily the duties of such position. A request by such a nurse for orientation shall not be unreasonably denied.

9.06 Both the Hospital and the Association recognize their joint responsibility and commitment to provide, and to participate in, in-service education. The Association supports the principle of its members' responsibility for their own professional development and the Hospital will endeavour to provide programs related to the requirements of the Hospital. Available programs will be publicized, and the Hospital

will endeavour to provide nurses with opportunities to attend such programs during their regularly scheduled working hours.

9.07 When a nurse is on duty and authorized to attend any in-service program within the Hospital and during her or his regularly scheduled working hours the nurse shall suffer no **loss** of regular pay. When a nurse is required by the Hospital to attend courses outside of her or his **regularly** scheduled working hours, the nurse shall be paid for all time spent in attendance on such courses at her or his regular straight time hourly rate of pay.

9.08 (a) Nurses may be required, as part of their regular duties, to supervise activities of students in accordance with the current College of Nurses of Ontario *Accountability Standards for RN's and RPN's Working with Students*. Nurses will be informed in writing of their responsibilities in relation to these students. Any information that is provided to the Hospital by the educational institution with respect to the skill level of the students will be made available to the nurses recruited to supervise the students. Upon request, the Hospital will review the nurse's workload with the nurse and the student to facilitate successful completion of the assignment.

(b) Nurses are expected, as part of their regular duties, to provide guidance and advice to members of the health care team.

(c) Mentorship

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

After consultation with the nurse being mentored, the Hospital will identify the experiences required to meet her or his learning needs, and will determine the duration of the mentorship assignment and expectations of the mentor.

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

The Hospital will review the mentor's workload with the mentor and the nurse being mentored to facilitate successful completion of the mentoring assignment.

The Hospital will pay the nurse for this assigned additional responsibility a premium of sixty (60¢) cents per hour, in addition to her or his regular salary and applicable premium allowance.

9.09 Internships:

The Hospital may establish internships for the purpose of meeting future projected nursing shortages. In such circumstances, the implementation and guidelines of such an arrangement will be determined locally by the Hospital and the Union subject to the following:

Internships are designed to develop the Hospital's staff in order to fill positions for which there are currently no qualified internal candidates and/or for which shortages are predicted within a five (5) year period. Internships enable hospitals to maximize the use of qualified internal staff to meet their human resources needs, while at the same time providing career development opportunities for their employees.

To provide direction to the local parties in developing and implementing (an) internship(s) the Ontario Nurses' Association and Participating Hospitals have agreed to the following principles:

- (a) The Hospital will establish the expectations for each internship opportunity;
- (b) There will be an open application process for internship opportunities;
- (c) The opportunities will be open to currently employed nurses who can demonstrate continuous learning, and a commitment to the Hospital;
- (d) Nurses who are selected for internship opportunities will commit to continued employment on a mutually determined basis;
- (e) Initiatives to support selected candidates may include but are not limited to:
  - i) No loss of regular wages while attending a requisite course
  - ii) Paid course fees
  - iii) Paid time for clinical practicums in the Hospital or another clinical site
  - iv) Any other initiatives, as agreed.

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

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

Nurses who are subject to layoff due to technological change will then be given notice of such layoff at the earliest reasonable time and in keeping with the requirements of the applicable legislation and the provisions of Article 10.07 will apply.

9.11 Where computers and/or new computer technology (e.g. computer charting) are introduced into the workplace that nurses are required to utilize in the course of their duties, the Hospital agrees that necessary training will be provided at no cost to the nurses involved.

9.12 A copy of any completed evaluation which is to be placed in a nurse's file shall be first reviewed with the nurse. The nurse shall initial such evaluation as having been read and shall have the opportunity to add her or his views to such evaluation prior to it being placed in her or his file. It is understood that such evaluations do not constitute disciplinary action by the Hospital against the nurse.

Each nurse shall have reasonable access to all her or his files for the purpose of reviewing their contents in the presence of her or his supervisor. A copy of the evaluation will be provided to the nurse at her or his request. A request by a nurse for a copy of other documents in her or his file will not be unreasonably denied.

Notwithstanding Article 9.13, upon review of the file, should the nurse believe that any counselling letter is no longer applicable, she or he may request that such documentation be removed. Such request shall not be unreasonably denied.

No document shall be used against a nurse where it has not been brought to her or his attention in a timely manner.

9.13 Any letter of reprimand, suspension or other sanction will be removed from the record of a nurse eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such nurse's record has been discipline free for one year.

9.14 The Peer Feedback Process of the Quality Assurance Program Required by the College of Nurses of Ontario

The above referenced Peer Feedback is confidential information which the nurse is expected to obtain by requesting feedback from peer(s) of her or his choice, for the sole purpose of meeting the requirements of the Quality Assurance Program required by the College of Nurses of Ontario. The parties recognize the importance of supporting the confidential nature of the Peer Feedback component of the Quality Assurance Program. For further clarity, the above referenced Peer Feedback will not be used as a performance evaluation under Article 9.12.

9.15 A nurse shall be entitled to leave of absence without loss of earnings from her or his regularly scheduled working hours for the purpose of writing exams arising out of the Quality Assurance Program required by the College of Nurses of Ontario.

## **ARTICLE 10 – SENIORITY**

10.01 (a) i) Newly hired nurses shall be considered to be on probation for a period of seventy (70) tours worked from date of last hire (525 hours of work for nurses whose regular hours of work are other than the standard work day). If retained after the probationary period, the full-time nurse shall be credited with seniority from date of last hire and the part-time nurse shall be credited with seniority for the seventy (70) tours (525 hours) worked. With the written consent of the Hospital, the probationary nurse and the Bargaining Unit President of the Local Association or designate, such probationary period may be extended. Where the Hospital requests an extension of the probationary period, it will provide notice to the Association at least

seven (7) calendar days prior to the expected date of expiration of the initial probationary period. It is understood and agreed that any extension to the probationary period will not exceed an additional sixty (60) tours (450 hours) worked and, where requested, the Hospital will advise the nurse and the Association of the basis of such extension with recommendations for the nurse's professional development.

ii) The parties recognize that ongoing feedback about the nurse's progress is important to the probationary nurse.

(b) A nurse who transfers from casual or regular part-time to full-time status shall not be required to serve a probationary period where such nurse has previously completed one since her or his date of last hire. Where no such probationary period has been served, the number of tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) during the nine months immediately preceding the transfer shall be credited towards the probationary period.

(c) A nurse who transfers from casual part-time or full-time to regular part-time status shall not be required to serve a probationary period where such nurse has previously completed one since her or his date of last hire. Where no such probationary period has been served, the number of tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) during the nine (9) months immediately preceding the transfer shall be credited towards the probationary period.

10.02

(a) A seniority list shall be established for all full-time nurses covered by this Agreement who have completed their probationary period. For information purposes only, the names of all full-time probationary nurses shall be included in the seniority list. Seniority on such lists will be expressed in terms of a date.

(b) A seniority list shall be established for all regular part-time nurses covered by this Agreement who have completed their probationary period. For information purposes only, the names of all regular part-time probationary nurses shall be included in the seniority list. Seniority on such lists will be expressed in terms of total hours worked.

(c) A seniority list shall be maintained for casual part-time nurses for the purposes of Article 10.07 only. Seniority on such lists will be expressed in terms of total hours worked, and shall be established on the following basis:

i) At hospitals where casual nurses had seniority under the provisions of a Collective Agreement prior to October 23, 1981, such seniority shall continue with accumulation of hours worked since October 23, 1981.

ii) At hospitals where there was no such seniority, the seniority list in 10.02 (c) shall show accumulation of hours worked since October 23, 1981.

Articles 10.02(c)(i) and (ii) apply to nurses only.

- iii) Subsequently certified Hospitals shall establish dates for the commencement of the accumulation of seniority by local negotiations in accordance with the terms of the Memorandum of Conditions for Joint Bargaining.
- (d) A copy of the current seniority list will be filed with the Bargaining Unit President of the Local Association, or designate, on request but not more frequently than once every six (6) months at a time to be mutually determined. A copy of the seniority list shall also be posted at the same time. Where available, Hospitals will include the nurses' work unit on the seniority list.

**10.03** A nurse's full seniority and service shall be retained by the nurse in the event that the nurse is transferred from full-time to part-time or in the event the nurse is transferred from casual to regular part-time or vice-versa. A nurse whose status is changed from full-time to part-time shall receive credit for her or his full seniority and service on the basis of 1500 hours worked for each year of full-time seniority or service. A nurse whose status is changed from part-time to full-time shall receive credit for her or his full seniority and service on the basis of one year of seniority or service for each 1500 hours worked. Any time worked in excess of an equivalent shall be prorated at the time of transfer.

**10.04** (Article 10.04 and Note 1 following Article 10.04 apply to full-time nurses only; Note 2 provides that the accrual of seniority and service on pregnancy and parental leave also applies to part-time nurses; Note 3 provides that the clause (including the notes) must be interpreted in a manner consistent with the **Ontario Human Rights Code** and the **Employment Standards Act**).

If a nurse's absence without pay from the Hospital including absences under Article 11, Leaves of Absence, exceeds thirty (30) continuous calendar days the nurse will not accumulate seniority or service for any purposes under the Collective Agreement for the period of the absence in excess of thirty (30) continuous calendar days unless otherwise provided and the nurse will become responsible for full payment of any subsidized employee benefits in which she or he is entitled to participate during the period of absence. In the case of unpaid approved leaves of absence in excess of thirty (30) continuous calendar days a nurse may arrange with the Hospital to prepay the full premium of any applicable subsidized benefits during the period of leave in excess of thirty (30) continuous calendar days to ensure continuing coverage. In circumstances where a full-time nurse is on an unpaid leave of absence in excess of thirty (30) calendar days and voluntarily works occasional tour(s) during the leave period, the nurse shall be deemed to have continued on unpaid leave.

Notwithstanding this provision, seniority shall accrue if a nurse's absence is due to disability resulting in W.S.I.B. benefits or L.T.D. benefits including the period of the disability program covered by Employment Insurance.

Notwithstanding this provision, seniority and service will accrue and the Hospital will continue to pay the premiums for benefit plans for nurses for a period of up to seventeen (17) weeks while a nurse is on pregnancy leave under Article 11.07 and for a period of up to thirty-five (35) weeks while a nurse is on parental leave under Article 11.08. Seniority and service will accrue for an adoptive parent or a natural

father for a period of up to fifty-two **(52)** weeks while such nurse is on a parental leave under Article 11.08.

NOTE 1: Nurses presently enjoying the accumulation of seniority for greater periods shall continue to receive such seniority benefits while employed by the Hospital.

NOTE 2: The accrual of seniority and service for nurses on pregnancy and parental leave applies to both full-time and part-time nurses.

NOTE 3: This clause shall be interpreted in a manner consistent with the ***Ontario Human Rights Code*** and the ***Employment Standards Act***.

10.05 Seniority for part-time nurses shall accrue for absences due to a disability resulting in WSIB benefits, or illness or injury in excess of thirty (30) consecutive calendar days. The rate of accumulation will be based on the employee's normal weekly hours paid over the preceding qualifying **twenty-six (26)** weeks. A qualifying week is a week where the nurse is not absent due to vacation, pregnancy-parental leave, WSIB, or illness or injury that exceeds thirty (30) consecutive calendar days.

10.06 A full-time or regular part-time nurse shall lose all service and seniority and shall be deemed to have terminated if the nurse:

- (a) leaves of her or his own accord;
- (b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
- (c) has been laid off for **twenty-four (24)** calendar months;
- (d) refuses to continue to work or return to work during an emergency which seriously affects the Hospital's ability to provide adequate patient care, unless a satisfactory reason is given to the Hospital;
- (e) **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 satisfactory reason to the Hospital;
- (9)** fails to return to work (subject to the provisions of 10.05 (e)) upon termination of an authorized leave ~~of~~ absence without satisfactory reason or utilizes a leave of absence for purposes other than that for which the leave was granted;
- (g) fails upon being notified of a recall to signify her or his intention to return within twenty (20) calendar days after she or he has received the notice of recall mailed by registered mail to the last known address according to the records of the Hospital and fails to report to work within thirty (30) calendar days after she or he has received the notice of recall or such further period of time as may be agreed upon by the parties;

10.07 (a) i) Where a permanent full-time vacancy occurs in a classification within the bargaining unit or a new full-time position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a



period of seven **(7)** consecutive calendar days. Nurses in this bargaining unit and nurses in another ONA bargaining unit at the Hospital, if any, may make written application for such vacancy within the seven **(7)** day period referred to herein. Subsequent vacancies created by the filling of a posted vacancy are to be posted for seven **(7)** consecutive calendar days.

- ii) Where a permanent regular part-time vacancy occurs in a classification within the bargaining unit or a new regular part-time position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven **(7)** consecutive calendar days. Nurses in this bargaining unit and nurses in another ONA bargaining unit at the Hospital, if any, may make written application for such vacancy within the seven **(7)** day period referred to herein. Subsequent vacancies created by the filling of a posted vacancy are to be posted for seven **(7)** consecutive calendar days.
- iii) A copy of all job postings will be provided to the local Association at the time of posting.
- iv) The job posting provision shall take precedence over any recall rights that employees may have under this Agreement, unless otherwise provided herein.

Where a full-time employee on layoff is the successful candidate for a vacant part-time position, she or he shall retain recall rights to her or his former position in the full-time bargaining unit for a period of six **(6)** months from the date of her or his layoff. This shall also apply to a part-time employee on layoff who is the successful candidate for a vacant full-time position. In these circumstances, the job posting provisions will not apply.

- (b) A nurse may make a written request for transfer by advising the Hospital and filing a Request for Transfer form indicating her or his name, qualifications, experience, present area of assignment, seniority and requested area of assignment. A Request for Transfer shall become active as of the date it is received by the Hospital and shall remain so until December 31 following. Such requests will be considered as applications for posted vacancies and subsequent vacancies created by the filling of a posted vacancy.

A list of vacancies filled in the preceding month under Articles 10.07 (a) and (b), and the names of the successful applicants, will be posted, with a copy provided to the Association. The Association will also be advised of any posted positions that have been rescinded by the Hospital in the preceding month. Unsuccessful applicants will be notified. The local parties will ensure that there is a means of notifying the unsuccessful applicants in a timely manner.

At the request of the nurse, the Hospital will discuss with unsuccessful applicants ways in which they can improve their qualifications for future postings.

