

COLLECTIVE AGREEMENT

Between

WINDSOR REGIONAL HOSPITAL

And

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL
WORKERS - LOCAL 636,
UNIT 25**

(FULL-TIME, PART-TIME AND CASUAL)

Expires - March 31, 2021

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COLLECTIVE AGREEMENT

Between

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as “the Employer”)

And

**THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL 636, UNIT 25**
(hereinafter referred to as “the Union”)

ARTICLE 1: PURPOSE AND RECOGNITION

1.01 (a) **Purpose**

It is the intent and purpose of the parties hereto that this Agreement shall:

- (i) protect and continue to improve the interests of the employees and the employer;
- (ii) provide for prompt and practical adjustment of differences which may arise between employees and the employer;
- (iii) ensure harmonious and efficient operation of the Hospital as a public service institution, intended to provide the adequate Hospital and clinical services to the general public;
- (iv) set forth the rates of pay, hours of work and other conditions of employment to be observed by the parties;

(b) **Recognition**

The Employer recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees of Windsor Regional Hospital at Windsor, save and except:

- (i) All Supervisors and those above the rank of Supervisor, Environmental Control Officer, Social Workers, Registered Nurses engaged in a nursing or technical capacity;
- (ii) The Secretary to the President, Secretaries to Senior Management, the Secretary(ies) and benefit administration staff in Human Resources, Secretary to the Chief of Medical/Dental Staff and VP Medical Affairs and Secretaries to the Program Directors;

- (iii) Students employed during the school vacation period or on a cooperative work study program and;
- (iv) All other employees covered by subsisting Collective Agreements.

1.02 All references to employees in this Agreement include both male and female, and wherever the female gender is used, it shall be construed to include male and female employees.

1.03 (a) **Relationship**

The parties hereto agree that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of membership or lack of membership in the Union and there will be no Union activities on Hospital premises except with written permission of the Hospital or as specially provided for in this Agreement.

(b) **Discrimination**

In accordance with the provisions of the Labour Relations Act of Ontario and the Ontario Human Rights Code, the parties agree that there shall be no discrimination, intimidation, interference, restriction or coercion exercised or practiced with respect to any employee with regard to any term or condition of employment because of race, creed, colour, age, sex, sexual orientation, marital status, family status, ethnic origin, ancestry, place of origin, citizenship, record of offenses, handicap, or because any employee was or is a member of the Union or was or is exercising any rights under either of these Statutes or under this Agreement.

(c) **Workplace Harassment**

The Employer and the Union are committed to providing a harassment free workplace. Harassment is defined as a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment is in no way to be construed as properly discharged supervisory responsibilities, including the delegation of work assignments, the assessment of discipline or any conduct that does not undermine the dignity of the individual. Neither is it meant to inhibit free speech or interference with normal social relations.

Any employee who believes they have been harassed contrary to this provision may file a grievance in accordance with the provisions contained in this agreement.

Any such employee may also utilize the hospital's policy on harassment or pursue the matter through the Ontario Human Rights Commission.

If any employee or the union makes a complaint under the Hospital's Protection of Human Rights in the Workplace policy and files a grievance, the subject matter of the complaint may not be referred to arbitration until the mediation process has

been completed or ninety (90) calendar days have elapsed from the time of the filing of the complaint, whichever first occurs.

The Hospital agrees that a representative of the Union will be invited to be an active participant in any complaint under the Hospitals Protection of Human Rights in the Workplace policy if a member of the Union is a complainant or respondent.

- 1.04 (a) "Full-time employees" when referred to in this Agreement, shall mean employees regularly scheduled to work seventy-five (75) hours per bi-weekly pay period.
- (b) "Part-time employees" when referred to in this Agreement, shall mean employees regularly scheduled to work thirty (30) hours or more and less than seventy-five (75) hours per bi-weekly pay period. "Regularly scheduled" does not include hours worked while filling in on a temporary basis.
- (c) "Casual employees" when referred to in this Agreement, shall mean employees regularly scheduled to work less than thirty (30) hours per bi-weekly pay period. "Regularly scheduled" does not include hours worked while filling in on a temporary basis.
- 1.05 It is not the intention of the Hospital to create part-time and/or casual employment at the expense of full-time employment. If it can be shown that one or more part-time and/or casual employees are consistently working in excess of their regularly scheduled hours as defined in 1.04 (b) and (c) above (excluding hours worked while filling in on a temporary basis due to the absence of a regular full-time and/or part-time employee), the Hospital will meet with the Union to review the facts and determine whether the status of any position(s) should be changed from casual to part-time or part-time to full-time.

ARTICLE 2: UNION SECURITY AND CHECK-OFF

- 2.01 All present employees who are members of the Union, and those who subsequently choose to become members of the Union, shall maintain such membership in good standing as a condition of continued employment during the term of this Agreement.
- 2.02 All future employees must become and remain members in good standing of the Union as a condition of employment during the term of this Agreement.
- 2.03 All employees covered by the terms of this Agreement shall, as a condition of employment, pay monthly Union dues or the equivalent of monthly Union dues, as established by the Union in accordance with its Constitution and By-Laws, and such Union dues shall be paid through monthly check-off deductions as outlined below.

- 2.04 The Employer agrees to deduct in equal amounts from each pay received in the calendar month of each employee who is covered under the terms of this Agreement, the monthly Union dues as established by the Union from time to time. The responsible officer of the Union shall notify the Employer in writing of the appropriate amounts of the foregoing, and any changes thereto, as they become effective. New employees shall have deductions made on the first regular deduction date following completion of thirty (30) calendar days of employment. Notwithstanding this provision, it is agreed that term certain/temporary employees shall commence deductions for an amount equivalent to union dues following the completion of ninety (90) calendar days of employment.
- 2.05 The Union dues shall be remitted along with an alphabetical listing of all employees from whom such deductions were made, to the financial secretary of the Union before the twenty-fifth (25th) day of the month following the month in which such deductions were made. The Employer also agrees to deduct and remit an amount equal to the union initiation fee from each new employee following completion of thirty (30) calendar days of employment. Notwithstanding this provision, it is agreed that term certain/temporary employees shall commence deductions for initiation fee following the completion of ninety (90) calendar days of employment.
- 2.06 It is agreed that upon commencement of employment new employees shall be advised by a representative of the Employer of the existence of the Union and of the conditions surrounding their employment, as contained in this Collective Agreement, and any rules that may be formulated under its terms.
- 2.07 Both parties agree that they are subject to the terms of the Hospital Labour Disputes Arbitration Act.
- 2.08 As part of the Employer's Orientation program, the Unit Chairperson or her designate of the Union will be notified in writing whenever a new employee is hired and invited to introduce herself and explain any matter of interest to any such new employee or employees. This meeting shall be restricted to a maximum of twenty (20) minutes

ARTICLE 3: JOB CLASSIFICATION

- 3.01 The schedule of job classification grades in effect following the effective date of this Agreement is incorporated into this Agreement as Schedule "A" and shall remain in effect for the duration of this Agreement subject to Article 3.02 below.
- 3.02 When a new position appropriately covered by this Agreement is established, or where existing job duties are significantly changed so as to affect or alter the job classification(s), the job description will be forwarded to the Union accompanied by

a proposed rate based on already existing comparable classifications. If the parties are unable to agree, such a dispute may be submitted to arbitration. The salary, when agreed upon, shall be retroactive to the time the current vacancy was filled by the employee.

ARTICLE 4: CLASSIFICATION PROTECTION

- 4.01 Persons not included in the bargaining unit shall not do any work that is done by employees falling within the scope of this Agreement except in cases of emergency (an emergency as referred to herein shall be defined as a sudden unexpected occasion or combination of events calling for immediate response and/or action), or for the purpose of instructing new employees.
- 4.02 (a) Definition of technological change:
Technological change means the automation of equipment, or the mechanization or automation of operations, or the replacement of existing equipment or machinery with new equipment or machinery which could or may result in the displacement of an employee from his/her regular job.
- (b) An employee whose position is rendered redundant or displaced from his or her job as a result of technological change, shall be entitled to all rights outlined in Article 7 (Layoff and Recall).
- (c) Where technological changes occur, which would require some familiarization of an incumbent with the new procedure to allow them to continue in their present position the Hospital will undertake to provide a reasonable familiarization period. This reasonable period is to be mutually determined prior to the implementation of the change.
- 4.03 Where employees are required by the Hospital to take courses or orientation to upgrade or acquire new employment qualifications to maintain their current job classification, the Hospital shall pay the full costs associated with the course or orientation.

ARTICLE 5: MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 5.01 (a) The Union acknowledges that it is the exclusive function of the Employer to:
maintain order, discipline and efficiency and to establish and enforce reasonable rules and regulations governing the conduct of the employees, which rules and regulations are primarily designed to safeguard the interest of the patients of the Hospital;
- (b) hire, discharge, transfer, classify, demote, promote or discipline employees, provided that a claim of discriminating demotion or a claim that an employee has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided;
- (c) generally to operate the Hospital in an efficient manner consistent with the obligations of the Employer to the general public in the community to be served.

It is further agreed that these rights shall not be exercised in a manner inconsistent with the express provisions of this Agreement.