- (c) Nurses shall be selected for positions under either 10.07 (a) or (b) on the basis of their skill, ability, experience and qualifications. Where these factors are relatively equal amongst the nurses considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available work within an appropriate familiarization period. Where seniority governs, the most senior applicant, regardless of her or his ONA bargaining unit, will be selected. Where the applicant has been selected in accordance with this Article and it is subsequently determined that she or he cannot satisfactorily perform the job to which she or he was promoted or transferred, the Hospital will attempt, during the first sixty (60) tours (**450** hours for nurses whose regular hours of work are other than the standard work day) worked from the date on which the nurse was first assigned to the vacancy, to return the nurse to her or his former job, and the filling of the subsequent vacancies will likewise be reversed. Notwithstanding the level of entry to practice (baccalaureate degree in nursing) which will become effective in 2005, the Hospital will not establish qualifications, or identify them in job postings, in an arbitrary or unreasonable manner.
- (d) Vacancies which are not expected to exceed sixty (60) calendar days and vacancies caused due to illness, accident, leaves of absence (including pregnancy and parental) may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to regular part-time nurses in the bargaining unit on the basis of seniority who are qualified to perform the work in question. If the temporary vacancy is not filled by a regular part-time nurse, consideration will be given to casual part-time nurses in the bargaining unit on the basis of seniority who are qualified to perform the work in question, prior to utilizing non-bargaining unit nurses supplied by an agency or registry. It is understood, however, that where such vacancies occur on short notice, failure to offer part-time nurses such work shall not result in any claim for pay for time not worked while proper arrangements are made to fill the vacancy. Where part-time nurses fill temporary full-time vacancies, such nurses shall be considered regular part-time and shall be covered by the terms of the part-time collective agreement. Upon completion of the temporary vacancy, such nurse shall be reinstated to her or his former position unless the position has been discontinued, in which case the nurse shall be given a comparable job. Where the Local parties agree, full-time nurses may be considered for temporary full-time vacancies on the same basis as regular part-time nurses.
- (e) The Hospital shall have the right to fill any permanent vacancy on a temporary basis until the posting procedure or the Request for Transfer procedure provided herein has been complied with and arrangements have been made to permit the nurse selected to fill the vacancy to be assigned to the job.
- (f) A nurse selected as a result of a posted vacancy or a Request for Transfer need not be considered for a further permanent vacancy for a period of up to six (6) months from the date of her or his selection.
- (g) Where nurses are reassigned to meet patient care needs at the hospital, they will be reassigned to units or areas where they are qualified to perform the available work.

10.08

- (a) A "Layoff" shall include a reduction in a nurse's hours of work and cancellation of all or part of a nurse's scheduled shift.

Cancellation of single or partial shifts will be on the basis of seniority of the nurses on the unit on that shift unless agreed otherwise by the Hospital and the Association in local negotiations.

A partial or single shift reassignment of a nurse from her or his area of assignment will not be considered a layoff. The parties agree that the manner in which such reassignments are made will be determined by local negotiations.

- (b) A "short-term layoff" shall mean
- i) a layoff resulting from a planned temporary closure of any part of the Hospital's facilities during all or part of the months of July and August (a "summer shutdown") or during the period between December 15th and January 15th inclusive (a "Christmas shutdown"); or
  - ii) a layoff resulting from a planned temporary closure, not anticipated to exceed six months in length, of any part of the Hospital's facilities for the purpose of construction or renovation; or
  - iii) any other temporary layoff which is not anticipated to exceed three months in length.
- (c) A "long-term layoff" shall mean any layoff which is not a short-term layoff.
- (d) The Hospital shall provide the local Association with no less than 30 calendar days' notice of a short term layoff. Notice shall not be required in the case of a cancellation of all or part of a single scheduled shift, provided that Article 14.12 has been complied with. In giving such notice, the Hospital will indicate to the local Association the reasons causing the layoff and the anticipated duration of the layoff, and will identify the nurses likely to be affected. If requested, the Hospital will meet with the local Association to review the effect on nurses in the bargaining unit.

- (e) 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, no less than four (4) 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.

The Hospital shall meet with the local Association to review the following:

- i) the reasons causing the layoff;
- ii) the service which the Hospital will undertake after the layoff;
- iii) the method of implementation including the areas of cut-back and the nurses to be laid off; and
- iv) any limits which the parties may agree on the number of nurses who may be newly assigned to a unit or area.

10.09

- (a) In the event of a layoff, nurses shall be laid off in the reverse order of seniority provided that the nurses who are entitled to remain on the basis of seniority are qualified to perform the available work. Subject to the foregoing, probationary nurses shall be first laid off.
- (b) Nurses shall have the following entitlements in the event of a layoff;
  - i) A nurse who has been notified of a short-term layoff may:
    - (A) accept the layoff; or
    - (B) opt to retire if eligible under the terms of the Hospital's pension plan as outlined in Article 17.04; or
    - (C) elect to transfer to a vacant position, provided she or he is qualified to perform the available work; or
    - (D) displace the least senior nurse in the bargaining unit whose work she or he is qualified to perform.
  - ii) A nurse who has been notified of a long-term layoff may
    - (A) accept the layoff; or
    - (B) opt to retire if eligible under the terms of the Hospital's pension plan as outlined in Article 17.04; or
    - (C) elect to transfer to a vacant position provided that she or he is qualified to perform the available work; or
    - (D) displace another nurse in any classification who has lesser bargaining unit seniority and who is the least senior nurse on a unit or area whose work the nurse subject to layoff is qualified to perform.
  - iii) In all cases of layoff:
    - (A) Any agreement between the Hospital and the Association concerning the method of implementation of a layoff shall take precedence over the terms of this article. The

unavailability of a representative of the Association shall not delay any meeting regarding layoffs or staff reductions.

- (B) Where a vacancy occurs in a position following a layoff hereunder as a result of which a nurse has been transferred to another position, the affected nurse will be offered the opportunity to return to her or his former position providing such vacancy occurs within six (6) months of the date of layoff. Where the nurse returns to her or his former position there shall be no obligation to consider the vacancy under Article 10.07. Where the nurse refuses the opportunity to return to her or his former position the nurse shall advise the Hospital in writing.
  - (C) No reduction in the hours of work shall take place to prevent or reduce the impact of a layoff without the consent of the Association.
  - (D) All regular part-time and full-time nurses represented by the Association who are on layoff will be given a job opportunity in the full-time and regular part-time categories before any new nurse is hired into either category.
  - (E) Full-time and part-time layoff and recall rights shall be separate.
  - (F) Casual part-time nurses shall not be utilized while full-time or regular part-time nurses remain on layoff, unless the provisions of Article 10.10 have been complied with or unless the matter is covered by local scheduling.
  - (G) No new nurses shall be hired until all those nurses who retain the right to be recalled have been given an opportunity to return to work.
  - (H) In this Article (10.09), a "vacant position" shall mean a position for which the posting process has been completed and no successful applicant has been appointed.
  - (I) The option to "accept a layoff" as provided in this Article includes the right of an employee to absent her or himself from the workplace.
- (c) i) Where there are vacant positions available under Article 10, but the nurse is not qualified to perform the available work, and if such nurse is not able to displace another nurse under Article 10, the nurse will be provided with the necessary training up to sixteen (16) weeks' training to enable the nurse to become qualified for one of the vacant positions. In determining the position for which training will be provided the Hospital shall take account of the nurse's stated preference.

- ii) When nurses would otherwise be recalled pursuant to Article 10 but none of the nurses on the recall list are qualified to perform the available work the Hospital will provide necessary training up to sixteen (16) weeks to nurses, in order of seniority, to enable them to become qualified to perform the available work.
- iii) Where a nurse receives training under this provision, she or he need not be considered for any further vacancies for a period of six (6) months from the date she or he is placed in the position.

10.10 Full-time and regular part-time nurses shall be recalled in the order of seniority unless otherwise agreed between the Hospital and the local Association, subject to the following provisions, provided that a nurse recalled is qualified to perform the available work:

- (a) Full-time and regular part-time nurses on layoff may notify the Hospital of their interest in accepting occasional vacancies and/or temporary vacancies which may arise and for which they are qualified. Such notification of interest shall state any restrictions on the type of assignment which a nurse is willing to accept, and shall remain valid for six weeks. However if a nurse declines an occasional or temporary vacancy the Hospital shall not be obliged to call upon the nurse again during the balance of such six-week period.
- (b) For the purposes of this article, an "occasional vacancy" shall mean an assignment which is anticipated not to exceed five shifts (37.5 hours). Occasional vacancies shall be offered first to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then to casual part-time nurses.
- (c) For the purposes of this article, a "temporary vacancy" shall mean an assignment which is anticipated to exceed five shifts (37.5 hours). Temporary vacancies which arise in the full-time bargaining unit shall be offered by seniority first to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then by seniority to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then to casual part-time nurses. Temporary vacancies which arise in the part-time unit shall be offered by seniority first to regular part-time nurses on layoff who have expressed interest, and if no such part-time nurse accepts then by seniority to full-time nurses on layoff who have expressed interest, and if no such full-time nurse accepts then to casual part-time nurses.
- (d) A nurse to whom an occasional or temporary vacancy is offered may accept or decline such vacancy and in either case shall maintain her or his position on the recall list.

The acceptance of a temporary vacancy that is anticipated to exceed sixty (60) calendar days shall be considered a recall from layoff for purposes of Article 10.06(c). No new notice of layoff will be required and the nurse will be deemed to be laid off at the conclusion of the temporary vacancy.

A full-time nurse on layoff who accepts a temporary full-time vacancy within thirty (30) days of the effective day of layoff will continue to receive benefit coverage for the duration of the temporary vacancy.

A full-time nurse who has worked for more than 600 hours in 140 calendar days as the result of accepting one or more temporary vacancies shall thereafter be eligible for benefit coverage as a full-time nurse and shall be paid accordingly, and shall continue to receive benefit coverage so long as she or he continues to fill a temporary vacancy and such full-time employee shall accrue seniority in the manner prescribed for full-time employees throughout the period of employment.

Otherwise, a full-time employee who accepts a temporary or occasional vacancy shall be paid her or his regular full-time rate of pay together with a percentage payment in lieu of benefits at the rate specified for part-time nurses.

A full-time employee who accepts a temporary part-time vacancy or occasional vacancies as provided herein will accrue seniority throughout the period of such employment in the manner prescribed for part-time nurses.

A part-time employee who accepts a temporary or occasional vacancy will accrue seniority throughout the period of such employment in the manner prescribed for part-time nurses.

10.11

- (a) A nurse who is transferred to a position outside of the bargaining unit for a period of not more than three (3) months, or is seconded to teach for an academic year shall not suffer any **loss** of seniority, service or benefits.

A nurse who is transferred to a position outside of the bargaining unit for a period of more than three (3) months, but not more than one ~~(1)~~ year shall retain, but not accumulate, her or his seniority held at the time of the transfer. In the event the nurse is returned to a position in the bargaining unit, she or he shall be credited with seniority held at the time of transfer and resume accumulation from the date of her or his return to the bargaining unit.

A nurse must remain in the bargaining unit for a period of at least three (3) months before transferring out of the bargaining unit again or she or he will lose all seniority held at the time of the subsequent transfer.

- (b) In the event that a nurse is transferred to a position outside of the bargaining unit for a period in excess of one (1) year, she or he will lose all seniority held at the time of transfer. In the event the nurse is returned to a position in the bargaining unit, the nurse's seniority will accrue from the date of her or his return to the bargaining unit.
- (c) It is understood and agreed that a nurse may decline such offer to transfer and that the period of time referred to above may be extended by agreement of the parties.
- (d) The Hospital agrees that it will not make work assignments that violate the purpose and intent of this provision. The Hospital will advise the local

Association of the names of any nurses performing the duties of positions outside of the bargaining unit pursuant to Articles 10.11 and/or 19.04 (b), the date the assignment commenced, the area of assignment and the duration of such assignments.

- 10.12 (a) Nurses who are in supervisory positions excluded from the bargaining unit shall not perform duties normally performed by nurses in the bargaining unit which shall directly cause or result in the layoff, **loss** of seniority or service or reduction in benefits to nurses in the bargaining unit.

Nurses will be assigned duties and responsibilities in accordance with the *Regulated Health Professions Act* and other applicable statutes and regulations thereto. Hospitals will not assign such duties and responsibilities to employees not covered by this agreement unless those duties and responsibilities are appropriate to the position occupied by the person to whom the duties and responsibilities are being assigned and are consistent with quality patient care.

Unless otherwise agreed by the Union and the Hospital, work performed by full-time nurses will not be assigned to part-time nurses for the purpose of eliminating full-time positions.

- (b) The Hospital shall not contract out the work of a bargaining unit nurse if, as a result of such contracting out, any bargaining unit nurse other than a casual part-time nurse is laid off, displaced or loses hours of work or pay. Prior to contracting out any available work, the Hospital will first offer the work on the basis of seniority to regular part-time nurses in the bargaining unit. Contracting out to an employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off, with similar terms and conditions of employment, is not a breach of this provision. This clause will not apply to the ad hoc use of agency or registry nurses for single shift coverage of vacancies due to illness or leaves of absence.

- 10.13 In the event of a rationalization or consolidation of any part of the services of the Hospital with those of another hospital or hospitals, the Hospital and the Association agree to implement the Guidelines for Employee Transfer Arrangements in Hospital Service Rationalization established by the Ontario Hospital Industry Labour Management Committee, to the extent possible within the terms of this collective agreement. In implementing the Guidelines the parties will be guided by the following:

- (a) the Hospital shall notify affected nurses and the Association as soon as a formal decision to rationalize is taken (ref: Guidelines, paragraph 2);
- (b) the Hospital and the Association shall begin discussions concerning the specifics of the rationalization forthwith after a decision to rationalize is taken (ref: Guidelines, paragraph 3);
- (c) as soon as possible in the course of developing a plan for the implementation of the rationalization the Hospital shall notify affected nurses and the Association of the projected staffing needs, and their location, which are anticipated to result (ref: Guidelines, paragraph 6); notice to affected nurses and the Association shall include the estimated number and types of



positions anticipated to be available, and their location, as the result of the rationalization (ref: Guidelines, paragraph 7);

- (d) if services in the Hospital are to be reduced or eliminated as the result of a rationalization, or if the employment of nurses is otherwise to be affected, the Hospital shall prepare a list of the affected nurses in order of seniority by jobs for which it considers such nurses are eligible. This list will be updated to reflect any changes due to employees leaving or entering the unit (ref: Guidelines, paragraph 7);
- (e) if a rationalization is anticipated to result in a loss of employment for nurses at another hospital by reason of the establishment of a new unit or the enlargement or extension of services at the Hospital:
  - i) in the period before a rationalization takes place, where a permanent vacancy occurs and has not been filled after Article 10.07 has been complied with, the vacancy shall be filled by the senior qualified employee of the other hospital who wishes to make an early transfer. A nurse taking such a position shall be treated as a transferring employee and not as a new hire (ref: Guidelines, paragraph 5);
  - ii) when the rationalization takes place, and when nurses formerly employed by the other hospital or hospitals involved are transferred to the Hospital, such nurses shall maintain their seniority dates and shall be placed on seniority lists at the Hospital accordingly. Thereafter they shall exercise seniority rights in accordance with this agreement (ref: Guidelines, paragraph 13). Following implementation of the rationalization, no nurse who has been transferred to the Hospital shall suffer a reduction in wages. If the wage grid in effect at the Hospital does not correspond to the grid in effect at the hospital at which such nurses were formerly employed, nurses whose wages were not identical to a wage step on the Hospital's grid shall be moved to the next higher step. Where the transferring nurse's salary exceeds the range maximum, the nurse's salary will be maintained (ref: Guidelines, paragraph 14);
  - iii) nurses who have been transferred to the Hospital shall be subject to the benefit plans of the Hospital in the manner provided under the collective agreement. The retention, modification or abandonment of superior conditions and the provisions of sick leave plans, to which nurses who have been transferred to the Hospital were formerly subject, shall be negotiated between the Association and the Hospital. Nurses who have been transferred to the Hospital shall retain their former level of vacation entitlement or shall be entitled to the level provided by this agreement, whichever is the greater (ref: Guidelines, paragraph 15);
  - iv) Hours of work shall be those of the Hospital (ref: Guidelines, paragraph 16);
  - v) A nurse who has been transferred to the Hospital and who has not completed her or his probationary period at the Hospital where she or he was formerly employed shall receive credit for her or his service

during such probationary period, and shall complete the balance of the probationary period required by this agreement. No new probationary period shall be served by a nurse who has been transferred to the Hospital (ref: Guidelines, paragraph 17).

- 10.14
- (a) Local Human Resource Plans will apply to Health Services Restructuring Commission directives. In other circumstances, the balance of this Article will apply.
  - (b) Before issuing notice of long-term layoff pursuant to Article 10.08(e)(ii), and following notice pursuant to Article 10.08(e)(i), the Hospital will make offers of early retirement allowance in accordance with the following conditions:
    - i) The Hospital will first make offers in order of seniority on the unit(s) where layoffs would otherwise occur.
    - ii) The Hospital will make offers to nurses eligible for early retirement under the Hospital pension plan (including regular part-time, if applicable, whether or not they participate in the hospital pension plan).
    - iii) If no nurses on the unit affected accept the offer, the Hospital will then extend the offer to other nurses in the bargaining unit in order of seniority.
    - iv) The number of early retirements the Hospital approves will not exceed the number of nurses who would otherwise be laid off.
 

A nurse who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks' salary for each year of service, to a maximum ceiling of fifty-two (52) weeks' salary.
    - v) Effective October 1, 2002, if a nurse(s) on the unit referred to in paragraph (i) does not accept the offer, the Hospital will then extend the offer, in order of seniority, to eligible nurses in the unit where a nurse who has been notified of a long-term lay-off elects to displace in accordance with Article 10.09 (b) ii) (D) and one subsequent displacement. The Hospital is not required to offer early retirement allowances in accordance with this provision on any subsequent displacements i.e., the offer shall follow the displaced nurse, to a maximum of two displacements.
  - (c) Where a nurse has received individual notice of long-term layoff under Article 10.08 such nurse may resign and receive a separation allowance as follows:
    - i) Where an employee resigns effective within thirty (30) days after receiving individual notice of long-term layoff, she or he shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of sixteen (16) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation will be reimbursed

for tuition fees up to a maximum of three thousand (\$3,000.00) dollars.

- ii) Where an employee resigns effective later than thirty (30) days after receiving individual notice of long-term layoff, she or he shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation will be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250.00) dollars.

10.15 The Hospital and the Association will utilize the services of HSTAP or such other labour adjustment service provider as the local parties may agree upon for purposes of a jobs registry and for counselling, adjustment, training and development services.

NOTE 1: In the bargaining units where full-time and part-time nurses are both employed, seniority lists and layoff and recall rights of part-time nurses shall be separate from full-time nurses.

NOTE 2: The seniority list referred to in Article 10.02 shall include any other information that is currently provided to the Association.

## **ARTICLE 11 - LEAVES OF ABSENCE**

11.01 Written requests for a personal leave of absence without pay will be considered on an individual basis by the Chief Nursing Officer, Supervisor or designate. Such requests are to be given as far in advance as possible and a written reply will be given within fourteen (14) days; except in cases of emergency in which case a reply will be given as soon as possible. Such leave shall not be unreasonably withheld.

### 11.02 Leave for Association Business

The Hospital agrees to grant leaves of absence, without pay, to nurses selected by the Association to attend Association business including conferences, conventions and Provincial Committee meetings and to any nurse elected to the position of Local Co-ordinator. The cumulative total leave of absence, the amount of notice, the number of nurses that may be absent at any time from one area and the number of days (including those of the Local Co-ordinator) is set out in the Appendix of Local Provisions. During such leave of absence, a nurse's salary and applicable benefits or percentage in lieu of fringe benefits shall be maintained by the Hospital and the local Association agrees to reimburse the Hospital in the amount of the daily rate of the full-time nurse or in the amount of the full cost of such salary and percentage in lieu of fringe benefits of a part-time nurse except for Provincial Committee meetings which will be reimbursed by the Association. The Hospital will bill the local Association within a reasonable period of time. Part-time nurses will receive service and seniority credit for all leaves granted under this Article.

### 11.03 Leave, Board of Directors

A nurse who is elected to the Board of Directors of the Ontario Nurses' Association, other than to the office of President, shall be granted upon request such leave(s) of absence as she or he may require to fulfill the duties of the position. Reasonable

notice - sufficient to adequately allow the Hospital to minimize disruption of its services shall be given to the Hospital for such leave of absence. Notwithstanding Article 10.04, there shall be no **loss** of seniority or service for a nurse during such leave of absence. Leave of absence under this provision shall be in addition to the Association leave provided in Article 11.02 above. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Hospital and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and applicable benefits!

#### 11.04 Leave, President, O.N.A.

Upon application in writing by the Association on behalf of the nurse to the Hospital, a leave of absence shall be granted to such nurse elected to the office of President of the Ontario Nurses' Association for a period of up to three (3) consecutive two (2) year terms. Notwithstanding Article 10.04, there shall be no **loss** of service or seniority for a nurse during such leave of absence. During such leave of absence, the nurse's salary and applicable benefits shall be maintained by the Hospital and the Association agrees to reimburse the Hospital in the amount of the full cost of such salary and applicable benefits. It is understood, however, that during such leave the nurse shall be deemed to be an employee of the Ontario Nurses' Association. The nurse agrees to notify the Hospital of her or his intention to return to work at least two (2) weeks prior to the date of such return.

#### 11.05 Bereavement Leave

A nurse who notifies the Hospital as soon as possible following a bereavement shall be granted three (3) consecutive working days off without **loss** of regular pay for scheduled hours, in conjunction with the day of the funeral of a member of her or 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, grandparent of spouse or grandchild. A nurse shall be granted one (1) day bereavement leave without **loss** of regular earnings to attend the funeral of, or a memorial service (or equivalent) for her or his aunt, uncle, niece or nephew. "Spouse" for the purposes of bereavement leave will be defined as in the *Family Law Act*. "Spouse" for the purposes of bereavement leave will also include a partner of the same sex. "Immediate family" and "In-laws" as set out above shall include the relatives of "spouses" as defined herein. Where a nurse does not qualify under the above-noted conditions, the Hospital may nonetheless grant a paid bereavement leave. The Hospital, in its discretion, may extend such leave with or without pay.

Part-time nurses will be credited with seniority and service for all such leave.

#### 11.06 Jury & Witness Duty

- (a) If a full-time or regular part-time nurse 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 nurse's duties at the hospital, the nurse shall not lose **service/seniority** or regular pay because of such **attendance**, and shall not be required to work the night shift prior to, or on the day of such duty provided that the nurse:

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

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

- (b) Where the Hospital requires a nurse to attend any meetings with a Hospital's counsel in preparation for a case which either arises from a nurse's employment with the Hospital or otherwise involves the Hospital, the Hospital will make every reasonable effort to schedule such meetings at the Hospital during the nurse's regularly scheduled hours of work. If the nurse is required to attend such meetings outside of her or his regularly scheduled hours, the nurse shall be paid for all hours spent in such meetings at her or his regular straight time hourly rate of pay.

#### 11.07

##### Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the **Employment Standards Act**, except where amended in this provision. A nurse who is eligible for a pregnancy leave may extend the leave for a period of up to twelve (12) months' duration, inclusive of any parental leave.
- (b) The nurse shall give written notification at least one (1) month in advance of the date of commencement of such leave and the expected date of return.
- (c) The nurse 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 four (4) weeks in advance thereof. The nurse shall be reinstated to her former position unless the position has been discontinued in which case she shall be given a comparable job.
- (d) Nurses newly hired to replace nurses who are on approved pregnancy leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Hospital, in a permanent position, the nurse shall be credited with seniority from date of hire subject to successfully completing her or his probationary period. The nurse shall be credited with tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) towards the probationary period provided in Article 10.01 (a) to a maximum of 30 tours (225 hours for nurses whose regular hours of work are other than the standard work day).

The Hospital will outline to nurses hired to fill such temporary vacancies the circumstances giving rise to the vacancy and the special conditions relating to such employment.

- (e) The Hospital may request a nurse to commence pregnancy leave at such time as the duties of her position cannot reasonably be performed by a pregnant woman or the performance or non-performance of her work is materially affected by the pregnancy.
- (f) On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, a nurse 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 18 of the *Employment Insurance Act* shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (**84%**) 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~~ (2) week Employment Insurance waiting period, and receipt by the Hospital of the nurse's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue for a maximum period of fifteen (15) weeks. The nurse'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. The normal weekly hours for a part-time employee shall be calculated by using the same time period used for calculation of the Employment Insurance benefit (currently 26 weeks).

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that payments 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.

11.08

#### Parental Leave

- (a) A nurse who becomes a parent of a child is eligible to take a parental leave in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision.
- (b) A nurse who has taken a pregnancy leave under Article 11.07 is eligible to be granted a parental leave of up to eighteen (**18**) weeks' duration, in accordance with the *Employment Standards Act*. A nurse who is eligible for a parental leave who is the natural father or is an adoptive parent may extend the parental leave for a period of up to twelve (12) months' duration, consideration being given to any requirements of adoption authorities. In cases of adoption, the nurse shall advise the hospital as far in advance as possible with respect to a prospective adoption and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the nurse finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

- (c) The nurse shall be reinstated to her or his former position, unless that position has been discontinued, in which case the nurse shall be given a comparable job.
- (d) Nurses newly hired to replace nurses who are on approved parental leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Hospital, in a permanent position, the nurse shall be credited with seniority from date of hire subject to successfully completing her or his probationary period. The nurse shall be credited with tours worked (hours worked for nurses whose regular hours of work are other than the standard work day) towards the probationary period provided in Article 10.01 (a) to a maximum of 30 tours (**225** hours for nurses whose regular hours of work are other than the standard work day).

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

- (e) On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, a nurse 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 20 of the *Employment Insurance Act* shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four (**84%**) percent of the nurse's regular weekly earnings and the sum of her or his 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 or he is in receipt of Employment Insurance parental benefits and shall continue while the nurse is in receipt of such benefits for a maximum period of ten (10) weeks. The nurse's regular weekly earnings shall be determined by multiplying her or his regular hourly rate on her or his last day worked prior to the commencement of the leave times her or his normal weekly hours. The normal weekly hours for a part-time employee shall be calculated by using the same time period used for calculation of the Employment Insurance benefit (currently 26 weeks).

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that payments 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.

## 11.09

### Education Leave

The parties acknowledge that the responsibility for professional development is shared between the nurse and the Hospital. In this regard, the local parties will endeavour to provide flexible work schedules to accommodate the nurse's time off requirements.

- (a) Leaves of absence, without pay, for the purposes of furthering professional nursing career development may be granted on written application by the

nurse to the Chief Nursing Officer, Supervisor or designate. Requests for such leave will not be unreasonably denied.

- (b) A full-time or regular part-time nurse shall be entitled to leave of absence without **loss** of earnings from her or his regularly scheduled working hours for the purpose of writing any examinations required in any recognized course in which nurses are enrolled to enhance their nursing qualifications.

For greater clarity, the period of the leave shall include the night shift prior to and any scheduled shifts commencing on the day of the examination as long as payment under this clause does not result in payment for more than one regularly scheduled shift.

- (c) Leave of absence without **loss** of regular earnings from regularly scheduled hours for the purpose of attending short courses, workshops or seminars to further professional nursing career development may be granted at the discretion of the Hospital upon written application by the nurse to the Chief Nursing Officer, Supervisor or designate.

11.10 Professional leave with pay will be granted to full-time and regular part-time nurses who are elected to the College of Nurses to attend regularly scheduled meetings of the College of Nurses.

Any employee who is on an authorized leave of absence as of October 23, 1981, shall be entitled to continue the leave in accordance with the terms thereof.

NOTE: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

#### 11.11 Pre-Paid Leave Plan

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

- (a) The plan is available to nurses wishing to spread four **(4)** years' salary over a five **(5)** year period, in accordance with Part **LXVIII** of the *Income Tax Regulations*, Section **6801**, to enable them to take a one **(1)** year leave of absence following the four **(4)** years of salary deferral.
- (b) The nurse must make written application to the Chief Nursing Officer or Supervisor at least six **(6)** months prior to the intended commencement date of the program (i.e., the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of nurses that may be absent at any one time shall be determined by local negotiations. 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 nurse, the local Association and the Hospital.
- (d) Written applications will be reviewed by the Chief Nursing Officer, Supervisor or designate. Leaves requested for the purpose of pursuing further formal



nursing education will be given priority. Applications for leaves requested for other purposes will be given the next level of priority on the basis of seniority.

- (e) During the four (4) years of salary deferral, 20% of the nurse's gross annual earnings will be deducted and held for the nurse and will not be accessible to her or him 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 nurse at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the nurse.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. Full-time nurses shall become responsible for the full payment of premiums for any health and welfare benefits in which they are participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. Full-time nurses will not be eligible to participate in the disability income plan during the year of leave.
- (i) A nurse may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Chief Nursing Officer or Supervisor. Deferred salary, plus accrued interest, if any, will be returned to the nurse, within a reasonable period of time.
- (j) If the nurse terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the nurse within a reasonable period of time. In case of the nurse's death, the funds will be paid to the nurse's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the nurse 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 nurse as much notice as is reasonably possible. The nurse 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 nurse within a reasonable period of time.
- (l) The nurse will be reinstated to her or his former position unless the position has been discontinued, in which case the nurse shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the nurse entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the nurse's pay. Such agreement will include:
  - i) A statement that the nurse is entering the pre-paid leave program in accordance with Article 11.1 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 nurse to the Hospital to enter the **pre-paid** leave program will be appended to and form part of the written agreement.