ARTICLE 6: SENIORITY

- 6.01 (a) Seniority means the period of time a full-time employee has been employed by the Employer in any type of work covered by this Agreement, and it shall date from the last date of hiring as a full-time employee, and it shall be maintained and accumulated unless terminated as provided in Section 6.05 hereof.
- (b) For a part-time or casual employee seniority means the period of time an employee has been employed by the Employer in any type of work covered by this Agreement. Seniority shall be maintained and accumulated on the basis of hours worked to a maximum of nineteen hundred and fifty (1950) hours per year unless terminated as provided in Section 6.05 hereof.
- 6.02 (a) **Probationary Period**
Full-Time – New employees will be considered on probation until they have accumulated sixty (60) working days in a consecutive six (6) month period of employment. Upon satisfactory completion of the probationary period, the employee's seniority will be deemed to have commenced sixty (60) working days immediately prior to the date of completion.
- (b) **Part-Time and Casual** – New part-time and casual employees will be considered on probation until they have accumulated four hundred and fifty (450) working hours, equivalent to *approximately* sixty (60) working days. Upon satisfactory completion of the probationary period, the employee will be credited with 450 hours seniority.
- 6.03 (a) During the probationary period, the Employer will assess the performance, abilities, and suitabilities of the newly hired employee. When the Employer has concerns regarding the performance, abilities, or suitabilities of the employee, those will be

shared with part-time and/or casual employees no later than 225 hours worked and for full-time employees no later than 30 days worked.

Where the Employer concludes that the newly hired employee cannot demonstrate the required performance or lacks the abilities or suitabilities necessary, then the Employer's assessment constitutes just cause for dismissal. In addition, culpable behaviour during the probationary period will constitute just cause for dismissal.

- (b) The Union shall be notified in writing of all promotions, demotions, hires, completion of probation, lay-offs, transfers, recalls, resignations, retirements or other terminations of employment by the tenth (10th) day of the following month during which the changes occurred.

6.04 **Seniority Rights**

- (a) In cases where qualifications, relevant experience, performance and ability are relatively equal, bargaining unit-wide seniority shall be the deciding factor when decisions are made with regard to promotions, permanent transfers, term appointments and demotions, lay-offs and recall within the bargaining unit, provided, however, that in the case of lay-offs and recalls, a senior employee who exercises her seniority to displace a junior employee, must be willing and capable of performing the duties of the displaced employee within a thirty (30) working day period.
- (b) For the purpose of vacation time selection, it is agreed that senior employees will be allowed a preference of selection over junior employees in their own department.

6.05 **Loss of Seniority**

An employee shall cease to be an employee of the Employer and shall lose all seniority rights if she:

- (i) is discharged and not subsequently reinstated through grievance or arbitration procedures.
- (ii) *retires or* resigns or is absent for *three (3)* consecutive scheduled working days without notifying the Employer, unless she is able to provide a satisfactory reason for her failure to notify the Employer.
- (iii) fails to notify the Employer of her intention to return to work from a lay-off within twenty-four (24) hours after notification to return to work, or fails to return to work within seven (7) calendar days after notification, unless a satisfactory reason is given. Official notification shall consist of a registered letter or wire to the employee's last address on record with the Employer.
- (iv) fails to return to work after the expiration of the term of a leave of absence, unless she is able to provide the Employer with satisfactory reason for her failure to return to work.

- (v) is absent from work because of lay-off for a continuous period in excess of thirty (30) months.
- (vi) is absent because of illness or injury for more than two (2) years and is not expected to be fit to return to work in the foreseeable future, except for the employee who was injured on the job and covered under the Workplace Safety and Insurance Act. In such a case, a further extension of six (6) months will be added. These timelines may be extended if mutually agreed to by the employer and the union.
It is further agreed that when medical documentation indicates that the person will no longer be able to do the job, the position may be posted as a vacancy.

- 6.06 (a) Full-time and part-time employees, subject to the departmental workload requirements, staffing levels and the classification of employees, will be afforded the opportunity to choose their preferred shift (days, evenings or nights as defined by Article 16.01 [b]) and/or preferred starting time on the basis of seniority once annually, no later than the first Friday in January.

Further, when permanent staffing changes occur within the department, employees will be given the opportunity to choose their preferred shift (days, evenings or nights as defined by Article 16.01 (b)) only. The shift start time will be determined by the vacancy. The selection of preferred start time will only take place once per year as outlined above.

Where steady shifts are available, employees who exercise this right will not be required to rotate through a three-shift schedule.

- (b) Notwithstanding the foregoing, and subject to a department's operational demands, work assignments and/or client service needs, full-time and/or part-time employees may be required to perform duties which may require them to vary their start times. Employees so affected will continue to work on the shift of their choice as defined by Article 16.01 (b) and will not be required to rotate through a three-shift schedule. Where assignment to varying start times is necessary to ensure the continued efficient operation of the Hospital, such movement shall be subject to the following terms:

- a) Preferred shifts will be selected based on seniority.
- b) Preferred start times will be selected based on seniority.
- c) On the basis of seniority, the employees will select a prerequisite period of time (over the course of the calendar year) to work each of the alternate start times.

All employees working through this cycle shall be required to work an equal period of time on each of the alternate start times. The distribution of time spent on

alternate start times will be determined by the number of staff and the number of start times subject to the cycle.

6.07 Seniority lists will be posted on the official bulletin board in June using pay ending date April 15th and December using pay ending date October 15th and will be revised semi-annually according to the records of the Employer. The Employer will supply copies of the seniority lists to the Unit Chairperson of the Bargaining Unit and the Local Union Office.

6.08 An employee who is a member of the IBEW and who permanently transfers into a position in the Hospital that is not covered by the terms of this Collective Agreement shall retain the right to return to the bargaining unit within six (6) months of the transfer. Upon return to the bargaining unit, the employee will retain all seniority rights associated with her/his seniority as at the date of the original transfer. Upon the transfer to a regular position outside of the bargaining unit the employee shall be entitled to payment of accrued vacation and sick leave as provided in the collective agreement.

In cases where the transfer is for a temporary period, the employee shall retain rights to their position within the bargaining unit for a period not to exceed six (6) months. These timelines may be extended if mutually agreed to by the employer and the union.

The provisions of this clause will only apply in cases where the employee has secured a withdrawal card from the Union.

ARTICLE 7: LAY-OFF, BUMPING/RECALL FULL-TIME, PART-TIME, CASUAL

7.01 **Notice of Lay-off**

In the event of a proposed lay-off at the Hospital of a permanent or long term nature, the Hospital will:

- (a) provide the Union with no less than one hundred and twenty (120) calendar days of notice in writing of such lay-off, and
- (b) meet with the Union to review the following:
 - (i) the reason causing the lay-off;
 - (ii) the service the Hospital will undertake after the lay-off;
 - (iii) the method of implementation including the areas of cut-back and employees to be laid off.
- (c) provide affected employees with written notice of no less than ninety (90) days.

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

7.02

Lay-Off

A lay-off shall be defined as a workforce reduction which results in a displacement from full-time to part-time or casual status, a reduction in hours of work (less than the minimum commitment), a displacement to a lower paying classification, or loss of employment.

A lay-off for a casual employee would only occur where there is a workforce reduction in the full-time/part-time complement which results in the elimination of a casual employee's hours.

No full time employee within the bargaining unit shall be laid off by reason of her full time duties being assigned to two (2) or more part time employees.

- a. In the event of lay-off, the Employer agrees to meet with the Union and discuss the reasons for such lay-off, possible alternatives to it, and the method of implementation. On request by the Union, the Hospital will undertake to review specified contracted services which would otherwise fall within the work of the bargaining unit which may be subject to expiry and open for re-negotiation. The purpose of this review is to assess the practicality and cost effectiveness of having such work performed within the Hospital by members of the bargaining unit.
- b. The Employer agrees that before any lay-off occurs it shall meet with the Union Executive for the purpose of agreeing on the lay-off procedure and details. It is further agreed that as part of this review the parties will identify all contract or temporary employees that may be released if the bargaining unit member to be laid off has the skills and qualifications to perform the job.
- c. Prior to issuing a notice of layoff to individual employees the Hospital shall make severance and retirement offers as outlined in this Article.
- d. In the event of lay-off, the Hospital shall lay-off employees in the reverse order of their seniority within their classification, providing that there remain on the job, employees who then have the ability to perform the work.
- e. Should a lay-off be required due to the consolidation or merger of two or more department(s)/nursing unit(s), then the employee(s) with the least bargaining unit wide seniority of the combined department(s) shall receive the displacement notice(s).
- f. At the time of the delivery of the notice of layoff to the Union the Hospital will identify to the Union any permanent vacancies which have not yet been posted

within the bargaining unit for the purposes of offsetting layoffs by offering available vacancies to qualified employees in the same status (full time, part time or casual) who would otherwise be subject to layoff in order of seniority prior to the posting of such vacancies. Employees will be given seven (7) calendar days from the date that they are offered such position to accept or decline the position. In the event that the employee accepts a vacancy there shall be no trial period for the employee subject to the employee being able to do the work of the position within thirty (30) days. In the event that eligible laid off employees all decline the position such position will be posted using the regular job posting process. An employee who declines such position will continue to be entitled to post for such position at a later time.

g. Following the offers of severance and retirement as outlined in (c) the Hospital will identify the employees who will be required to be laid off and notice of layoff will be delivered to those employees. Any employee who is subject to a notice of layoff shall have the right to either:

(1) accept the lay-off, or

(2) accept a permanent vacancy as outlined in (f) above or

(3) (i) displace an employee as per 7.03 who is currently in a classification for which the laid off employee satisfies the qualifications as specified on the job posting sufficiently so as to be expected to perform those duties within thirty (30) days.