## 11.12

Secondments

- (a) A nurse who is **seconded** from the Hospital to a bipartite or tripartite **committee/position** involving the Health Sector or the Broader Public Sector shall be granted a leave of absence without pay for a period of up to five **(5)** years. Notwithstanding Article 10.04 there shall be no **loss** of seniority or service during such leave. Subject to the agreement **of** the agency to which the nurse is seconded, the nurse's salary and applicable benefits shall be maintained by the Hospital and the Hospital shall be reimbursed for the full cost of salary and applicable benefits by the agency to which the nurse is seconded. The nurse agrees to notify the Hospital of her or his intention to return to work at least **two (2)** weeks prior to the date of such return.
- (b) The Hospital shall seek the Union's agreement to establish secondment arrangements. Such agreement shall not be unreasonably denied. The terms and conditions will be established by agreement of the parties.

**A** nurse who is seconded to another Hospital, for a period not greater than one (1) year, shall not suffer any **loss** of seniority, service or benefits for the duration of the secondment.

Notwithstanding Article 10.12, the parties also agree that a hospital may allow a nurse from another hospital to be seconded to the hospital for a period not greater than one (1) year. It is understood that this nurse remains the employee of the sending hospital and is subject to the terms and conditions of employment of that hospital. If the seconded nurse is not covered by an **ONA** collective agreement, the Hospital will ensure that the Union receives the equivalent of the dues remittance for all such workers.

**NOTE 1:** (Note 1 applies to full-time nurses only)  
Provisions in existing Collective Agreements providing for paternity leave shall be continued **in** effect and added to the above provisions in such Collective Agreements.

**NOTE 2:** (Note 2 applies to full-time nurses only)  
Provisions in existing Collective Agreements providing for time off to study for College of Nurses examinations, to write registration examinations or examinations for courses of study related to employment shall be continued in effect and added to the above provisions in such Collective Agreements.

## **ARTICLE 12 - SICK LEAVE AND LONG-TERM DISABILITY**

(Articles 12.01 to 12.11 apply to full-time nurses only)

12.01 The Hospital will assume total responsibility for providing and funding a short-term sick leave plan at least equivalent to that described in the 1980 Hospitals of Ontario Disability Income Plan brochure.

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

12.02 Effective the first of the month following the transfer, all existing sick leave plans in the Participating Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to payout of unused sick leave benefits which are specifically dealt with hereinafter.

12.03 Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The sick leave bank shall contain the unused sick leave days to the credit of the nurse on the effective date of the transfer to the Plan set out in Article 12.01. The "sick leave bank" shall be utilized to:

- (a) Supplement payment for sick leave days under the new plan which would otherwise be at less than full wages, and;
- (b) Where a payout provision existed under the former sick leave plan in the Collective Agreement, payout shall be made on the termination of employment, or in the case of death, to the nurse's estate. The parties may agree to voluntarily cash out existing sick leave banks. The amount of the payout shall be a cash settlement at the nurse's then current salary rate for any unused sick credits to the maximum provided under the sick leave plan in which the nurse participated as of the date of this award;
- (c) Where, as of the effective date of transfer, an employee does not have the required service to qualify for payout on termination, her or his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and the nurse shall be entitled to the same cash out provisions as set out in paragraph (b) above providing the nurse subsequently achieves the necessary service to qualify for payout under the conditions of the sick leave plan in which she or he participated as of the date of this award;
- (d) Where a payout provision existed under the former sick leave plan in the Collective Agreement, a nurse who, as of the date of this award, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized

by The Workplace Safety and Insurance Board as compensable within the meaning of the ***Workplace and Safety Insurance Act***, the Hospital, on application from the nurse, will supplement the award made by The Workplace Safety and Insurance Board for **loss** of wages to the nurse by such amount that the award of The Workplace Safety and Insurance Board for **loss** of wages, together with the supplementation of the Hospital, will equal one hundred per cent (100%) of the nurse's net earnings to the limit of the nurse's accumulated sick leave credits. Nurses may utilize such sick leave credits while awaiting approval of a claim for Workers' Compensation.

- 12.04 When a nurse has completed any portion of her or his regularly scheduled tour prior to going on sick leave benefits or Workers' Compensation benefits, the nurse shall be paid for the balance of the tour at her or his regular straight time hourly rate. This provision will not disentitle the nurse to a lieu day under Article 15.05 if she or he otherwise qualifies.
- 12.05 Any dispute which may arise concerning a nurse's entitlement to short-term or long-term benefits under HOODIP or an equivalent plan may be subject to grievance and arbitration under the provisions of this Agreement. The Union agrees that it will encourage a nurse to utilize the carrier's medical appeals process, if any, to resolve disputes.
- 12.06 Nurses presently employed who are covered by a long-term disability plan in effect as of the date of this award, may elect to be covered by HOODIP or to continue their present coverage.
- 12.07 The Hospital further agrees to pay employees an amount equal to any **loss** of benefits under HOODIP for the first two days of the fourth and subsequent period of absence in any calendar year.
- 12.08 The Hospital will notify each nurse of the amount of unused sick leave in her or his bank annually.
- 12.09 For nurses whose regular hours of work are other than the standard work day, the short-term sick leave plan will provide payment for the number of hours of absence according to the scheduled tour to a total of 562.5 hours. All other provisions of the existing plan shall apply mutatis mutandis.
- 12.10 Absences due to pregnancy related illness shall be considered as sick leave under the sick leave plan.
- 12.11 A nurse who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim for Workers' Compensation for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the lesser of the benefit the nurse would receive from Workers' Compensation if the nurse's claim was approved, or the benefit to which the nurse would be entitled under the short-term sick portion of the disability income plan (HOODIP or equivalent plan). Payment will be provided only if the nurse provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by The Workplace Safety and Insurance Board. If the claim for Workers' Compensation is not approved, the monies paid as an advance will be applied towards the benefits to which the nurse would be entitled

under the short-term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

(Articles 12.12, 12.13 and 12.14 apply to both full-time and part-time nurses)

- 12.12 Nurses returning to work from an illness or injury compensable under Workers' Compensation will be assigned light work as necessary, if available.
- 12.13 A nurse who transfers from full-time to part-time may elect to retain her or his accumulated sick leave credits to be utilized during part-time or subsequent full-time employment as provided under the sick leave plan in which the nurse participates as of October 23, 1981.
- 12.14 If the Employer requires the employee to obtain a medical certificate, the employer shall pay the full cost of obtaining the certificate.

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

### **ARTICLE 13 - HOURS OF WORK**

- 13.01 The following provision designating regular hours on a daily tour and regular daily tours over the nursing schedule determined by the Hospital shall not be construed to be a guarantee of the hours of work to be performed on each tour or during each tour schedule.

Subject to Article 13.02 below:

- (a) The normal daily tour shall be seven and one-half (7 1/2) consecutive hours in any twenty-four (24) hour period exclusive of an unpaid one-half (1/2) hour meal period, it being understood that at the change of tour there will normally be additional time required for reporting which shall be considered to be part of the normal daily tour, for a period of up to fifteen (15) minutes duration. Should the reporting time extend beyond fifteen (15) minutes, however, the entire period shall be considered overtime for the purposes of payment under Article 14.
- (b) Nurses shall be entitled, subject to the exigencies of patient care, to relief periods during the tour on the basis of fifteen (15) minutes for each half tour. The scheduling of meal periods and relief periods shall be determined by local negotiations.
- (c) The regular daily tours of duty of a full-time nurse shall average five (5) days per week over the nursing schedule determined by the Hospital. Full-time schedules shall be determined by local negotiation.
- Full-time nurses in the bargaining unit engaged in teaching in Schools for R.P.N.'s shall work a flexible schedule, Monday to Friday, averaging 37 1/2 hours per week over the schedule to be determined by local negotiations. (Last paragraph of 13.01(c) applies to nurses only).
- (d) Where a nurse notifies her or his supervisor that she or he has been or will be unable to take the normal lunch break due to the requirement of providing

patient care, such nurse shall be paid time and one half (1 1/2) her or his regular straight time hourly rate for all time worked in excess of her or his normal daily hours.

- (e) The Hospital shall not enter into any agreement with employees under Section 17 (2) of the *Employment Standards Act, 2000* that conflicts with the collective agreement.

13.02 Where nurses are now working a longer daily tour, the provisions set out in this Article governing the regular hours *of* work on a daily tour shall be adjusted accordingly.

The normal daily extended tour shall be 11.25 consecutive hours in any 24-hour period, exclusive of a total of forty-five (45) minutes of unpaid meal time.

Nurses shall be entitled, subject to the exigencies of patient care, to relief periods during the tour of a total of forty-five (45) minutes.

The scheduling of meal and relief periods shall be determined by local negotiations.

The introduction or discontinuance of longer daily tours shall be determined by local negotiations.

Where the Union and the Hospital agree to an extended daily tour that differs from the normal daily extended tour, the provisions set out in this agreement shall be adjusted accordingly and recorded in the Appendix of Local Provisions.

### 13.03 Innovative Unit Scheduling

Schedules other than those included in Articles 13.01 and 13.02 may be developed in order to improve quality of working life, support continuity of patient care, ensure adequate staffing resources, and support *cost-efficiency*. The parties agree that such innovative schedules may be determined locally by the Hospital and the Association subject to the following principles:

- (a) Such schedules shall be established by mutual agreement of the Hospital and the Association;
- (b) These schedules may pertain to full-time and/or part-time nurses;
- (c) The introduction of such schedules and trial periods, if any, shall be determined by the local parties and recorded in the Appendix *of* Local Provisions. Such schedules may be discontinued by either party with notice as determined within the Appendix of Local Provisions;
- (d) Upon written agreement of the Hospital and the Association, the parties may agree to amend collective agreement provisions to accommodate any innovative unit schedules.

### 13.04 Unit Weekend Schedule

A unit weekend schedule may be developed in order to meet the Hospital's need for weekend staff, and individual nurses' preference for a weekend work schedule.

A unit weekend schedule is defined as a schedule in which a full-time nurse works a weekly average of thirty (30) hours and is paid for 37.5 hours at her or his regular straighttime hourly rate. The schedule must include two 11.25 hour tours, which fall within a weekend period as determined by the Hospital and the Association. A nurse working a weekend schedule will work every weekend except as provided for in the provisions below.

If the Hospital and the Association agree to a unit weekend schedule, the introduction of that schedule and the manner in which the position(s) are filled, shall be determined by the local parties and recorded in the Appendix of Local Provisions.

This unit schedule may be discontinued by either party with notice as determined within the Appendix of Local Provisions. The opportunity for an individual nurse to discontinue this schedule shall be resolved by the local parties:

- (a) Weekend and shift premiums shall not be paid;
- (b) Vacation Bank

Vacation entitlement is determined by Article 16.01. For the purposes of Article 16.01 (9), hours worked or credited as paid leave will be based on an accelerated rate of 1.25 hours credit for each hour worked.

Mechanism for the vacation bank is determined by current local practices.

Drawing from the vacation bank will occur at an accelerated rate of 1.25 paid hours for every hour taken as vacation (i.e. 11.25 hours worked equals 14.05 hours paid; 7.5 hours worked equals 9.375 hours paid).

Vacation must be taken as a full weekend off (i.e. Saturday and Sunday). The maximum number of weekends off cannot exceed the week entitlement level determined by Article 16.01.

Single vacation days may be taken on weekdays, which need not be in conjunction with the Saturday and Sunday. Single vacation days may be taken on the weekend, provided no replacement is required.

Cash-out and carry-over provisions for the bank will be defined locally.

Article 16.05(a), (b) and (c) do not apply.

- (c) Paid Holiday Bank

Nurses qualify in accordance with the collective agreement. The paid holidays are identified in the Local Appendix.

Credit to the paid holiday bank will occur on the date of the holiday.

Drawing from the paid holiday bank will occur at an accelerated rate of 1.25 hours paid for every hour taken (i.e. 11.25 hours worked equals 14.05 hours paid; 7.5 hours worked equals 9.375 hours paid).

If a nurse works on a paid holiday as defined by the local parties, she or he will receive one and one-half (1-1/2) pay for all hours worked on a holiday. The nurse will not receive a lieu day. Article 14.04 also applies.

The holiday bank can be used as income replacement for absences due to illness or for lieu time off on a weekday.

Cash-out and carry-over provisions for the bank will be resolved locally.

(d) Sick Leave

The nurse may utilize the paid holiday bank as income replacement for absences due to illness, as described in Article (c) above.

The nurse is eligible for long-term disability benefits as described in Article 12. A nurse will not receive pay for the first seventeen (17) weeks of any period of absence due to a legitimate illness. Subject to the availability of paid holiday banked hours, the nurse will be eligible for Employment Insurance for weeks three (3) through seventeen (17) for any absence due to a legitimate illness. The Hospital will provide the nurse with sixty-five (65%) percent of her or his regular earnings for weeks eighteen (18) through thirty (30) for any absence due to a legitimate illness.

The nurse may utilize her or his sick leave bank available under Article 12.03 for unpaid absences due to illness and Employment Insurance top-up in accordance with the formula for converting hours as described in Article 12.03(b).

Nurses may be required to provide medical proof of illness for any absence of a scheduled shift, which is neither vacation nor an approved leave of absence. It is agreed and understood that Article 18.04 will apply in these circumstances.

The provision of medical certificates shall be subject to Article 12.14.

(e) Leaves of Absence

Article 11 applies for both paid and unpaid leaves. For the purposes of an unpaid 11.25 hour shift, the deduction from pay shall equate to 14.05 hours. For the purposes of an unpaid 7.5 hour shift, the deduction from pay shall equate to 9.375 hours.

(9) Tour Exchange

Weekend tour exchanges will be permitted only between weekend tour nurses. Weekday tour exchanges will be permitted, provided the Hospital does not incur additional costs.

In all instances of tour exchange, the tours must be of the same duration.

(g) Overtime



Overtime will begin to accrue after sixty (**60**) hours in a **two (2)** week period averaged over the scheduling period determined by the local parties.

Overtime will apply if the nurse works in excess of the normal daily hours.

Payment for overtime is as in Article 14.01(a).

(h) Scheduling Provisions

The scheduling and premium provisions relating to consecutive weekends off in the Local Appendix do not apply to nurses who accept positions under this provision.

(i) Christmas Period

The local provisions relating to scheduling during this period will apply, except as modified to confirm that the weekend tour nurse will continue to work weekends during this period.

13.05 Individual Special Circumstance Arrangements

Notwithstanding Article 2.04, the Hospital and the Association may agree in certain circumstances, the schedule of an individual full-time nurse may be adjusted to enable an average weekly work assignment of 30 to 37.5 hours.

- (a) Such an arrangement shall be established by mutual agreement of the Hospital and the Association and the nurse affected. The parties agree that the arrangement applies to an individual, not to a position.
- (b) The parties shall determine the introduction of a special circumstance arrangement. Issues related to vacation, paid holidays and benefit coverage will be determined by the Hospital and the Association. The nurse will retain full-time status, including but not limited to seniority and service.

The parties agree that for pension purposes, there will be no reduction in the normal 37.5 hours per week pension contributions made by a nurse and/or the Hospital under this provision.

(Note: If the above proposal is satisfactory to HOOPP and Revenue Canada)

Any party may discontinue the special circumstance arrangement with notice as determined within the agreement. In the event that the nurse affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.

**ARTICLE 14 - PREMIUM PAYMENT**

- 14.01 (a) (Article 14.01(a) applies to full-time nurses only)

If a nurse is authorized to work in excess of the hours referred to in Article 13.01 (a) or (c), she or he shall receive overtime premium of one and one-half (1 1/2) times her or his regular straighttime hourly rate. Notwithstanding

the foregoing, no overtime premium shall be paid for a period of less than fifteen (15) minutes of overtime work where the nurse is engaged in reporting functions at the end of her or his normal daily tour. If authorized overtime amounts to fifteen (15) minutes or more, overtime premium shall be paid for the total period in excess of the normal daily tour. Overtime premium will not be duplicated for the same hours worked under Article 13.01 (a) and (c) nor shall there be any pyramiding with respect to any other premiums payable under the provisions of this Collective Agreement. Nothing herein will disentitle the nurse to payment of the normal tour differential provided herein. For purpose of clarity, a nurse who is required to work on her or his scheduled day off shall receive overtime premium of one and one-half (1 1/2) times her or his regular straight time hourly rate. The Hospital agrees that if the Collective Agreement provided a greater overtime premium for overtime work immediately prior to this Agreement, the Hospital will continue to pay such greater overtime premium. This is not intended to entitle the nurse to be paid for work performed while engaged in the reporting functions as provided herein.

- (b) (Article 14.01(b) applies to part-time nurses only.)

If a part-time nurse is authorized to work in excess of the hours referred to in Article 13.01 (a), she or he shall receive overtime premium of one and one-half (1 1/2) times her or his regular straight time hourly rate. A part-time nurse (including casual nurses but not including part-time nurses who are filling temporary full-time vacancies) who works in excess of seventy-five (75) hours in a two (2) week period shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked in excess of seventy-five (75). A part-time nurse who is filling a temporary full-time vacancy shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked in excess of an average of 37 1/2 hours per week over the full-time nursing schedule determined by the Hospital. Such averaging will commence at the conclusion of the two week period following the nurse's transfer to the temporary full-time position and will end at the conclusion of the two week period prior to the nurse's return to her or his former position. Notwithstanding the foregoing, no overtime premium shall be paid for a period of less than fifteen (15) minutes of overtime work where the nurse is engaged in reporting functions at the end of her or his normal daily tour. If authorized overtime amounts to fifteen (15) minutes or more, overtime premium shall be paid for the total period in excess of the normal daily tour. Overtime premium will not be duplicated for the same hours worked under Article 13.01 (a) nor shall there be any pyramiding with respect to any other premiums payable under the provisions of this Collective Agreement. Nothing herein will disentitle the nurse to payment of the normal tour differential provided herein. The Hospital agrees that if the Collective Agreement provided a greater premium for overtime work immediately prior to this Agreement, the Hospital will continue to pay such greater overtime premium. This is not intended to entitle the nurse to be paid for work performed while engaged in the reporting functions as provided herein.

#### 14.02

Notwithstanding the foregoing, overtime will not be paid for additional hours worked during a twenty-four (24) hour period either as a result of change in tour on the request of a nurse or a change-over to daylight saving from standard time or vice versa or an exchange of tours by two nurses.

- 14.03 Work scheduled by the Hospital to which a premium is attached under scheduling regulations contained in the Collective Agreement and set out in the Appendix of Local Provisions shall be paid at one and one-half (1 1/2) times the nurse's regular straight time hourly rate or as otherwise provided.
- 14.04 Where a nurse is required to work on a paid holiday or on an overtime tour or on a tour that is paid at the rate of time and one-half (1 1/2) the nurse's regular straight time hourly rate as a result of 14.03 above and the nurse is required to work additional hours following her or his full tour on that day (but not including hours on a subsequent regularly scheduled tour for such nurse) such nurse shall receive two (2) times her or his regular straight time hourly rate for such additional hours worked.
- 14.05 A nurse who reports for work as scheduled, unless otherwise notified by the Hospital, shall receive a minimum of four (4) hours' pay at her or his regular straight time hourly rate. The nurse shall be required to perform any nursing duties assigned by the Hospital which she or he is capable of doing, if her or his regular duties are not available.
- 14.06 Where a full-time or regular part-time nurse has completed her or his regularly scheduled tour and left the hospital and is called in to work outside her or his regularly scheduled working hours, or where a nurse is called back from standby, such nurse shall receive time and one-half (1 1/2) her or his regular straight time hourly rate for all hours worked with a minimum guarantee of four (4) hours' pay at time and one-half (1 1/2) her or his regular straight time hourly rate except to the extent that such four (4) hour period overlaps or extends into her or his regularly scheduled shift. In such a case, the nurse will receive time and one-half (1 1/2) her or his regular straight time hourly rate for actual hours worked up to the commencement of her or his regular shift.
- 14.07 A nurse who is required to remain available for duty on standby outside her or his regularly scheduled working hours shall receive standby pay in the amount of two dollars and fifty cents (**\$2.50**) per hour for the period of standby scheduled by the Hospital. Where such standby duty falls on a paid holiday, as set out in the Appendix of Local Provisions, the nurse shall receive standby pay in the amount of three dollars (\$3.00) per hour. Standby pay shall, however, cease where the nurse is called in to work under Article 14.06 above and works during the period of standby.
- Effective April 1, 2003, a nurse who is required to remain available for duty on standby outside her or his regularly scheduled working hours shall receive standby pay in the amount of two dollars and ninety cents (\$2.90) per hour for the period of standby scheduled by the Hospital. Where such standby duty falls on a paid holiday, as set out in the Appendix of Local Provisions, the nurse shall receive standby pay in the amount of three dollars and forty cents (\$3.40) per hour. Standby pay shall, however, cease where the nurse is called in to work under Article 14.06 above and works during the period of standby.
- 14.08 The regular straight time hourly rate for a full-time or part-time nurse will be the hourly rate in the wage schedule set forth in Article 19.01(a).
- 14.09 (Article 14.09 applies to full-time nurses only)

Where a nurse has worked and accumulated approved hours for which she or he is entitled to be paid premium pay (other than hours relating to working on paid holidays) such nurse shall have the option of electing payment at the applicable premium rate or time off equivalent to the applicable premium rate (i.e., where the applicable rate is time and one-half (1 1/2) then time off shall be at time and one-half (1 1/2)). Where a nurse chooses equivalent time off such time off must be taken within the period set out in the Appendix of Local Provisions or payment in accordance with the former option shall be made.

The application of this clause for part-time nurses will be determined by the local parties.

- 14.10 A nurse shall be paid a shift premium of one dollar (\$1.00) per hour for each hour worked which falls within the hours defined as an evening shift and one dollar and twenty-five cents (\$1.25) for each hour worked which falls within the hours defined as a night shift provided that such hours exceed two (2) hours if worked in conjunction with the day shift. Tour differential will not form part of the nurse's straight time hourly rate. For purposes of this provision, the night shift and the evening shift each consist of 7.5 hours. The defined hours of a night and evening shift shall be a matter for local negotiation.

Effective April 1, 2003, a nurse shall be paid a shift premium of one dollar and ten cents (\$1.10) per hour for each hour worked which falls within the hours defined as an evening shift and one dollar and thirty-five cents (\$1.35) for each hour worked which falls within the hours defined as a night shift provided that such hours exceed two (2) hours if worked in conjunction with the day shift. Tour differential will not form part of the nurse's straight time hourly rate. For purposes of this provision, the night shift and the evening shift each consist of 7.5 hours. The defined hours of a night and evening shift shall be a matter for local negotiation.

14.11 Ambulance Escort

Where a nurse is assigned to provide patient care for a patient in transit, the following provisions shall apply:

- (a) i) Where a full-time nurse performs such duties during her or his regular shift, the full-time nurse shall be paid her or his regular rate of pay. Where a full-time nurse performs such duties outside her or his regular shift or on a day off, she or he shall be paid the appropriate overtime rate.
- ii) Where a part-time nurse performs such duties during an assigned shift, she or he shall be paid her or his regular rate of pay. Where a part-time nurse continues to perform such duties in excess of her or his assigned shift, she or he shall be paid the appropriate overtime rate.
- (b) Where such duties extend beyond the nurse's regular shift, the Hospital will not require the nurse to return to regular duties at the hospital without at least eight (8) hours of time off. Where such time off extends into the nurse's next regularly scheduled shift she or he will maintain her or his regular earnings for that full shift.

- (c) Hours spent between the time the nurse is relieved of patient care responsibilities and the time the nurse returns to the hospital or to such other location agreed upon between the Hospital and the nurse will be paid at straight time or at appropriate overtime rates, if applicable under Article 14.01. It is understood that the nurse shall return to the hospital or to such other location agreed upon between the Hospital and the nurse at the earliest opportunity. Prior to the nurse's departure on escort duty, or at such other time as may be mutually agreed upon between the Hospital and the nurse, the Hospital will establish with the nurse arrangements for return travel.
- (d) The nurse shall be reimbursed for reasonable out of pocket expenses including room, board and return transportation and consideration will be given to any special circumstances not dealt with under the foregoing provisions.

NOTE 1: (Note 1 applies to full-time nurses only)

The Hospital agrees to continue to pay any greater monetary benefit for ambulance escort duty if such greater benefit has been paid by the Hospital immediately prior to this Agreement. This note applies at Hospitals where this superior condition exists as of December 14, 1987.

NOTE 2: (Note 2 applies to part-time nurses only)

The Hospital agrees to continue to pay any greater monetary benefit for ambulance escort duty if such greater benefit was paid by the Hospital under a Collective Agreement immediately prior to this Agreement. This note applies at Hospitals where this superior condition exists as of December 14, 1987.

14.12 (a) (Article 14.12(a) applies to full-time nurses only)

The posting of work schedules shall be as set out in the Appendix of Local Provisions. It shall be the responsibility of the nurse to consult posted work schedules. The Hospital will endeavour to provide as much advance notice as is practicable of a change in the posted schedule. Changes to the posted work schedule shall be brought to the attention of the nurse. Where less than forty-eight (48) hours' notice is given personally to the nurse, time and one-half (1 1/2) of the nurse's regular straight time hourly rate will be paid for all hours worked on the nurse's next shift worked.

Where a nurse is cancelled without the required notice on two (2) or more separate occasions prior to working her or his next shift(s), premium pay under this provision will be extended to subsequent shifts worked, such that the number of premium paid shifts equal the number of such separate occasions.

Where a shift that attracts premium pay pursuant to this provision is otherwise a premium paid tour, she or he will be paid two times her or his straight time hourly rate for all hours worked on that tour.

(b) (Article 14.12(b) applies to part-time nurses only)

- i) The posting of work schedules for regular part-time nurses shall be determined by local negotiations. It shall be the responsibility of the regular part-time nurse to consult posted work schedules. The Hospital will endeavour to provide as much advance notice as is practicable of a change in the posted schedule. Changes to the posted work schedule shall be brought to the attention of the regular part-time nurse.
- ii) Where less than twenty-four (24) hours' notice is given personally to the regular part-time nurse, time and one-half (1 ½) of the nurse's regular straight time hourly rate will be paid for all hours worked on the nurse's next shift worked. Such changes shall not be considered a lay-off.

Where a nurse is cancelled without the required notice on two (2) or more separate occasions prior to working her or his next shift(s), premium pay under this provision will be extended to subsequent shifts worked, such that the number of premium paid shifts shall equal the number of such separate occasions.

Where a shift attracts premium pay pursuant to this provision is otherwise a premium paid tour, she or he will be paid two (2) times her or his straight time hourly rate for all hours worked on that tour.

- iii) Where a nurse is called in to work a regular shift less than two (2) hours prior to the commencement of the shift, and arrives within one (1) hour of the commencement, then the nurse will be paid for a full tour provided that the nurse works until the normal completion of the tour.
  - iv) Casual part-time nurses whose work schedule has been pre-scheduled and whose schedule is changed with less than twenty-four (24) hours notice then paragraph (b) - shall apply to casual part-time nurses.
- (c) Where a hospital is encountering problems around the provision of personal notice to nurses, the parties will endeavour to resolve these concerns at the Hospital-Association Committee.

14.13 When a nurse is required to travel to the hospital or to return home as a result of reporting to or off work between the hours of 2400 - 0600 hours, or at any time while on standby, the Hospital will pay transportation costs either by taxi or by the nurse's own vehicle at the rate of twenty-two cents (\$0.22) per kilometer or hospital policy whichever is greater (to a maximum of twenty-five dollars (\$25.00)) or such greater amount as the Hospital may in its discretion determine for each trip between the aforementioned hours. The nurse will provide to the Hospital satisfactory proof of payment of such taxi fare.

14.14 A nurse who works a second consecutive full tour shall be entitled to the normal rest periods and meal period for the second tour, but shall be provided at the time of the meal period with a hot meal or four dollars (\$4.00) if the Hospital is unable to provide the hot meal. Other nurses required to work more than two (2) hours overtime on the same day they have worked a full tour shall, after the two (2) hours, receive a 1/2

hour paid meal period and shall be provided with a hot meal or four dollars (\$4.00) if the Hospital is unable to provide the hot meal.

- 14.15 A nurse shall be paid a weekend premium of one dollar and thirty-five cents (\$1.35) per hour for each hour worked between 2400 hours Friday and 2400 hours Sunday, or such other 48 hour period as the local parties may agree upon. If a nurse is receiving premium pay under Article 14.03, pursuant to a local scheduling regulation with respect to consecutive weekends worked, the nurse will not receive weekend premium under this provision.

Effective April 1 2003, a nurse shall be paid a weekend premium of one dollar and forty-five cents (\$1.45) per hour for each hour worked between 2400 hours Friday and 2400 hours Sunday, or such other 48 hour period as the local parties may agree upon. If a nurse is receiving premium pay under Article 14.03, pursuant to a local scheduling regulation with respect to consecutive weekends worked, the nurse will not receive weekend premium under this provision.