(ii) if unsuccessful, after thirty (30) days, they shall have the right to displace the most junior member of the bargaining unit, for which the laid-off employee satisfies the qualifications specific on the job posting sufficiently so as to be expected for perform those duties within thirty (30) days as above.

(4) Accept severance options as outlined in (h);

(h) **Severance and Retirement Options**

In the event of a layoff affecting the permanent reduction of bargaining unit positions, the parties agree that they will meet to identify the number of positions within a classification that will be eliminated as a result of the layoff.

The hospital is not required to make early retirement options available beyond the identified affected classification(s) and this article will not apply subsequent displacements, if any.

For the sake of clarity, these severance allowance provisions do not apply to layoffs resulting from internal reorganization where there is no reduction of either full time or part time positions in the bargaining unit.

The parties agree that where there is a permanent reduction of positions, employees affected will be entitled to the following options:

- 1) Where an employee resigns effective within thirty (30) days after receiving notice of lay off pursuant to the language contained in this agreement (a) that his/her position will be eliminated, he/she shall be entitled to a separation allowance of two (2) weeks salary for each year of continuous service to a maximum of twelve (12) week's pay, and on production of receipts from an approved educational program, within twelve (12) months of resignation, shall be reimbursed for tuition fees up to a maximum of Three thousand dollars (\$3,000.00).
- 2) Prior to issuing layoff notice pursuant to the language contained in this agreement to employees in the affected classification in any classification(s) the hospital will offer early retirement allowance to sufficient number of active employees eligible for early retirement under HOOPP within the affected classification(s) in order of seniority to the extent that the maximum number of employees within an affected classification who elect early retirement is equivalent to the number of employees whose positions have been eliminated within the affected classification.

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

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

- (i) It is agreed by the parties that at the time of the notice of layoff the seniority lists for full time, part time and casual will be updated and frozen to the date of the notice or the end of the previous pay period, such date to be set at the time of the notice of the staff reductions. The revised seniority lists will be provided to the Union as well as to the units of the Hospital so that appropriate choices can be

made by those employees affected by the notice of layoff. The frozen seniority list used for layoffs will not be used for any other purposes.

7.03

Bumping

When the Hospital deems it necessary to lay-off bargaining unit members, affected employees will be laid off in reverse order of seniority within their classification and department. Any employee so affected, and who chooses to exercise their bumping rights shall be able to bump a less senior employee and shall do so in the following manner:

Full-time

- (1) Displace the least senior full-time employee (working the preferred shift of the senior employee) in any classification for which the employee holds the qualifications.
- (2) In the event that their seniority does not allow them to bump into another full-time position, the employee may then bump the least senior part-time employee in any classification for which they hold the qualifications and then the least senior casual employee in any classification for which they hold the qualifications.

Part-Time

- (1) Displace the least senior part-time employee (working the preferred shift of the senior employee) in any classification for which the employee holds the qualifications.
- (2) In the event that their seniority does not allow them to bump into another part-time position, the employee may then bump the least senior casual employee in any classification for which they hold the qualifications.

Casual

- (1) Displace the least senior casual employee (working the preferred shift of the senior employee) in any classification for which the employee holds the qualifications.

7.04

Recall

In circumstances where a full-time or part-time vacancy of a permanent nature occurs or a new full-time or part-time job in an existing or new classification of a permanent nature is created within the bargaining unit which the Hospital

intends to fill and employees are on lay-off, the parties agree that the following conditions shall apply.

1. Should a laid off or displaced employee have held or deemed to have held the vacancy (same status/classification/department) within the previous twenty-four (24) months, the vacancy shall not be posted but offered to such qualified employee(s) in order of seniority. Where the employee refuses the opportunity to return to her former position, she shall advise the Hospital in writing. The Hospital shall provide the Union with a copy of the employee's notice.
2. Prior to posting the vacancy in accordance with Article 8.01, offers of recall shall be made if the position is within the same classification and same status (i.e. full time or part time or casual) as the laid off employee holds.
3. Employees currently laid off as defined in Article 7.02 shall be considered applicants for the posted vacancy.
4. Qualified laid off employees shall have opportunity of recall to remaining available openings, in order of seniority. In the application of this procedure with respect to remaining available openings, it is understood that vacancies shall be offered first to laid off full-time employees, then laid off part-time employees and finally laid off casual employees.
5. Employees shall be recalled in reverse order of lay-off providing the employee has the qualifications to do the work required.

In determining the ability of an employee to perform the work for the purpose of Article 7.02 (3) (i) the Hospital shall not act in an arbitrary or unfair manner.

The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the fifth day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time of which the employee shall report for work. The employee is solely responsible for her proper address being on record with the Hospital.

Qualified employees on lay-off shall be offered any resultant temporary vacancies remaining after senior employees have had first opportunity under Article 8.11 before hiring a new employee. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off.

7.05

Benefits on Lay-Off

In the event of a lay-off of an employee, the Hospital shall pay its share of insured benefits premiums for thirty (30) days following the date of the layoff.

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium costs of a benefit or benefits for up to twelve (12) months following the end of the month in which the lay-off occurs. Such payment can be made through the Human Resources Department of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule.

7.06

Lay-off of Union Executive

In order that the operations of the Union will not become disorganized when lay-offs are being effected, members of the Local Executive Committee and the Chief Steward(s) shall be the last persons laid off during their term of office so long as work which they are qualified to perform with no training other than orientation is available within the bargaining unit covered by this Agreement.

7.07

Temporary Service Reduction

When the Hospital intends to reduce services in whole or in part for up to two (2) consecutive weeks at a time, e.g. over Christmas, March break, Summer shutdown, the Union shall be provided with written notification as far in advance as possible. Such notification shall be no less than four (4) weeks prior to the effective date of the shutdown. In addition, employees in their respective Departments will be informed of the staffing implications so they may schedule vacation, take an unpaid leave of absence or request a temporary transfer to another department.

Temporary Service Reductions will not be considered a "lay-off" for the purpose of exercising bumping rights, however, the Hospital will make every reasonable effort to ensure that those who wish to continue working will be afforded such an opportunity by aligning employees who wish to work with other employees in the same classification who would be willing to take time off so that both could be accommodated by a temporary transfer. If an employee is required to accept an unpaid leave of absence during a temporary service reduction, a Record of Employment indicating "a shortage of work" will be provided in accordance with the Employment Standards Act if requested.

ARTICLE 8: JOB POSTING/JOB TRANSFERS

8.01 When a full-time or part-time vacancy of a permanent nature occurs or a new full-time or part-time job in an existing or new classification of a permanent nature is created within the bargaining unit which the Hospital intends to fill, a notice shall be posted by the Hospital on the bulletin board for five (5) consecutive working days.

Each notice shall contain an appropriate description of the job, the maximum and minimum salary for it, including *shift* and the deadline for receiving applications by the Human Resources Department. A copy of the posting shall be given by the Employer to the *Unit Chairperson or designate* of the Union.

It is agreed that the Hospital will notify the Union, in writing, of its intention, within five (5) consecutive working days from the date the position becomes vacant if a vacant position is not posted.

- 8.02 (a) Applications will be accepted only from employees who have completed six (6) months of regular employment and who have been placed on regular staff. Probationary employees shall be able to apply for vacancies that would result in a change of their status. In the event that the probationary employee is successful in their application for a vacancy an additional one hundred and fifty (150) hours will be added on to the remainder of their probationary period in order to provide the hospital with adequate opportunity to assess their performance in the newly acquired position. Employees on lay-off as defined in Article 7.02 are also eligible to apply.
- (b) For the purposes of this Article, any part-time and/or casual employee who submits an application for a posted vacancy, shall receive credit for their part-time hours on the basis of one (1) year being equal to 1950 hours. In the event that there are no applicants from within the bargaining unit, who are successful, the Employer will consider (but not be obligated to hire) temporary employees doing work of this classification in this department.
- (c) **The parties agree that prior to accepting a position the successful individual will be afforded an opportunity to discuss with the department management representative information about the position. The management representative will provide a contact number for such discussion.** The successful individual shall confirm **with Human Resources** of his/her decision (accept/decline) within twenty-four (24) hours **after being provided with the contact information of the management representative or after job shadow (if one is required by management)**, excluding weekends and holidays. **If an employee does not respond within the time period above indicating accept or decline the Hospital shall move past the candidate to the next qualified individual.** A successful job

bid will be defined as any offer for a job posting which has been accepted by the employee by signing the appropriate form from Human Resources.