## **ARTICLE 15 - PAID HOLIDAYS**

(Articles 15.01 to 15.07 apply to full-time nurses only)

- 15.01 A nurse who otherwise qualifies under Article 15.02 hereunder shall receive twelve (12) paid holidays as designated in the Appendix of Local Provisions.

In the event that the Provincial Government declares an additional holiday (such as Heritage Day) during the term of this Agreement, such holiday will be substituted for one of the above-mentioned holidays. The designation of the additional holiday for an existing holiday shall be subject to local determination and such designation shall not add to the present number of holidays.

- 15.02 In order to qualify for pay for a holiday, a nurse shall complete her or his full scheduled shift on each of the working days immediately preceding and following the holiday concerned unless excused by the Hospital or the nurse was absent due to:

- (a) legitimate illness or accident which commenced within a month of the date of the holiday;
- (b) vacation granted by the Hospital;
- (c) the nurse's regular scheduled day off;
- (d) a paid leave of absence provided the nurse is not otherwise compensated for the holiday.

A nurse entitled to holiday pay hereunder shall not receive sick leave pay to which she or he may otherwise have been entitled unless she or he was scheduled to work that day. A nurse receiving Workers' Compensation Benefits for the day of the holiday shall, subject to the above provisions, be entitled to the difference between the amount of the Workers' Compensation Benefits and the holiday pay.

15.03 Holiday pay will be computed on the basis of the nurse's regular straight time hourly rate of pay times the number of hours for a normal daily tour as set out in Article 13.01 (a).

15.04 Subject to Article 15.02:

- (a) Where a holiday falls during a nurse's scheduled vacation period, the nurse's vacation shall be extended by one (1) day unless the nurse and the Hospital agree to schedule a different day off with pay.
- (b) Where a holiday falls on a nurse's scheduled day off an additional day off with pay will be scheduled.

15.05 A nurse required to work on any of the foregoing holidays shall be paid at the rate of time and one-half (1 1/2) the nurse's regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 14.04. In addition, the nurse will receive a lieu day off with pay in the amount of her or his regular straight time hourly rate of pay times the number of hours in a normal daily tour as set out in Article 13.01 (a).

NOTE: Nurses on extended tours shall receive twelve (12) lieu days off to consist of seven and one-half (7.5) hours each.

15.06 Where a nurse is entitled to a lieu day under Article 15.04 or 15.05 above, such day off must be taken within a period as set out in the Appendix of Local Provisions or payment shall be made in accordance with Article 15.03.

15.07 Hospitals presently providing additional paid holidays shall continue to provide such additional holidays.

15.08 (Article 15.08 and the note following Article 15.08 apply to part-time nurses only)

If a regular part-time nurse works on any of the holidays listed in Article 15.01 of this Agreement, she or he shall be paid at the rate of time and one-half (1 1/2) her or his regular straight time hourly rate (as set out in the Wage Schedule) for all hours worked on such holiday, subject to the application of Article 14.04 regarding hours worked in addition to her or his full tour.

NOTE: Where existing Collective Agreements contain provisions relating to payment to nurses for holidays, whether worked or not, that exceed any payment required under the **Employment Standards Act**, such provisions shall be continued. Payment of holiday pay under this Note applies only to nurses presently enjoying such payment. Nurses presently enjoying holiday pay pursuant to this Note or otherwise as of December 14, 1987 will continue to enjoy such payment until they cease to be employed at the Hospital or until they transfer to a status to which this superior condition does not apply, whichever first occurs.

This note applies to nurses only.



**ARTICLE 16 – VACATIONS**

(Articles 16.01 to 16.05 apply to full-time employees only)

- 16.01 All employees shall receive vacations with pay based on length of full-time continuous service as follows:
- (a) i) Subject to (ii), employees who have completed less than one (1) year of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to a vacation on the basis of **1.25 days (9.375 hours)** for employees whose regular hours of work are other than the standard work day) for each completed month of service with pay in the amount of **6%** of gross earnings.
  - ii) Paramedical employees below the Registered Technologist classification who have completed less than one (1) year of full-time continuous service (**as** of the date for determining vacation entitlement in the individual Hospital) shall be entitled to a vacation on the basis of **.83 days (6.225 hours)** for employees whose regular hours of work are other than the standard work day) for each completed month of service with pay in the amount of **4%** of gross earnings.
  - (b) i) Subject to (ii) and (iii), employees who have completed one (1) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of three (3) weeks with three (3) weeks' pay (**112.5 hours'** pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.
  - ii) Paramedical employees below the Registered Technologist classification who have completed one (1) year of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of **two (2) weeks** with **two (2) weeks'** pay (75 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.
  - iii) Paramedical employees below the Registered Technologist classification who have completed **two (2) years** of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of three (**3**) weeks with three (**3**) weeks' pay (112.5 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.
  - (c) i) Subject to (ii), employees who have completed three (3) or more years of full-time continuous service (as of the date for determining

vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of ~~four~~ **(4)** weeks with four (4) weeks' pay ( 150 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.

- i) Paramedical employees below the Registered Technologist classification who have completed five (5) years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of four (4) weeks with four (4) weeks' pay (150 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.
- (d) Employees who have completed fourteen (14) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Hospital) shall be entitled to an annual vacation of five (5) weeks with five (5) weeks' pay (187.5 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.
- (e) Employees who have completed twenty three (23) years or more of full-time continuous service (as of the date for determining vacation entitlement in the individual hospital) shall be entitled to an annual vacation of six (6) weeks' with six (6) weeks' pay (225 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.

Effective April 1, 2003, employees who have completed twenty-two (22) years or more of full-time continuous service (as of the date for determining vacation entitlement in the individual hospital) shall be entitled to an annual vacation of six ~~(6)~~ **(6)** weeks' with ~~six~~ **(6)** weeks' pay (225 hours' pay for employees whose regular hours of work are other than the standard work day), provided the employee works or receives paid leave for a total of at least 1525 hours in the vacation year.

- (9) Effective April 1, 2003, the following supplementary vacation is banked on the employee's anniversary date and taken prior to the next supplementary vacation date:

An employee who has completed thirty (30) years of continuous service shall be entitled to an additional five (5) days vacation, with pay.

An employee who has completed thirty-five years of continuous service shall be entitled to an additional five (5) days vacation, with pay.

To clarify, every employee who has attained their 30<sup>th</sup> or 35<sup>th</sup> anniversary date as of the effective date of this provision shall be entitled to have the full five (5) days vacation banked.

- (g) If an employee works or receives paid leave for less than 1525 hours in the vacation year she or he will receive vacation pay based on a percentage of her or his gross salary for work performed on the following basis:

2 week entitlement	- 4%
3 week entitlement	- 6%
4 week entitlement	- 8%
5 week entitlement	- 10%
6 week entitlement	- 12%

NOTE: Employees who presently enjoy better vacation benefits shall continue to receive such better benefits while employed by the Hospital.

16.02 A nurse who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which has accrued to her or him to the date of her or his separation, it being understood and agreed that the nurse will provide at least two (2) weeks' notice of termination.

16.03 For the purpose of vacation entitlement, service for those nurses whose status is changed, on or after October 23, 1981, from part-time to full-time or vice versa, shall mean the combined service as a part-time and full-time nurse employed by the Hospital and accumulated on a continuous basis. For the purpose of this Article, 1500 hours of part-time service shall equal one (1) year of full-time service and vice versa.

16.04 Full-time nurse teachers shall be entitled to one additional week of vacation with pay which shall be taken at either the Spring Break or the Christmas Break.

This clause applies to nurses only.

- 16.05
- (a) Where an employee's scheduled vacation is interrupted due to serious illness which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.
  - (b) Where an employee's scheduled vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.
  - (c) The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.
  - (d) Where a nurse's scheduled vacation is interrupted due to a bereavement, the nurse shall be entitled to bereavement leave in accordance with Article 11.05.
  - (e) The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

(Articles 16.06 to 16.09 and the Note following Article 16.09 apply to part-time nurses only).

16.06 All regular part-time employees shall be entitled to vacation pay based upon the applicable percentage provided in accordance with the vacation entitlement of full-time employees, of their gross earnings in the preceding year. If an employee works or receives paid leave for less than 1100 hours in the vacation year she or he will receive vacation pay based on a percentage of her or his gross salary for work performed on the following basis:

2 week entitlement	- 4%
3 week entitlement	- 6%
4 week entitlement	- 8%
5 week entitlement	- 10%
6 week entitlement	- 12%

The supplementary vacation referred to in Article 16.01 (9) shall be applicable to part-time nurses as follows:

A part-time employee who has completed 45,000 hours of continuous service shall receive an additional 2% vacation pay in the year it is achieved.

A part-time employee who has completed 52,500 hours of continuous service shall receive an additional 2% vacation pay in the year it is achieved.

NOTE: For clarity purposes, vacation time relating to the above will be set out in the Appendix of Local Provisions.

Equivalent years of service, calculated pursuant to the formula set out in Article 16.03, shall be used to determine vacation entitlement.

Casual part-time employees will be paid vacation pay in accordance with the above entitlement on gross earnings or on gross salary for work performed, as applicable. Such vacation pay will be paid on monies earned on or after April 1, 1988. Equivalent years of service will be based on the casual part-time employee's seniority established under Article 10.02 and will be calculated on the basis that 1500 hours of part-time service shall equal one (1) year of full-time service and vice-versa.

16.07 A part-time nurse who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which has accrued to her or him to the date of her or his separation, it being understood and agreed that the nurse will provide at least two (2) weeks' notice of termination.

16.08 For the purpose of vacation entitlement, service for those nurses whose status is changed, on or after October 23, 1981, from part-time to full-time or vice versa, shall mean the combined service as a part-time and full-time nurse employed by the Hospital and accumulated on a continuous basis. For the purpose of this Article, 1500 hours of part-time service shall equal one (1) year of full-time service and vice versa.

16.09 Scheduling of vacations shall be in accordance with the schedule of local provisions.

16.10 A vacation request, which has been submitted by the nurse and then approved by the Hospital, may not be cancelled by the Hospital without the consent of the nurse.

NOTE: Part-time nurses (including casual nurses) who presently enjoy better vacation pay benefits under the provisions of a Collective Agreement immediately prior to this Agreement, shall continue to receive better benefits while employed by the Hospital.

## **ARTICLE 17 - HEALTH AND WELFARE**

(Article 17 applies to full-time nurses only)

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

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible nurses in the active employ of the Hospital under the Ontario Health Insurance Plan.
- (b) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Semi-Private Plan (which is comparable to the Blue Cross Plan) or comparable coverage with another carrier.
- (c) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Extended Health Care Benefits Plan (which is comparable to the existing Blue Cross Extended Health Care Benefits Plan) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums are paid by the nurses through payroll deductions. In addition to the standard benefits, coverage will include hearing aids (maximum \$300/person); vision care (maximum \$150 every 24 months), and Drug Formulary 3.

Effective April 1, 2002, vision care (maximum \$200 every 24 months).

- (d) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible nurses in the active employ of the Hospital under HOOGLIP or such other group life insurance plan currently in effect. Such insurance shall include benefits for accidental death and dismemberment in the principal amount equal to the amount of the Group Life Insurance to which the nurse is entitled.

- (e) Hospitals of Ontario Voluntary Life Insurance Plan

The Hospital also agrees to make the Hospitals of Ontario Voluntary Life Insurance Plan (HOOVLIP) available to the nurses subject to the provisions of HOOVLIP at no cost to the Hospital.

- (9) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible nurses in the active employ of the Hospital under the Liberty Health Dental #9 Dental Plan (which is comparable to the Blue Cross #9 Dental Plan) or comparable coverage with another carrier; based on the current ODA fee schedule with a one year lag and provide for recall oral

examination to be covered once every nine **(9)** months (adults only); and orthodontics **50/50** co-insurance with \$1000 maximum per insured lifetime providing the balance of the monthly premiums are paid by the employees through payroll deductions.

Effective April 1, 2003, add complete and partial dentures at **50/50** co-insurance to \$1000 maximum per person annually; add Blue Cross Rider #4 – (Crowns, bridgework and repairs to same) at **50/50** co-insurance to \$1000 maximum per person annually.

- (g) For purposes of health and welfare benefits under Article 17.01, dependent coverage is available to the nurse, to cover her or his same sex partner and their dependents, in accordance with the terms and conditions of the plans.

For those employees transferring from part-time to full-time, there will be no waiting period for benefits, except as provided by the plan, if the part-time employee has over 450 hours worked. Where the nurse has not worked more than 450 hours, she or he will be given credit for those hours worked from date of hire.

- (h) The Hospital will provide to all employees who retire on or after January 1, 2002 and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits, semi-private, extended health care and dental benefits on the same basis as is provided to active employees, as long as the retiree pays the Employer the full amount of the monthly premiums, in advance.

17.02 For newly hired nurses, coverage as set out in Article 17.01 shall be effective the first billing date in the month following the month in which the nurse was first employed subject to any enrollment or other requirements of the Plan. In no instance shall the first billing date for a nurse occur later than the first day of the fourth full month following the month in which the newly-hired nurse was first employed.

17.03 The Hospital may substitute another carrier for any of the foregoing plans (other than OHIP) provided that the level of benefits conferred thereby are not decreased. The Hospital will advise the Association of any change in carrier or underwriter at least sixty **(60)** days prior to implementing a change in carrier.

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

17.05 The Hospital shall continue to pay the premiums for benefit plans under Articles 17 and 12 for nurses who are on paid leave of absence or on WSIB or at any time when salary is received, or as provided in Article 10.04. Such payment shall also continue while a nurse is on sick leave (including the Employment Insurance Period) or on Long Term Disability to a maximum of 30 months from the time the absence commenced, or for retirees who are in receipt of Pension Permanent Disability Benefits to a maximum of 30 months from the time the absence commenced.

Nurses who are on layoff may continue to participate in benefit plans, at their request, provided they make arrangements for payment and provided also that the layoff does not exceed one year.

Note: For clarification, "retirees" includes nurses who were on sick leave, LTD or WSIB prior to receipt of Pension Permanent Disability Benefits.

17.06 Nurses who reside in Quebec shall have equivalent monetary contributions paid in that province with respect to the Quebec equivalent of OHIP.

17.07 (a) The Hospital shall provide each nurse with information booklets outlining all of the current provisions in the benefits plans defined in Article 17.01 to Article 17.06 inclusive and the Sick Leave/LTD Plan defined in Article 12. Upon request, the Hospital will make the Plans available to the Association for inspection.

(b) The Hospital shall notify the Association of the name(s) of the carrier(s) which provide the benefits plans defined in Article 17.01 to Article 17.06 inclusive and the LTD Plan defined in Article 12. The Hospital shall also provide the Association with a copy of all current information booklets provided to the nurses.

17.08 **Employment Insurance Rebate**

The short-term sick leave plan shall be registered with the Employment Insurance Commission (EIC). The nurses' share of the employer's Employment Insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this agreement.

17.09 The parties agree to establish a Benefits Review Subcommittee which will include four representatives from the Union and four representatives from the Participating Hospitals to discuss the terms of the benefit plans (other than pensions) provided under the collective agreement and the administration of benefit plans with a view to increasing the efficiency and effectiveness of the plans. As part of that review, the Committee will be provided with copies of the plan texts and any other relevant information requested by the Committee that pertain to these benefit plans.

17.10 The Hospital agrees that part-time nurses may pay, through payroll deductions, for full premium costs of the ONA sponsored benefit program, provided that an individual Hospital's systems can accommodate this. The ONA sponsored benefit plan will provide the Hospital with an administrative rebate, if any.

The Hospital will make no payroll deductions for such benefits in months in which the employee has insufficient earnings. In this circumstance, the employee is responsible for making the full payment to the ONA sponsored benefit plan.

The Association agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.

The parties agree to give the Hospital appropriate time to establish the payroll deduction process. Once established the payroll deduction process for part-time benefits through the ONA sponsored program will be communicated to the Association and the part-time nurses. The Hospital will facilitate access to part-time

nurses by providing available benefit literature and other communications as appropriate.

## **ARTICLE 18 – MISCELLANEOUS**

- 18.01 Copies of this Collective Agreement will be provided to each nurse covered by the Collective Agreement by the Association and sufficient copies will be provided to the Hospital and the local Association, as requested. The cost of printing the Collective Agreement, including the printing of the French Translation, will be shared equally by the Hospital and the local Association. The cost of the French translation will be shared equally by the Association and the Participating Hospitals.
- 18.02 Whenever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice-versa where the context so requires. Where the singular is used, it may also be deemed to mean plural and vice-versa.
- 18.03 It shall be the duty of each nurse to notify the Hospital promptly of any change in address or any change in temporary residency. If a nurse fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such a nurse. A nurse shall notify the Hospital of any change to her or his telephone number.
- 18.04 Medical examinations, re-examinations and any tests required under the **Public Hospitals Act** will be provided by the Hospital in compliance with the Regulations. The nurse may choose her or his personal physician for all such examinations, except the pre-employment medical, unless the Hospital has a specific objection to the physician selected.
- 18.05 Current provisions in Collective Agreements relating to the provision of x-rays, laboratory work, immunization injections, gamma globulin and other programs shall be continued.
- 18.06 Prior to effecting any changes in rules or policies which affect nurses covered by this Agreement, the Hospital will discuss the changes with the Association and provide copies to the Association.
- 18.07 Influenza Vaccine
- The parties agree that influenza vaccinations may be beneficial for patients and nurses. Upon a recommendation pertaining to a facility or a specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:
- (a) Nurses shall, subject to the following, be required to be vaccinated for influenza.
  - (b) If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during a nurse's working hours. In addition, nurses will be provided with information, including risks and side effects, regarding the vaccine.



- (c) Hospitals recognize that nurses have the right to refuse any required vaccination.
- (d) If a nurse refuses to take the vaccine required under this provision, she or he may be placed on an unpaid leave of absence during any influenza outbreak in the hospital until such time as the nurse is cleared to return to work. If a nurse is placed on unpaid leave, she or he can use banked lieu time or vacation credits in order to keep her or his pay whole.
- (e) If a nurse refuses to take the vaccine because it is medically contraindicated, and where a medical certificate is provided to this effect, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case the nurse will be paid. It is further understood and agreed that Article 18.04 applies in these circumstances. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other nurses.
- (9) If a nurse gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (g) Notwithstanding the above, the Hospital may offer the vaccine on a voluntary basis to nurses free of charge.
- (h) This clause shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

## **ARTICLE 19 – COMPENSATION**

Articles 19.01(a) and (d) apply to nurses only

- 19.01 (a) The salary rates in effect during the term of the Agreement shall be those set forth in Appendix 3 attached to and forming part of this Agreement. The regular straight time hourly rates for full-time, regular part-time and casual part-time Registered Nurses at hospitals shall be as follows:

### Classification - Registered Nurse

	<b>Effective <u>April 1, 2001</u></b>	<b>Effective <u>April 1, 2002</u></b>	<b>Effective <u>April 1, 2003</u></b>
Start	\$21.12	\$21.75	\$22.44
1 Year	\$21.95	\$22.61	\$23.33
2 Years	\$23.10	\$23.80	\$24.56
3 Years	\$24.25	\$24.97	\$25.77
4 Years	\$25.40	\$26.16	\$27.00
5 Years	\$26.83	\$27.64	\$28.52
6 Years	\$28.26	\$29.11	\$30.04
7 Years	\$29.71	\$30.60	\$31.58
8 Years	\$31.45	\$32.71	\$33.75

NOTE 1: The above adjustments resolve the issue of Pay Equity maintenance to date, and the parties further agree that future collective bargaining settlements or awards will be deemed to resolve any future issues related to Pay Equity maintenance without any specific reference to male comparators. It is understood and agreed that the parties will take into consideration the issue of pay equity when tabling proposals through the normal course of collective bargaining.

(Articles 19.01(b) and 19.01 (c) apply to part-time nurses only)

- (b) The hourly salary rates, inclusive of the percentage in lieu of fringe benefits in effect during the term of this Agreement for all regular and casual part-time nurses shall be those calculated in accordance with the following formula:

Applicable straight time hourly rate + 13%.

- (c) The hourly salary rates payable to a regular or casual part-time nurse include compensation in lieu of all fringe benefits which are paid to full-time nurses except those specifically provided to part-time nurses in this Agreement. It is understood and agreed that holiday pay is included within the percentage in lieu of fringe benefits. It is further understood and agreed that pension is included within the percentage in lieu of fringe benefits. Notwithstanding the foregoing, all part-time nurses may, on a voluntary basis, enroll in the Hospital's Pension Plan when eligible in accordance with its terms and conditions. For part-time nurses who are members of the Pension Plan, the percentage in lieu of fringe benefits is nine percent (9%).

It is understood and agreed that the part-time nurse's hourly rate (or straight time hourly rate) in this Agreement does not include the additional 9% or 13%, as applicable, which is paid in lieu of fringe benefits and accordingly the 9% or 13%, as applicable, add on payment in lieu of fringe benefits will not be included for the purpose of computing any premium or overtime payments.

- (d) The parties agree to maintain the percentage differentials in the wage rates which presently exist between the classification of Registered Nurse and the other classifications which are covered by the Collective Agreement.

19.02 A nurse in the employ of the Hospital who holds a Temporary or Provisional Certificate of Registration as a registered nurse and who obtains her or his General Certificate of Registration shall be given the salary of the Registered Nurse as provided in this Article effective the date the nurse presents proof of obtaining her or his General Certificate of Registration to the Chief Nursing Officer or her or his designate, or to the date of last hire whichever is later.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the **Regulated Health Professions Act**, she or he shall be treated in a manner consistent with this Article.

19.03 A nurse is required to present to the Chief Nursing Officer or designate on or before February 15th of each year evidence that her or his Certificate of Registration is in good standing and currently in effect. Such time will be extended for reasons where the College of Nurses of Ontario permits the nurse's Certificate of Registration to remain in effect. If the nurse's Certificate of Registration is suspended by the College

of Nurses of Ontario for non-payment of the annual fee, the nurse will be placed on non-disciplinary suspension without pay. If the nurse presents evidence that her or his Certificate of Registration has been reinstated, she or he shall be reinstated to her or his position effective upon presenting such evidence. Failure to provide evidence within 90 calendar days of the nurse being placed on non-disciplinary suspension by the hospital will result in the nurse being deemed to be no longer qualified and the nurse shall be terminated from the employ of the Hospital. Such termination shall not be the subject of a grievance or arbitration.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

19.04 (a) A nurse who is promoted to a higher rated classification within the bargaining unit will be placed on the level of the salary schedule of the higher rated classification so that the nurse shall receive no less an increase in salary than the equivalent of one step in the salary range of the previous classification (provided that it does not exceed the salary range of the classification to which the nurse has been promoted) and the nurse shall retain her or his service review date for purposes of wage progression. For the purpose of this Article, promotion shall be defined as a move from one classification to another classification with a higher salary grid and shall not include a change of status to Registered Nurse when a nurse who holds a Temporary or Provisional Certificate of Registration obtains her or his General Certificate of Registration. A nurse who is moved to a lower rated classification will be placed at the level on the grid, if any, which most closely recognizes her or his experience level on the other grid. (The last two sentences apply to nurses only).

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

(b) Where the Hospital temporarily assigns a Registered Staff Nurse to carry out the assigned responsibilities of a higher classification (whether or not such classification is included in the bargaining unit) for a period of one (1) full tour or more, at times when the incumbent in any such classification would otherwise be working, the nurse shall be paid a premium of one dollar and forty cents (\$1.40) per hour for such duty in addition to her or his regular salary. The Hospital agrees that it will not make work assignments which will violate the purpose and intent of this provision.

(c) A nurse who holds a Temporary or Provisional Certificate of Registration as a Registered Nurse who obtains a General Certificate of Registration shall be placed on the level in the Registered Nurse's salary grid which represents an increase in salary.

Note: Where an employee is in a position other than in a registered nursing position with duties and responsibilities which are subject to the *Regulated Health Professions Act*, she or he shall be treated in a manner consistent with this Article.

(d) Group, Unit or Team Leader

Whenever an employee is assigned additional responsibility to direct, supervise or oversee work of employees within her or his classification, and/or be assigned overall responsibility for patient care on the unit, ward, or area, for a tour of duty, the employee shall be paid a premium of seventy cents (70¢) per hour in addition to her or his regular salary and applicable premium allowance.

19.05 (Article 19.05 (a) applies to full-time nurses only)

- (a) Claim for recent related clinical experience, if any, shall be made in writing by the nurse at the time of hiring on the application for employment form or otherwise. Once established consistent with this provision, credit for recent related experience will be retroactive to the nurse's date of hire. The nurse shall co-operate with the Hospital by providing verification of previous experience so that her or his recent related clinical experience may be determined and evaluated during her or his probationary period. Having established the recent related clinical experience, the Hospital will credit a new nurse with one (1) annual service increment for each year of experience up to the maximum of the salary grid.

If a period of more than two (2) years has elapsed since the nurse has occupied a full-time or a part-time nursing position, then the number of increments to be paid, if any, shall be at the discretion of the Hospital. The Hospital may also give effect to part-time nursing experience in special circumstances.

(Article 19.05 (b) applies to part-time nurses only)

- (b) Claim for recent related clinical experience, if any, shall be made in writing by the part-time nurse at the time of hiring on the application for employment form or otherwise. Once established consistent with this provision, credit for recent related experience will be retroactive to the nurse's date of hire. The part-time nurse shall co-operate with the Hospital by providing verification of previous experience so that her or his recent related clinical experience may be determined and evaluated during her or his probationary period. Having established the recent related clinical experience, the Hospital will credit a new part-time nurse with one (1) annual service increment for each year of experience (calculated pursuant to the formula set out in Article 16.03) up to the maximum of the salary grid.

If a period of more than two (2) years has elapsed since the nurse has occupied a full-time or a part-time nursing position, then the number of increments to be paid, if any, shall be at the discretion of the hospital.

NOTE: For greater clarity, recent related nursing experience includes recent related nursing experience out of province and out of country.

- 19.06 (a) Each full-time nurse will be advanced from her or his present level to the next level set out in the Salary Schedule, twelve (12) months after she or he was last advanced on her or his service review date. If a full-time nurse's absence without pay from the Hospital exceeds thirty (30) continuous calendar days during each twelve (12) month period, the nurse's service

review date will be extended by the length of such absence in excess of thirty (30) continuous calendar days.

- (b) Each regular part-time nurse will be advanced from her or his present level on the salary schedule to the next level on the salary schedule after obtaining one year's service credit, calculated in accordance with the provisions of Article 10.03.
- (c) Effective November 15, 1985 casual part-time nurses will be placed on the salary grid in accordance with their service, such service to be calculated in accordance with the seniority calculation set out in Article 10.02. Casual part-time nurses will then advance on the grid in the same manner as regular part-time nurses. (This clause applies to nurses only).

- 19.07
- (a) A part-time employee whose status is altered to full-time in the same position will assume her or his same level on the full-time grid. A full-time employee whose status is altered to part-time in the same position will assume her or his same level on the part-time grid. In addition, an employee who is **so** transferred will be given credit for service accumulated since the date of last advancement.
  - (b) A casual part-time employee whose status is altered to regular part-time or vice versa in the same position will assume her or his same level **on** the grid. In addition, a casual part-time employee who is **so** transferred will be given credit for service accumulated since the date of last advancement.

- 19.08
- (a) When a new classification in the bargaining unit is established by the Hospital or the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital shall advise the Association of such new or changed classification and the rate of pay established. If requested, the Hospital agrees to meet with the Association to permit it to make representations with respect to the appropriate rate of pay providing any such meeting shall not delay the implementation of the new classification. Where the Association challenges the rate established by the Hospital and the matter is not resolved following any meeting with the Association, a grievance may be filed at Step No. 2 of the Grievance Procedure within seven (7) calendar days following any meeting. If the matter is not resolved in the Grievance Procedure, it may be referred to Arbitration in accordance with Article 7, it being understood that any Arbitration Board shall be limited to establishing an appropriate rate based on the relationship existing amongst other nursing classifications within the Hospital and duties and responsibilities involved.

Any change in the rate established by the Hospital either through meetings with the Association or by a Board of Arbitration shall be made retroactive to the time at which the new or changed classification was first filled.

- (b) If a nurse becomes disabled with the result that she or he is unable to carry out the regular functions of her or his position, the Hospital may establish a special classification and salary with the hope of providing an opportunity for continued employment.

**19.09**      Education Allowance

Provisions in existing Collective Agreements providing for educational allowances shall be continued in effect.

**19.10**      All provisions except the general wage increase are effective on the date of ratification, January 18, 2002, save and except changes to the insured benefits and premiums which are effective as follows:

- April 1, 2002 – Vision Care
- April 1, 2003 – Weekend, Evening and Night shift premiums
- April 1, 2003 – Standby (Article 14.07)
- April 1, 2003 – Dental

Retroactivity will be paid on or before March 15, 2002 the basis of hours paid. 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 may pay retroactivity as part of the regular pay. In such circumstances, the Hospital undertakes that the rate of income tax on the retroactivity will not change unless the retroactive pay changes the employee's annual tax bracket.