- (d) The Hospital agrees that the successful candidate will be transferred to their new position no later than eight (8) weeks from the date of accepting such position. In the event the successful applicant for a posted position is not transferred to the position within forty (40) working days of acceptance, the applicant will receive the difference in wage rate and health care benefits of the posted position that he/she is currently not receiving.
- 8.03 An employee with more seniority than the successful applicant who applies for a job and fails to obtain same, shall be so notified in writing and be given the reasons for the rejection of her application by the Employer within one (1) week of the selection. A copy of such document shall be copied to the *Unit* Chairperson or designate.
- 8.04 Whenever job postings occur, the Employer shall consider employees who are on vacation, off sick, or on leave of absence, for an expected period not to exceed **six (6) weeks (i.e. must be returning to work within six (6) weeks) except for employees on parental/maternity leave subject to the qualification noted in this provision and** provided the said employees have filed with the Employer, a transfer request indicating an interest in transferring from their present job classification and provided such transfer request is made in compliance with 8.10 (b). When filling the position posted, all applications made directly, or through the job transfer file, shall be considered in compliance with paragraph 6.04 hereof. The Employer will give a copy of the transfer request or job posting to the employee upon request. Such requests should include date and time submitted to Human Resources. **An employee who is on a parental/maternity leave who accepts a position under this clause will be moved to the position effective upon the return to work date however will not be entitled to a trial period under 8.07 and bid rules are subject to 8.10 (d) and (e).**
- 8.05 The Employer will post the list of all applicants indicating the successful one and any job vacancies created by the job posting. A copy of this list will be given to the Unit Chairperson or designate of the Union.
- 8.06 The vacancy caused by the selection of an employee to fill the primary posted position will be posted for three (3) consecutive working days. The second subsequent vacancy caused, if any, will be posted for one (1) working day. The subsequent vacancy caused, if any, will be filled first by reference to the transfer file according to Articles 6.04, 7.04 and 8.04 hereof. If there are no qualified applicants the position will be filled at the Employer's discretion. All subsequent vacancies caused will be filled at the Employer's discretion.

8.07(a)

Except as provided in Article 8.04 employees transferred on this basis will be placed on a trial period for thirty (30) working days, and if the employee transferred or promoted has then proved to be suitable, all seniority privileges shall transfer with him or her. If such employee reverts to his or her previous classification as a result of being unable to fulfill the new duties, then he or she shall maintain all rights and privileges under the collective agreement, which has accrued to him or her in the previous classification. If an employee returns to his or her last position either by choice or is found unsuitable within the thirty (30) working day trial period, the position will first be filled from the other remaining applicants on the posting, and if there are no successful job candidates, then the job will be re-posted again for one (1) day.

In the event that the employer and union mutually agree, the trial period may be extended for an additional thirty (30) working days.

(b) Upon promotion to a higher classification, an employee shall be paid at **one step lower in the grid for the new classification from which the employee was transferred for a period of sixty (60) working days and then advanced through the increment grid as outlined in the collective agreement.** An employee who previously worked in that same classification within the last eighteen (18) months would go to that previously held pay rate. For the following promotions only, and upon successful completion of the thirty (30) working day trial period, the employee will maintain the same grid level according to their seniority (i.e. if at the 18 month rate, move to the 18 month rate) and shall further advance through the increment grid as outlined in the collective agreement:

- (i) Payroll Clerk to Senior Payroll Clerk;
- (ii) AR Tech to Senior AR Tech;
- (iii) Admitting Clerk to Admitting Clerk I;
- (iv) Cashier to Senior Cashier;
- (v) Billing & Receivable Clerk to Senior Billing & Receivable Clerk.

Upon transfer to a classification within the same grade, an employee shall receive the same rate of pay received prior to the transfer. Upon transferring to a lower classification, an employee shall receive pay at an increment level that results in a lesser salary rate than the employee had received prior to the transfer.

8.08

When a casual vacancy of a permanent nature occurs or a new casual job in an existing or new classification of a permanent nature is created within the bargaining unit which the Hospital intends to fill, the transfer file will be consulted to determine if any qualified employees as envisaged in 6.04 (a) hereof are available. The senior transfer applicant found to comply with 6.04 (a) will be given the first opportunity to fill the opening. The first subsequent vacancy caused by the filling of the initial vacancy will be filled by reference to the transfer file and if no qualified applicant exists may be filled following 8.06

above. All other subsequent vacancies if any, may be filled at the discretion of the Department Head.

- 8.09 The Union will be notified in writing of the name of the successful transfer applicant and any senior applicants who were not given the job. This notice to be provided within one week of the selection.
- 8.10 (a) A transfer file will be maintained in the Human Resources office for employees to indicate which other departments they would like to be considered for.
- (b) A written request for transfer may be made by advising the Hospital and filing a Request for Transfer form indicating her name, qualifications, experience, present area of assignment, seniority and requested area of assignment. A Request for Transfer shall become active as of the date and time it is received by the Hospital and the applicant has successfully passed all testing requirements for the position listed and shall remain so until December 31 following unless the employee has signified in writing their intent to remove their Request for Transfer in advance. Such requests will be considered as applications for posted vacancies and subsequent vacancies created by the filling of a posted vacancy.
- (c) It is understood that once any employee has been successful in securing any new casual position through the transfer file, that individual will be required to remain in that position for a minimum of six (6) months before being eligible to transfer to a new casual position.
- (d) It is understood that once an individual is successful, through a posting or transfer, in securing a new full-time or part-time position, that individual **unless accepting the position during a maternity or parental leave** will not be eligible to transfer or bid on another position for a period of six (6) calendar months from the date of acceptance of the job posting as defined in Article 8.02. **Where an individual accepts a position during a maternity or parental leave they shall not be eligible to bid on another position for a period of six (6) calendar months from the date of acceptance of the job posting and they will not be able to rescind their acceptance of a job posting during the leave period once acceptance has been confirmed by Human Resources.**
- (e) It is agreed that this provision **(including its application to employees on a maternity or parental leave of absence)** would be waived if the new position would result in an increase or decrease in wage rate (grade) or the opportunity to bid on a newly created permanent full-time or part-time position.

- 8.11 (a) When temporary relief is required for a full-time employee who is off for five (5) days (including scheduled days off) or more on sick, W.S.I.B., maternity/parental leave or personal leave or vacation **or temporary vacancy resulting from a job posting release**, the position will first be offered as per below:
- (i) as per 6.04 (a), to the senior, qualified union full-time employees within the classification within the department (choice of shift only).
 - (ii) to the senior, qualified union full-time employees within the department only for higher paying classifications
 - (iii) then to the senior qualified union part-time employees within the classification within the department
 - (iv) then to the senior qualified union casual employees within the classification within the department.
 - (v) Both parties may agree to waive job posting as identified below if there are no interested applicants within the classification within the department and divide those hours amongst the employees fair and equitably.

In the event that no employees within the classification within the department accept the position, the position will be posted for one (1) day only to qualified part time and casual employees. Failing the availability of such a person, the Employer may hire a new employee for a term certain. Such an employee will be paid at the prevailing starting rate. Further, such employees will receive the same fringe benefits as the Union casual employee if the term certain exceeds ninety (90) calendar days. Any employee hired under these conditions shall be required to pay an amount equivalent to monthly union dues in accordance with Article 2.04 and 2.05.

Further, it is understood and agreed that any Union employee selected to fill a term certain position shall continue to accrue their regular applicable seniority, seniority rights and benefits.

It is agreed that upon the end of the term certain period, outside hires will be released and regular employees who may have filled a term certain will return to their former status and position. These timelines may be extended if mutually agreed to by the employer and the Union.

For the purposes of this Article, in the Finance department, Accounts Receivable, Cashier and Payroll are separate departments.

- (b) When temporary relief is required for a full-time employee in a one person department who is known in advance to be off for four (4) weeks or more on sick,

W.S.I.B., maternity/parental leave or personal leave, the position will be posted for three (3) days and limited to part-time and casual employees.

- 8.12 (a) When temporary relief is required for a part-time employee on sick, maternity, personal leave or W.S.I.B., **or covering temporary relief for full-time s per 8.11 (a)** the position will first be offered as per 6.04 (a), to the senior, qualified Union casual employees within the department. **In the event that no casual employees within the department accept the temporary term both parties may agree to divide those hours amongst the employees in the department (including temporary employees in the department) fair and equitably.**
- (b) When temporary relief is required for a part-time employee in a one person department who is off on maternity/parental leave or W.S.I.B., the position will be posted for three (3) days and limited to casual employees.
- 8.13 Should a part-time or casual employee transfer to full-time without a break in employment, she will be entered on the appropriate seniority list with credit for continuous service prior to date of transfer calculated as follows:
- 1950 hours worked = 1 year equivalent seniority
- Such employee will be given a seniority date on the appropriate seniority list which will reflect the amount of her full or part-time seniority determined in accordance with the foregoing formula.
- 8.14 Should a full-time employee transfer to a part-time or casual position without a break in employment, she will be placed on the seniority list with credit for continuous service prior to date of transfer calculated as follows:
- Each year of equivalent seniority = 1950 hours worked
- Such employee will be placed on the appropriate seniority list reflecting the amount of seniority determined in accordance with the foregoing formula.
- 8.15 (a) The Hospital shall maintain a record of the qualifications required for each position within the bargaining unit and provide such qualifications to the Unit Chairperson or designate of the Union. This record shall be available to employees upon request.
- (b) In the event the Hospital determines a change to the qualifications is required, the Hospital and the Union will discuss all changes prior to their implementation. Such changes to the qualifications required will not be made unreasonably. To conduct candidate testing to determine qualifications for a posted vacancy, such testing shall be conducted in a fair and equitable manner and shall conform to the following standards:

- (i) All tests will reflect the requirements of the position.
- (ii) All tests with respect to a particular posting will be administered in consistent manner.
- (iii) All candidates will be made aware of each area to be tested, the corresponding weights (basic, intermediate or advanced questions), and the passing grades required prior to the test.
- (iv) All candidates will be able to review their own test results.
- (v) Where a new employee successfully passes a specific test upon being hired, the same specific test will not be re-administered for five (5) years for job postings requiring that specific tested skill.
- (vi) Employees shall be limited to testing for the same requirement to not more than four (4) attempts in any calendar year. Once employee has successfully completed the testing it will remain on their file for five (5) years.
- (vii) Employees posting on the same classification or any other classification that has the same specific tested skill will not require testing.
- (viii) Employees working in a different classification will not require testing if the job posting is in a classification in a department where they have picked up shifts within the previous three (3) months prior to the job posting for that classification in that department if they can demonstrate that they have done all of the essential duties within that classification in that department. Employees must identify on an internal application for the job posting that they have picked up shifts within the previous three (3) months prior to the job posting.
- (ix) Employees posting on a previously held position or a different position that has the same testing requirements they will not require retesting for a period of five (5) years from the date that they have moved from that position.

ARTICLE 9: TEMPORARY TRANSFERS

9.01 Any employee temporarily assigned to another classification for a period in excess of one hour shall be paid for such time worked at the rate of pay that would be attracted by that classification, as if the employee had been transferred. If the highest rate of that classification is less than the wage rate

of the incumbent, there shall be no reduction in pay. A temporary transfer shall not exceed five (5) working days without the written agreement of the Union. Any transfers exceeding five (5) days shall be posted in the manner provided here-in.

ARTICLE 10: GRIEVANCE PROCEDURE

10.01 A grievance may arise only from a dispute concerning the interpretation, application, administration or alleged violation of this Agreement. A grievance shall be processed in accordance with the following steps, or as set out in Section 10.02 and 10.03 hereof:

Before filing a written grievance, the employee will, within five (5) days of the alleged occurrence, discuss the matter involved with their immediate Supervisor. If such Supervisor for whatever reason is not available, the discussion shall be with the appropriate Department Head. A Union Steward may attend with the affected employee and will be in attendance at all subsequent stages of this process.

STEP ONE: Any grievance or complaint shall within five (5) working days of the informal discussion be presented in writing to the immediate Supervisor or Department Head, as appropriate, by the Steward accompanied by the employee. The Supervisor or Department Head, as appropriate, shall give his decision in writing within forty-eight (48) hours of the end of the shift on the day on which the grievance or complaint was presented.

STEP TWO: Should the decision of the Supervisor or Department Head, as appropriate, not be satisfactory, the Union may, within three (3) working days, appeal in writing to the Department Head or Vice President, as appropriate, who shall meet with the parties concerned within three (3) working days or a day agreed to by the parties, to deal with the appeal and render a decision in writing not later than three (3) working days after the meeting.

STEP THREE: Failing satisfactory settlement being reached in Step 2, the employee concerned, together with the Union Steward (or designate), and a staff representative of the Union, shall meet and discuss the matter within five (5) working days, or a day agreed to by the parties, with the Labour Relations Officer who shall render a written decision within five (5) working days after such meeting.

10.02 To avoid the necessity of processing numerous grievances concerning the same subject or event, the Employer will recognize Group Grievances provided that each aggrieved employee signs the grievance and the grievance is filed in writing at Step Two within five (5) working days of the incident giving rise to the grievance. The meeting with the Department Head and time limits as set out in Step Two above and subsequent steps shall apply.

- 10.03 If either the Employer or the Union has a complaint with respect to a representative of the other, or alleges that there has been a misinterpretation, violation or non-application of this Agreement, or of any of the provisions hereof, then either party may within ten (10) working days of the incident giving rise to the grievance, give to the other notice in writing of such complaint. Within three (3) working days of receipt of such notice a meeting will be held between the Vice President, Human & Organizational Development and the Union Grievance Committee. The party against whom the complaint has been made will give an answer in writing within three (3) working days after the meeting has been held. If the matter is not settled, it may then be referred to Arbitration by either party provided that it is submitted within fifteen (15) working days following the reply as referred to above and in accordance with Article 11.
- 10.04 It is understood that the time limits as provided herein may be extended by mutual agreement of the parties. If the time limits provided above and mutually agreed upon time extensions are not observed by the Union, the grievance will be considered as dropped. If such time limits and any agreed upon time extensions are not observed by the Employer, then the grievance will be considered to have advanced to the next stage of the above Grievance Procedure.
- 10.05 After a grievance has been processed through all the steps provided in this Article and the matter is still in dispute, it may then be referred to Arbitration by either party provided that it is submitted within fifteen (15) working days following the reply in Step Three and in accordance with Article 11.
- 10.06 Saturdays, Sundays and recognized holidays shall not be counted or included as working days for the purposes of this Article.

MEDIATION

- (i) Either party, with the agreement of the other party, may submit a grievance to mediation at any time within fourteen (14) calendar days after the Employer's decision has been rendered at the step prior to arbitration. Where the matter is so referred, the mediation process shall take place before the matter is referred to Arbitration.
- (ii) Mediation will commence within twenty-one (21) calendar days of the grievance being submitted to mediation, or longer period as agreed by the parties.
- (iii) No matter may be submitted to mediation which has not been properly carried through the grievance procedure, provided that the parties may extend the time limits fixed in the grievance procedure.
- (iv) The parties shall agree on a mediator.

- (v) Proceedings before the Mediator shall be informal. Accordingly, the rules of evidence will not apply, no record of the proceedings shall be made.
- (vi) If possible, an agreed statement of facts will be provided to the Mediator, and if possible, in advance of the mediation.
- (vii) The Mediator will have the authority to meet separately with either party.
- (viii) If no settlement is reached within seven (7) calendar days following mediation, the parties are free to submit the matter to Arbitration in accordance with the provisions of the Collective Agreement. In the event that a grievance which has been mediated subsequently proceeds to Arbitration, no person serving as a Mediator may serve as an Arbitrator, unless agreed to otherwise by the parties. Nothing said or done by the Mediator may be referred to in Arbitration.
- (ix) The Union and the Employer will share the cost equally of the Mediator.

ARTICLE 11: ARBITRATION

- 11.01 Where a difference arises as 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 any Grievance Procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to Arbitration and also must name the party's preferred list of nominees to serve as sole arbitrator.
- 11.02 The party receiving the notice shall within five (5) working days advise the other party of the name of the party's preferred list of nominees to serve as a sole arbitrator.
- 11.03 If the party receiving the notice fails to name its' preferred nominees, the appointment shall be made by the Minister of Labour for Ontario (from the names provided by the party giving notice) upon request of either party.
- 11.04 The Arbitrator shall hear and determine the difference and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it.
- 11.05 Each party shall share equally in covering the expenses of the Arbitrator and any fees incurred by reason of the appointment of said Arbitrator.

- 11.06 The Arbitrator shall not be authorized to alter, modify or amend any part of this Agreement, nor to make any decision inconsistent with the provisions thereof, nor to deal with any matter not covered by the Agreement, or any matter which does not involve the interpretation, application, administration or alleged violation of this Agreement.
- 11.07 In cases of grievances for discharge, suspension or other actions of discipline, such grievance may be settled by confirming the Employer's decision in discharging, suspending or disciplining the employee, or by reinstating the employee with full or partial compensation for time lost, or by any other arrangement which is just and equitable.
- 11.08 Notwithstanding the foregoing provisions of this article, the parties hereto may in substitution for the above procedure, agree in writing that a Board of Arbitration may be substituted for a single Arbitrator, in which case such Arbitrator shall have the same jurisdiction, power and authority as has been given to the Arbitrator by the foregoing terms of this Article.

ARTICLE 12: DISCHARGE, SUSPENSION OR DISCIPLINE

- 12.01 The Employer shall not discharge, suspend, or discipline any employee under this Agreement without just cause.
- 12.02 When an employee is required to attend a meeting, the purpose of which is to render a disciplinary decision, the employee is entitled to have, at his/her request, an IBEW representative in attendance at such meeting. Except in those circumstances where immediate disciplinary action is deemed necessary, the employee shall receive a minimum one (1) day's notice of the time and intent of such a meeting. The Employer shall notify the employee and the IBEW of such a disciplinary decision in writing. Such decisions shall be placed on the individual's personnel file and become a matter of record.
- 12.03 The Employer shall notify in writing the Business Representative and Unit Chairperson or designate and the employee discharged within the next working day of the discharge. Notice to the employee discharged shall consist of a termination form given in person, or by registered letter to the employee's last address on record with the Employer.
- 12.04 An employee who is discharged may file a grievance at Step Three of the Grievance Procedure within ten (10) working days after the notice as referred to in paragraph 12.03 hereof.
- 12.05 Management personnel when reprimanding an employee or imposing disciplinary action for a current incident will not take into account any prior

infractions which occurred more than eighteen (18) months previous to such incident as long as the employee's record has been clear for those eighteen (18) months.

- 12.06 No document pertaining to disciplinary action shall be used against an employee where it has not been brought to her/his attention when put in the file.

ARTICLE 13: COMMITTEES AND UNION EXECUTIVE

- 13.01 The Employer acknowledges the right of the Union to appoint or otherwise select a Negotiating Committee composed of six (6) employees of the Hospital in the bargaining unit (no more than one [1] from any department with the exception of the Chairperson and in any case no more than one [1] from a sub-unit of any department) and also Union Representatives, and will recognize and deal with said committee with respect to any matter which properly arises for its consideration. Members of the Negotiating Committee may also represent employees within the bargaining unit of the Hospital on the Labour Management Committee, Pay Equity Committee, Grievance Committee or Joint Health & Safety Committee but the Employer acknowledges the right of the Union to appoint or otherwise select other members to serve on such Committees.