The Hospital will contact former employees at their last known address on record with the hospital, with a copy to the union, within 30 days of the date of ratification to advise them of their entitlement to retroactivity.

Such employees will have a period of 60 days from the date of the notice to claim such retroactivity and, if they fail to make a claim within the 60 day period, their claim will be deemed to be abandoned.

**ARTICLE 20 - JOB SHARING**

**20.01**      Job sharing is defined as an arrangement whereby two or more nurses share the hours of work of what would otherwise be one full-time position.

If the Hospital and the Association agree to a job sharing arrangement, the introduction or discontinuance of such job sharing arrangements will be determined locally.

Once the Hospital has determined that a vacancy exists and the Hospital and the Association have agreed to a job sharing arrangement, the vacancy or vacancies to be posted will be determined locally and will be filled in accordance with Article 10.07.

The nurses involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of this agreement applicable to part-time nurses.

## **ARTICLE 21 - SUPERIOR CONDITIONS**

21.01 All existing benefits, rights, privileges, practices, terms or conditions of employment which may be considered to be superior to those contained herein and which are set out in Appendix 4 are specifically retained by this Agreement unless otherwise agreed by the local parties.

The parties agree to remove from Appendix 4 those superior conditions which no longer have application.

Where the parties cannot agree on whether a superior condition continues to have application, the issue will be reduced to a grievance and referred to arbitration.

21.02 The Association and the Participating Hospitals agree to establish a committee consisting of two (2) representatives of the Association and two (2) representatives of the Participating Hospitals to review the superior conditions appendices in each of the participating hospitals. This committee will report to their respective negotiating committees prior to the next round of central negotiations.

## **ARTICLE 22 – DURATION**

22.01 This Agreement shall continue in effect until March 31, 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.

22.02 Notice that amendments are required or that either party desires to terminate this Agreement may only be given within a period of ninety (90) days prior to the expiration date of this Agreement or to any anniversary of such expiration date.

22.03 If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiation within thirty (30) days after the giving of notice, if requested to do so.

22.04 Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, the Participating Hospitals and the Ontario Nurses' Association will meet to determine the procedures to be followed.

## **ARTICLE 23**

23.01 Attached hereto and forming part of this Agreement are the following appendices and Letters of Understanding

1. Short Shifts, Modified Work, Job Sharing and Payment for Bargaining Unit President
2. Professional Responsibility Complaint
3. Joint Benefits Review Sub-committee

4. Joint Central Committee
5. Joint Central Committee - Labour Relations Education
6. Grievance Administration
7. Best Practices
8. Mentorship
9. Regional Listing of Experts
10. Joint Letter to Minister of Health
11. Quality of Worklife Initiatives
12. Compendium of Standards of Practice
13. Feasibility Study of Grievances
14. Harassment and Discrimination
15. Paid Professional Leave Days
16. Part-time Voluntary Benefits

Appendix 1 O.N.A. Grievance Form

Appendix 2 List of Professional Responsibility Assessment Committee - Chairpersons

Appendix 3 Salary Schedule

Appendix 4 Superior Conditions + If Any

Appendix 5 Appendix of Local Provisions

Appendix 6 O.N.A. Professional Responsibility Complaint Form



## APPENDIX 1 O.N.A. GRIEVANCE FORM

<b>ONTARIO NURSES' ASSOCIATION</b> <b>ASSOCIATION DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO</b>			
<b>GRIEVANCE REPORT / RAPPORT DE GRIEF</b>			
ONA LOCAL SECTION LOCALE DE L'AID	EMPLOYER EMPLOYEUR	STEP ÉTAPE	DATE SUBMITTED TO EMPLOYER DATE DE SOUMISSION À L'EMPLOYEUR
GRIEVOR PLAIGNANTE		1. 2. 3.	
DEPARTMENT SERVICE	GRIEVANCE NO. N° DU GRIEF		
NATURE OF GRIEVANCE AND DATE OF OCCURRENCE / NATURE DU GRIEF ET DATE DE L'ÉVÈNEMENT			
SETTLEMENT REQUESTED / RÉGLEMENT DEMANDÉ			
SIGNATURE OF GRIEVOR SIGNATURE DE LA PLAIGNANTE:		SIGNATURE OF ASSOCIATION REP. SIGNATURE DE LA REP. DE L'AID:	
STEP ONE PREMIÈRE ÉTAPE ▶	EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION DATE DE RÉCEPTION DU SYNDICAT  DATE SUBMITTED TO THE UNION DATE DE SOUMISSION AU SYNDICAT  <small>SIGNATURE &amp; POSITION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR</small>	
STEP TWO DEUXIÈME ÉTAPE ▶	EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION DATE DE RÉCEPTION DU SYNDICAT  DATE SUBMITTED TO THE UNION DATE DE SOUMISSION AU SYNDICAT  <small>SIGNATURE &amp; POSITION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR</small>	
STEP THREE TROISIÈME ÉTAPE ▶	EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION DATE DE RÉCEPTION DU SYNDICAT  DATE SUBMITTED TO THE UNION DATE DE SOUMISSION AU SYNDICAT  <small>SIGNATURE &amp; POSITION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR</small>	
ON-09 REV. 01/2000		DISTRIBUTION: 1. BLACK - EMPLOYER 2. BROWN - ONA 3. BLUE - LOCAL ASSOCIATION 4. GREEN - GRIEVOR DISTRIBUTION: 1. NOIR - EMPLOYEUR 2. BRUN - AID 3. BLEU - ASSOCIATION LOCALE 4. VERT - PLAIGNANTE	

**APPENDIX 2****I OF PR ONAL RESPONSIBILITY  
ASSESSMENT CHAIRPERSONS**

1. Ms. Joan Edwards  
Executive Director  
Capital Health Alliance  
451 Smyth Road, Room 2044  
Ottawa, ON K1H 8M5
2. Ms. Pat Hall  
Principal Chair  
Seneca College  
Toronto, ON
3. Ms. Darlene Steven  
Associate Professor  
School of Nursing  
Lakehead University  
Thunder Bay, ON

## APPENDIX 6

O.N.A. PROFESSIONAL RESIDENTS' COMPLAINT FORM**NOTIFICATION OF IMPROPER WORK ASSIGNMENT  
AVIS D'ATTRIBUTION INCORRECTE DE TRAVAIL**

Nurses (Complainants) to complete every section / Chaque section est remplie par les infirmières (plaignantes)

DATE/TIME OF OCCURRENCE \_\_\_\_\_ DATE TO EMPLOYER \_\_\_\_\_  
 DATE/HEURE DE L'INCIDENT \_\_\_\_\_ DATE DE NOTIFICATION À L'EMPLOYEUR \_\_\_\_\_

AGENCY \_\_\_\_\_ WARD \_\_\_\_\_ SHIFT \_\_\_\_\_  
 ORGANISME \_\_\_\_\_ SERVICE \_\_\_\_\_ ÉQUIPE \_\_\_\_\_

TYPE OF CARE \_\_\_\_\_ BED CAPACITY \_\_\_\_\_ PATIENTS (#) \_\_\_\_\_  
 TYPE DE SOINS \_\_\_\_\_ Nbre de LITS \_\_\_\_\_ Nbre de PATIENTS (#) \_\_\_\_\_

STAFFING \_\_\_\_\_ USUAL STAFFING \_\_\_\_\_  
 EFFECTIF PRÉSENT \_\_\_\_\_ EFFECTIF NORMAL \_\_\_\_\_

I/We, the undersigned, believe that I was/we were given an assignment that was inconsistent with proper patient care for the following reasons. (Brief outline of problem/assignment attached)

Nous, soussignés, croyons que l'on nous a attribué une tâche qui ne permettait pas de fournir les soins voulus aux patients pour les raisons indiquées. (Joindre une brève description de la tâche et du problème.)

To correct this problem, I/we recommend \_\_\_\_\_

Pour corriger la situation, nous recommandons \_\_\_\_\_

NAME/TITLE OF IMMEDIATE SUPERVISOR NOTIFIED: \_\_\_\_\_

NOM/TITRE DU SUPERVISEUR IMMÉDIAT QUI A ÉTÉ AVISÉ: \_\_\_\_\_

DATE/TIME OF NOTIFICATION \_\_\_\_\_  
 DATE/HEURE À LAQUELLE IL A ÉTÉ AVISÉ \_\_\_\_\_

RESPONSE/ACTION \_\_\_\_\_  
 RÉACTION/INTERVENTION \_\_\_\_\_

Signature of Complainant(s) & Printed Name(s) below: \_\_\_\_\_

Signature des plaignantes et nom en lettres mouées: \_\_\_\_\_

X

X

X

I/we do not believe this response was adequate to resolve our concerns. I/we therefore request our local president/executive committee refer these concerns to the AAC. Failing resolution of the nurses' concerns, the association may consider these issues under the professional responsibility clause.

Nous croyons que les mesures prises sont insuffisantes pour régler la situation. Nous demandons par conséquent au président de la section locale ou au comité exécutif de porter la question devant le CAO. Si ces démarches n'aboutissent pas, l'association pourrait considérer ces questions sous le régime des dispositions liées à la responsabilité professionnelle.



Ontario Nurses' Association  
September 1992

Association des infirmiers et infirmières de l'Ontario  
septembre 1992

Employer Copy  
Copie de l'employeur

## LETTERS OF UNDERSTANDING

### Short Shifts, Modified Work, Job Sharing and Payment for Bargaining Unit President

The parties agree that the issues of short shifts (including the issue of premium payments for hours worked after scheduled hours on short shifts), modified work and job sharing are local issues.

Any issues around payment for a Bargaining Unit President or designate including payment to attend joint Employer Union meetings outside of their regularly scheduled hours are local issues.

#### Re: Professional Responsibility Clause

The parties hereby agree to meet within six (6) months of ratification/award to update the list of Professional Responsibility Assessment Committee Chairpersons, to discuss possible revisions to Appendix 6 and to discuss the guidelines for the Chair of the Professional Responsibility Assessment Committee

The parties agree to update Appendix 6 to reflect any joint recommendations for changes to the "Notification of Improper Work Assignment".

#### Re: Joint Benefits Review Sub-committee

The parties agree to refer the following matters to the Benefits Review Sub-committee referenced in Article 17.09:

- i) the maximum age dependents eligible for benefit coverage;
- ii) the terms and application of the Hospitals of Ontario Disability Income Plan brochure(s) currently in effect;
- iii) Consideration of alternative options for sick leave provision.

The Committee will undertake to meet within six (6) months of the date of ratification.

#### Re: Joint Central Committee

The parties agree to form a Joint Central Committee to discuss issues of mutual interest and benefit to the Hospitals and the Association. The Committee will discuss issues including but not restricted to a Clinical Advancement System for nurses and support for new graduates entering the nursing profession.

#### Joint Central Committee – Labour Relations Education

The parties agree to form a new Joint Central Committee on Labour Relations Education consisting of three representatives of the Union and three representatives of the Participating Hospitals. In order to promote the principles of a collaborative approach to labour relations in a timely and effective manner, the Committee will develop and/or promote education sessions designed to assist

the local parties to deal with grievances, professional responsibility complaints, interest based bargaining and such other topics as the parties may deem appropriate. The Committee will meet within ~~two~~ (2) months of the date of ratification. The parties will pursue opportunities for external funding to pay for such educational initiatives.

The parties agree to refer to the joint central committee on Labour Relations Education the development of education programs on harassment, discrimination and abuse.

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Letter of Understanding  
Re: Grievance Administration

The central parties agree to develop a pilot project to assist the local parties with innovative and creative solutions to enhance grievance administration, such project could include regional review of grievances, regional mediation and/or regional panels of arbitrators. The parties will canvass their respective parties to elicit interest in participation in the project.

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Letter of Understanding  
Re: Best Practices

The central parties agree to develop communication and promotional strategies regarding the best practices for professional development including identifying success stories; writing articles; and ~~web-site~~ application. To accomplish this objective, information will be acquired through a survey of practices of the Hospitals.

The parties agree that from time to time they will endorse best practices that demonstrate creative joint quality of ~~worklife~~ initiatives.

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Letter of Understanding:  
Re: Mentorship

The central parties agree to meet to discuss and facilitate the resolution of outstanding implementation issues regarding the application of the mentorship language.

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Letter of Understanding:

The central parties agree that they shall develop and share regional listings of experts and resources to support their joint obligations in regard to the duty to accommodate.

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Letter of Understanding:

Within 30 days of ratification, the parties agree to ~~meet~~ to prepare a joint letter to the provincial Minister of Health requesting ~~one-time~~ special funding for Hospitals to address the issue of access to supplies and minor equipment and ongoing funding for Quality of ~~Worklife~~ initiatives.

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## Letter of Understanding:

## Re: Compendium of Standards of Practice

Within 30 days of ratification, the Participating Hospitals' Negotiating Team will recommend to the Hospitals that the **Compendium of Standards of Practice for Nurses** will be made available and readily accessible to all nurses.

In addition, the central parties will make a joint request to the College of Nurses to make the Compendium available on the College's web-site.

## Letter of Understanding

The central parties will discuss the feasibility of a joint study of grievances that are settled within 1 month of an arbitration hearing, to determine barriers to settlement earlier in the process and to make recommendations to encourage earlier settlements.

## Letter of Understanding

## Re: Harassment &amp; Discrimination

The local parties will determine the appropriate means of promoting and providing an effective and meaningful way of addressing discrimination and harassment issues; which may include, but is not limited to the following:

- reviewing the hospital's harassment policy and making joint recommendations to the Chief Nursing Officer;
- promoting a harassment free workplace where there is 'zero tolerance';
- ensuring that all employees are familiar with the employer's harassment policy by identifying educational opportunities, including the orientation period for new employees;
- identifying supports and solutions to assist employees to deal with harassment and discrimination issues (i.e. Employee Assistance Programs, staff supports);
- development of processes to address the accommodations/modified work needs for nurses;
- development of assertiveness training programs.

## Letter of Understanding

The parties agree that the issue of "paid professional leave days" to which nurses may be entitled is a local issue in the current round of bargaining.

NOTE: This issue cannot be referred to the Davie local issue arbitration board.

Letter of Understanding

Re: Part-time Voluntary Benefits

If the local parties agree, the Hospital will provide part-time nurses with the option of voluntary participation in any and all of the group health and welfare benefit programs set out in Article 17. It is understood and agreed that the part-time nurses would pay the Employer the full amount of the monthly premiums, in advance.

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

DATED AT Oshawa, Ontario, this 4<sup>th</sup> day of December, 2002.

FOR THE EMPLOYER

[Signature]

[Signature]

\_\_\_\_\_

[Signature]

FOR THE UNION

[Signature]  
Labour Relations Officer

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[Signature]

[Signature]