- 13.02 The Employer acknowledges the right of the Union to appoint or otherwise select eight (8) Stewards and two (2) Chief Stewards to assist employees on all shifts in presenting their grievances to the representatives of the Employer.

- 13.03 The Employer will recognize a Grievance Committee composed of:

- (a) the Steward of the Department or of a group of departments, where the grievance originated;
- (b) the Chief Steward;
- (c) the Unit Chairperson of the Union;
- (d) the local Union Business Representative, and/or the Union International Representative if required at Step 2 and subsequent steps of the grievance procedure.

- 13.04 The Union acknowledges that the Stewards and members of the Negotiating Committee, Labour Management Committee, Pay Equity Committee, Joint Health & Safety Committee and Grievance Committee have regular duties to perform on behalf of the Employer, and that such persons will not leave their regular duties without notifying their immediate supervisors. Permission from the Supervisor shall not be unreasonably withheld. In accordance with this

understanding, such employees shall not suffer loss of pay while negotiating this Agreement, amendments thereto, or renewals thereof, or while dealing with grievances up to, but not including, Arbitration proceedings, in both grievance and negotiation procedures. This does not apply to time spent on such matters outside the regular working hours. Union leave without pay may be granted, however, the employee's normal pay cheque will be issued and the Union will reimburse the Employer with the actual salary costs incurred for that leave.

13.05 It is agreed that the Union shall not request a leave of absence for more than six (6) employees at any one time and that the Union shall submit a written request two (2) weeks in advance of the commencement of such leave of absence when possible.

It is further agreed that absences of full-time, part-time and casual employees will not exceed two (2) from any given department at one time.

13.06 The Chief Stewards shall be assigned duties on the day shift only.

13.07 The Union will inform the Employer in writing of the names of Stewards, Chief Stewards, Vice-Chairperson and Unit Chairperson, and of any changes in these positions as they occur.

13.08 The Hospital shall copy the Business Representative on all written grievance responses, Letters of Understanding between the parties and where any written notice is required to be given under the terms of the collective agreement.

ARTICLE 14: LEAVE OF ABSENCE

Full-time

14.01 Leave of absence without pay may be granted by the Employer and any person who is absent with such permission shall not lose any of their seniority rights during such absence, but seniority rights shall not accrue during such absence unless such absence is for one of the following reasons:

- a) for Union business referred to in paragraph 14.03 hereof;
- b) for injury compensable by the Workplace Safety and Insurance Board;
- c) for approved leave of absence for any reason for a period not exceeding one (1) month;
- d) for approved leave of absence for illness or injury for a period not exceeding six (6) months in any twelve (12) consecutive month period;
- e) for lay-off not exceeding three (3) months;

- f) for scheduled vacations or recognized holiday;
- g) during suspension;
- h) during pregnancy/parental leave.

An employee's request for leave of absence shall not be unreasonably withheld. Request for leave of absence shall be made in writing two (2) weeks in advance of commencement and shall specify the reason. This provision for advance notice shall be waived in cases of emergency. For leave of absence requests under [c] and [f] above an employee must have scheduled all vacation time prior to making a leave of absence request under this Article. Vacation requests for full-time and part-time shall take precedent and/or priority over requests for leave of absence(s) with the exception of those previously approved by the manager.

14.02 **Leave of Absence – Part-Time and Casual Employees**

- (a) Leave of absence without pay may be granted by the Employer and any person who is absent with such permission shall not lose any of their seniority rights during such absence, but seniority shall not accrue during such absence unless such absence is for one of the following reasons:
 - (i) for Union business referred to in paragraph 14.03 hereof;
 - (ii) for injury compensable by the Workplace Safety and Insurance Board, average seniority over the last twelve (12) months will accrue;
 - (iii) for Jury Duty or subpoenaed witness duty where the individual is required to be present for a Hospital related matter, average seniority over the last twelve (12) months will accrue;
 - (iv) for a paid holiday, recognized by this Agreement for which the employee qualifies under the Employment Standards Act, seniority equal to the holiday pay payable for that day as indicated in Article 18.05 will accrue.
 - (v) during pregnancy/parental leave, average seniority over the last twelve (12) months will accrue.
 - (vi) Approved paid vacation periods (applicable for part time employees only)
- (b) Seniority will be retained but not accrued for the following reasons:

(i) approved leaves of absence.

14.03 (a) While on leave of absence, other than during a period of temporary service reduction, an employee shall not undertake any gainful employment for any other person, firm or corporation. Failure to comply with this provision may result in disciplinary action being taken.

(b) A leave of absence will not be unreasonably withheld to employees elected or selected by the Union to attend conventions, seminars, educational classes or other Union business.

14.04 **Bereavement Leave**

In the event of the death of an employee's spouse (same sex partner), child, or parent, **brother, sister, son-in law, daughter-in law, mother-in law, father-in law, brother-in law, sister-in law, grandparents, grandchild** an employee shall be granted up to a maximum of four (4) scheduled working days (not to exceed seven (7) consecutive calendar days) in order to arrange or attend funeral.

In the event of the death of an employee's immediate family namely great grandparents, spouse's grandparents, step parents of employee and spouse, step child, step brother, step sister, or legal guardian, shall be granted up to a maximum of three (3) scheduled working days (not to exceed five (5) consecutive calendar days) in order to arrange or attend funeral.

An employee who notifies the Hospital as soon as possible following the death of an employee's or their spouse's aunt, uncle, niece or nephew, shall be granted one (1) working day off without loss of her regular pay for her scheduled hours. The Hospital, in its discretion, may extend such leave without pay.

If a burial or memorial service is not held within the seven (7) or five (5) calendar day period referenced above, an employee can utilize one (1) day of their entitlement, as determined above, within six (6) months following the date of bereavement to attend such service.

14.05 **Pregnancy Leave – Full-Time, Part-Time and Casual**

(a) Leave of absence will be granted due to pregnancy pursuant to the provisions of the Employment Standards Act to employees with 13 weeks of employment. The maximum pregnancy leave is 17 weeks. The employee is required to give as much notice as possible and include her anticipated return to work date. At such time she shall also furnish the Hospital with her doctor's certificate as to pregnancy and expected date of delivery.

(b) **Full-Time and Part-Time and Casual**

On confirmation by the **Employment Insurance Act** of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on maternity leave as provided under this Agreement who is in receipt of Employment Insurance pregnancy benefits pursuant to Section 18 of the Unemployment Insurance Act, 1971, shall be paid a supplemental unemployment benefit.

That benefit will be equivalent to the difference between eighty per cent (80%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of twenty-five (25) weeks.

Where the employee elects to extend maternity leave and reduced Employment Insurance maternity benefits, the lower benefit rate is provided by the Employment Insurance Act, the Supplemental Unemployment Benefit (SUB) shall be calculated based on the difference between eighty percent (80%) of her regular weekly earning and the sum her weekly employment insurance (EI) benefits would have been had she elected to receive the higher benefit rate as provided by the Employment Insurance Act.

It is understood by the parties that individuals who choose to receive the lower EI benefits will not receive any greater SUB than individuals who choose to receive the higher EI benefit.

Regular weekly earnings for full-time employees 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.

Regular weekly earnings for part-time and casual employees shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave, times her average weekly hours worked **based on the highest twenty-one (21) weeks of earnings** over the preceding fifty-two (52) weeks.

- (c) The employee does not have any vested right except to receive the payments during the period of unemployment specified in the plan. The plan provided 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.

14.06

Parental Leave – Full-Time, Part-Time and Casual

Leave of absence will be granted for parental leave pursuant to the provisions of the Employment Standards Act to:

- a) an employee who is a natural father;
- b) an employee immediately following their pregnancy leave;
- c) an adoptive parent.

The length of a parental and/or pregnancy leave shall be governed by the terms of the Employment Standards Act, 2000.

14.07

The return to work date following pregnancy and/or parental leave shall be confirmed in writing at least four (4) weeks in advance thereof.

14.08

Seniority and service will accrue and the Hospital will continue to pay its share of the premiums for benefit plans which the employee elects to continue for a period of up to 17 weeks for pregnancy leave and 18 weeks for parental leave. It is understood the employee will provide the Hospital with post-dated cheques or alternate method of payment satisfactory to the Hospital to cover their share of the premiums.

14.09

Upon return to work from pregnancy or parental leave the employee shall be reinstated to her former position at a wage rate equivalent to that which she would otherwise have been earning unless the position has been discontinued in which case she shall be given a comparable job subject to the provisions of Article 7.03.

14.10

Jury Duty (Full and Part-Time)

If an employee is required to serve as a juror or attend jury selection proceedings in any matter, or is subpoenaed as a witness in a Hospital related court proceeding, the Employer agrees to pay to the employee the difference between the money received for acting as a juror or witness, not including the travelling expenses which the employee will retain for her own use, the same to be evidenced by production of the court payment and a copy of the summons or subpoena, and the pay at the employee's basis rate (plus shift premium if applicable) which the employee would have received if she had not been required to serve as a juror or witness, and had worked her normal shift, provided that this clause shall not be construed to permit an employee to recover the equivalent of overtime pay.

14.11 1. **Sick Leave (Full-Time)**

At the commencement of the fourth month of employment or on the completion of their probation period, an employee shall accumulate three (3) days' sick leave with pay. Thereafter, such employee shall accumulate one (1) day's sick leave with pay for each additional month of employment. On completion of one (1) year of service, such accumulation shall be increased to one and one-half (1-1/2) days per month.

2. **Sick Leave – Part-Time**

Sick time will not accrue until one continuous year of service. It will then accrue at one day 7.5 hours for every 162 hours worked. There will be no payout from termination of employment (with the exception of Article 14.12 and as provided in Memorandum of Agreement signed effective April 1, 2015 for certain former Hotel Dieu Grace employees). As updated in Memorandum of Agreement April 2019.

If a part time employee transfers to casual, their current sick bank at the time of the transfer shall be frozen in a sick bank to utilize but there will be no payout upon termination of employment except for employees covered by the Memorandum of Agreement referenced above;

3. Such sick leave shall be subject to the following:

- (a) For full time employees the unused portion of such employee's sick leave accumulation, including the accumulated sick leave credits, due an employee prior to the execution of the Agreement, shall accumulate up to a maximum accumulation of one hundred and fifty (150) days.
- (b) Absence due to illness or injury, covered under the Workplace Safety and Insurance Act, shall not be charged against sick leave credits or accumulation. An employee may use any accumulated sick leave credit to make up the difference between compensation paid by the Workplace Safety and Insurance Act and normal pay.

An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim covered under the Workplace Safety and Insurance Act for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the payment she would receive from the WSIB if her claim was approved. Payments will be refunded to the Hospital following approval of the claim by the WSIB. If the claim for benefits is not approved the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the sick leave

provisions of this collective agreement. Any payment under this provision will continue for no longer than the current accrual in the employee's sick bank.

- (c) Employees who report sick must notify the Hospital at least one and one-half (1-1/2) hours before the start of the day shift and four (4) hours before the start of other shifts where possible. When reporting to the Hospital that she will be absent because of illness, an employee should, whenever possible, indicate her expected date and time of return to work. If impossible to advise when they would be available for work then the above requirements of notification should be performed each scheduled shift. When a date and time of return is definite, an employee must report this information to the Hospital.
- (d) The Employer will have the right, if an employee has been absent for three (3) consecutive working days to demand production of a medical certificate confirming that the employee's absence has been due to illness. Such medical certificate must be requested by the Employer prior to the employee's return to work and must indicate that he or she is fit to resume work and when such medical certificate is demanded and not produced by the employee, the Employer shall not be required to pay the employee his or her wages for time away from work. It is understood that the Hospital can demand a doctor's certificate and such certificate must be dated during the term of absence. However for employees being counselled in the Attendance Improvement Program their Supervisor may ask for a medical certificate during any illness. It is agreed that any attendance management meeting requested by management and/or employee health to meet with an employee will have a Union Representative present and the union will be provided with all sick time correspondence and relevant information two business days prior to this meeting.
- (e) Absence due to illness in any year shall be charged to the accumulated sick leave reserve credited to the employee concerned on the basis of one (1) sick leave credit for each sick day with pay until credits are used up. As credits are used up, they may again accumulate to the maximum.
- (f) A full-time employee who terminates her employment with the Hospital and has received payment in lieu of accumulated sick leave credits shall not be entitled to receive over an aggregate of fifty per cent (50%) for any such credits should she be rehired and again terminates her employment.
- (g) The beneficiary or estate of an employee who dies while in the employ of the Hospital shall be entitled to receive the balance of the employee's sick leave credits due as provided for in Article 14.12 herein.

- (h) The short-term sick leave plan shall be registered with the Employment Insurance Commission (E.I.C.). The employee's share of the employer's employment insurance premium reduction will be retained by the Hospital towards offsetting the cost of benefits contained in this Agreement.
- (i) It is understood and agreed that full-time employees will make every reasonable effort to schedule medical physician appointments **or full day medical procedures** at times when they are otherwise not scheduled for work. When this is not possible, employees will schedule such appointments in a manner such as to minimize the disruption to their normal work schedule and provide reasonable notice to the Employer. The Employer may request proof of such medical appointment to be submitted to Employee Health and such requests shall not be unreasonably required. Hospital will allow such necessary time off to be charged against the employee's "accumulated sick leave bank". Such appointments **or full day medical procedures** will not be counted as an incident with respect to Article 14.11 (k).
- (j) The employee shall be reimbursed the cost of any medical certificate that is required by the employer, upon being given the receipt by the employee.
- (k) No sick pay benefit is payable from accumulated sick leave for the first fifteen (15) hours of absence for the sixth (6th) and subsequent period(s) of absence in the same fiscal year (April 1st through March 31st). Fiscal year calculation to commence on April 1st each year.
- (l) Employees who report to work but then are unable to complete their shift and request to go home due to illness will be directed to see the Employee Health Nurse if available, this is considered a partial absence. Partial absences will not be counted as an incident with respect to Article 14.11 (k) until the employee has reached their 6th and subsequent incidents, once the employee has reached the 6th and subsequent period of absence they will follow Article 14.11 (k) for any partial absence for the remaining of that fiscal year.
- (m) Absences arising out of medical chronic conditions established with Employee Health will not be counted for the purposes of being placed on or progressing through the steps of the Hospital attendance management program so long as the employee provides appropriate medical **documentation** for each absence.

14.12

On termination of employment, a full-time employee with the following seniority or a part-time or casual employee who has transferred from the full-time unit with the following seniority as a full-time employee shall be paid cash in lieu of the accumulated sick leave credits on the following basis, the exception to this would be in the case of a job share, where the job share owner would retain their sick bank:

An employee with two (2) years' seniority as a full-time employee shall receive payment of twenty-five percent (25%) of her accumulated sick leave credits.

An employee with three (3) years' seniority as a full-time employee shall receive payment of thirty-three percent (33%) of her accumulated sick leave credits.

An employee with four (4) years' seniority as a full-time employee shall receive payment of forty percent (40%) of her accumulated sick leave credits.

An employee with five (5) years' seniority as a full-time employee shall receive payment of fifty percent (50%) of her accumulated sick leave credits.

An employee with fifteen (15) years' as a full-time employee shall receive payment of fifty-five percent (55%) of her accumulated sick leave credits.

An employee with twenty (20) years' as a full-time employee shall receive payment of sixty percent (60%) of her accumulated sick leave credits.

An employee with twenty-five (25) years' as a full-time employee shall receive sixty-five percent (65%) of her accumulated sick leave credits.

An employee with thirty (30) years' as a full-time employee shall receive seventy percent (70%) of her accumulated sick leave credits.

An employee who has transferred from full-time to part-time or casual and has received payment in lieu of accumulated sick leave credits shall not be entitled to receive over an aggregate of the above percentages for any such credits should a pay-out occur for any reason in the future.

14.13

An employee who is elected or appointed to a full-time paid position in the union, must provide at least four (4) weeks notice prior to taking the leave, unless otherwise mutually agreed between the parties. Such leave of absence shall be without loss of seniority and benefits and must be for a period greater than four (4) weeks and but less than three (3) years. During such leaves of absence, the benefits and wages shall be kept whole by the hospital and the union agrees to reimburse the hospital for the hospital's contribution to said wages and benefits. The employee agrees to notify the hospital of the employee's intention to return to work four (4) weeks prior to returning from the leave. At the end of such leave, any

employee hired or places as a substitute for the employee on such leave may be terminated or laid off by the hospital as required or may be transferred to the employees previous position if the substitution was a transfer. An employee on leave of absence under this provision shall continue to accumulate all rights and privileges under this agreement. It is understood that the intent of this article is that it shall apply only to one (1) employee at a time. In addition, it is understood that any employee so elected or appointed is required to maintain their competence and/or qualification in the event that they are to return to the workplace. Any extensions of the leave of absence must be mutually agreed upon.

14.14

Pre-Paid Leave

a) Purpose

The pre-paid leave is a plan developed to afford full-time employees the opportunity to take a one (1) year leave of absence funded by the employee through the salary of deferral over a defined period in accordance with part LXVIII of the income tax regulations, section 6801 (as may be amended from time to time).

b) Application

Eligible employees must make written application to the Department Head, with a copy to Human Resources, at least six (6) months prior to the commencement date of salary deferral portion of the pre-paid leave plan. Such application will outline the reason the leave is being requested. Priority will be given to applicants intending to use the leave for formal education related to their profession. As between two or more candidates, from the same department, with same intended purpose seniority shall govern. The employees shall be informed of the disposition of the application within thirty (30) days of submission.

c) The total number of employees that may be accepted into the pre-paid leave plan in any one plan year from one department shall be Two (2). Where there are more applicants than paces allotted, seniority shall be the governing factor.

d) Nature of Final Agreement

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

- (i) A statement that the employee is entering the Plan in accordance with the provisions of this article of the collective agreement.
- (ii) The period the salary deferral and the period for which the leave is requested.
- (iii) The manner in which the deferral salary is to be held. The letter of application to enter into the plan will be appended to and form part of, the written agreement.

e) Deferral Plan

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

f) Deferred Earnings

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

g) Group Benefits

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

h) Seniority and Service

Full Time Only

During the year of the leave, seniority shall continue to accumulate. Service for the purpose of vacation, salary progression and benefits will be retained but not accumulate during the period of leave.

i) Assignment on Return

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

j) Withdrawal Rights

- (i) A participant may withdraw from the plan at any time up to three (3) months prior to the commencement of the leave. Deferred salary and accrued interest will be returned to the participant within thirty (30) days of notice to withdraw is given.
- (ii) If a participant resigns, or is terminated, prior to the commencement of the leave, deferred salary plus interest will be returned to the participant within thirty (30) days. In the event of the death of a participant, such funds will be paid to their estate.

k) Replacement Employees

The employer will attempt to find a temporary employee as far in advance as practicable. If the employer is unable to find a suitable replacement, it may postpone the leave. If after a period of postponement, a suitable temporary employee cannot be found, the employer will have the option of considering a further postponing, or collapsing the plan. The employee subject to postponement, will have the option of remaining in the plan and rearranging the leave at a mutually agreeable time, or of withdrawing from the plan as outlined in this article.

l) Plan Year

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

m) Status of Replacement Employee

Only the original vacancy resulting from the absence due to prepaid leave will be posted.

Employees in the bargaining unit at the hospital selected to fill vacancies resulting from replacing an employee or a prepaid leave need not be considered for other vacancies while replacing such employee. Upon completion of the leave, the replacing employee will be returned to her former position and the filling of subsequent vacancies will likewise be reversed.

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

- 14.15 Upon request from a full-time employee the Department will, during the month of April, provide to said employee in writing the amount of unused sick leave and unused vacation in her/his bank.

ARTICLE 15 – GROUP HEALTH INSURANCE PLANS

FULL-TIME EMPLOYEES

- 15.01 Effective the first of the month following date of ratification the Employer agrees to pay one hundred per cent (100%) of the billed premium toward coverage of employees who have completed their probationary period under the Green Shield Semi-Private plan or its equivalent.

- 15.02 The Hospital agrees to provide coverage for employees under the Hospitals of Ontario Group Life Insurance Plan or equivalent, and to pay one hundred per cent (100%) of the premium thereof effective the first billing date following the completion of their probationary period. Such plan shall provide for insurance on the life of employees in an amount equal to twice their annual salary, calculated to the nearest \$500.00. The Hospital acknowledges that if the said Life Insurance Plan is amended to provide employees with increased coverage in excess of that referred to above, the Hospital will continue to pay one hundred per cent (100%) of the premium thereof.

The members of the bargaining unit will be eligible for voluntary additional life insurance coverage under the HOOVLIP Plan or equivalent. Regular medical requirements are applicable. This insurance is at one hundred per cent (100%) of the cost to the employee.

15.03

Drug Plan

The Employer will provide full-time employees who have completed their probationary period as outlined in Article 6.02 with a prepaid drug prescription plan Green Shield Plan "O" (with no deductible) but at a cost to the employee of three dollars (\$3.00) per prescription and twelve dollar \$12.00 dispensing fee cap to include Green Shield Extended Health T4 with a \$10,000 maximum or equivalent plans, and will pay one hundred per cent (100%) of the premium charged therefore as amended from time to time.

Coverage under such plans shall be single or family to include all dependents as applicable. This benefit will be payable the first billing date following the completion of the probationary period. The drug plan shall provide for mandatory product selection (generic selection) in accordance with the Green Shield Pre-Paid Service Inc. procedures. It is understood that the individual physician retains the right to specify no substitutions if deemed necessary.

15.04

Dental Plan

The Hospital agrees to provide coverage for its eligible full-time employees and their eligible dependents under the Green Shield Plus 3 Dental Plan or its equivalent and pay seventy-five per cent (75%) of the applicable monthly premium charged therefore. Such plan provides for recall exams not more frequently than every nine (9) months for adults and six (6) months for dependent children. Orthodontic coverage will be provided on a 50/50 co-insurance up to a lifetime maximum of \$1500.00 per insured. Increase crowns and bridges to \$4000.00 lifetime maximum.

15.05

Vision Plan

The Hospital agrees to provide a vision plan to eligible employees (maximum **\$400.00** every 24 months) and will pay one hundred per cent (100%) of the established monthly premium charged therefore. In addition, the plan provides ninety dollars (\$90.00) for eye exams every twenty-four (24) months for eligible employees. It is agreed that the plan will be provided by Green Shield or its equivalent.

15.06

The Hospital agrees to continue to pay its share of the above premiums on behalf of employees who are absent because of illness, who are being paid accumulated sick leave, as long as such sick leave entitlement continues. The Hospital will pay its share of the above premiums on behalf of an employee drawing Workplace Safety and Insurance Benefits for a period not to exceed twelve (12) months. For employees who are otherwise absent due to illness or injury and who are not drawing sick leave pay or Workplace Safety and Insurance Board benefits, or for employees absent on leave, the Hospital will pay its share of the above premiums for a period not to exceed three (3) months.

15.07 It is agreed that full-time employees shall participate and part-time and casual employees, if eligible, may participate in the Hospital's of Ontario Pension Plan. It is agreed that enrolment in such pension plan will be in accordance with the requirements of such Plan.

The Hospital will continue enrolment of employees in the Canada Pension Plan.

15.08 The Hospital shall provide to all employees covered by this agreement a "Benefit Handbook" outlining all available benefit coverage and appropriate details.

15.09 It is agreed that the employee's dependents aged 21 to 25 may be enrolled as a single subscriber on the Green Shield Hospital benefit plans if all the following conditions are met by the dependent:

- (i) unmarried;
- (ii) attending school, college or university or physically or mentally handicapped;
- (iii) normally resident with, and totally dependent upon the employee for support.

The employee is responsible for one hundred per cent (100%) of the billed premiums. All applications for adult dependents must be included with the December remittance therefore applications are necessary before the end of the year to ensure no loss of coverage.

Part-time Employees

15.10 Part-time employees shall be entitled to participate in Health Care Benefits by paying a portion of the premiums based on the ratio of hours worked as compared to full-time hours averaged over a six-month period. Part-time employees are not eligible for Group Life Insurance coverage.

For the purpose of the above calculations, the average hours worked for an employee will be calculated for each six (6) month period ending April 30th and September 30th.

15.11 Casual employees shall be entitled to statutory holidays and benefits only.

15.12 It is agreed that the employer can change the carrier of any plan, provided that there is no reduction in benefits and provided the employer gives the Union not less than sixty (60) days notice of such change, furnishes the union with full particulars of the plan to be substituted and if requested to

do so meet with the negotiating committee to discuss and explain the change proposed.

15.13 **Early Retirement Benefits**

The Hospital agrees to provide health care benefit coverage identical to that provided to active employees for retirees who are in receipt of H.O.O.P.P. and who are age 55 up to and including age 64 on a seventy-five percent (75%) employer and twenty-five percent (25%) employee premium share basis.

15.14 **Benefits Age 65 and Older**

Extended health benefits (including drug prescription plan, vision care, hearing aids and hair pieces) semi private, dental plan will be extended to active employees from the age of sixty-five (65) up to and including their seventieth (70th) birthday on the same cost basis as employees under the age of sixty-five (65) (with the exception of life insurance under Article 15.02).

ARTICLE 16: HOURS OF WORK

FULL-TIME EMPLOYEES

- 16.01 (a) It is agreed that the normal and recognized working hours of full-time employees in the bargaining unit shall be seventy-five (75) hours per bi-weekly pay period. It is to be noted that scheduled shifts are eight (8) consecutive hours unless by mutual agreement, and include a one-half (1/2) hour unpaid lunch break.
- (b) The recognized shifts are days, evenings and nights. The standard shifts are 0700 – 1500 (days); 1500 – 2300 (evenings); and 2300 – 0700 (nights). Where 50% or more of a tour falls within any of these defined shift times, such tour shall be deemed to be that shift.
- 16.02 (a) The Employer shall pay time and one-half the regular rate of pay, calculated to the nearest fifteen (15) minutes for all approved time worked in excess of seven and one-half (7-1/2) hours in any one day (exclusive of one-half [1/2] hour each day for lunch). Work performed on a full-time employee's scheduled day off shall be paid at the rate of time and one-half. Full-time employees will have the option of taking compensating time off at one and one-half (1-1/2) times for all hours worked at a mutually agreeable time within ninety (90) days of the time being earned. All time not taken within the ninety (90) day timeframe will be paid out.
- (b) The Employer shall also pay time and one-half the regular rate of pay, calculated to the nearest fifteen (15) minutes for all approved time worked in excess of seventy-

five (75) hours in any bi-weekly pay period (exclusive of one-half [1/2] hour each day for lunch).

- 16.03 Within the seven and one-half (7-1/2) hour work day referred to above, all employees will be permitted a fifteen (15) minute coffee break within the first half of a shift and a further fifteen (15) minute coffee break within the second half of the shift at times specified by the Employer.

Employees working other than a seven and one-half (7-1/2) hour shift will be entitled to a paid rest period of fifteen (15) minutes during each four (4) continuous hours of work.

- 16.04 The Employer agrees that, except by mutual agreement, work schedules will provide for a period of at least twelve (12) hours between scheduled shifts and an employee will not be required to work more than six (6) consecutive days. Failure to comply with the above shall result in a premium payment of time and one-half (1-1/2) for each shift worked without a full twelve (12) hour rest period and on the seventh and subsequent consecutive days.

- 16.05 It is the intention of the Employer that the present practice where full-time employees are granted every weekend off shall continue (with the exception of (3) (b) below). The Hospital will grant/schedule each full-time employee a minimum of every other weekend off (i.e. Saturday and Sunday inclusive). In the event that any full-time employee is scheduled to work on their normal weekend off (on either or both Saturday or Sunday), they will receive time and one-half (1-1/2) times their regular hourly rate for all hours worked on the second (2nd) consecutive weekend, except where:

(i) Such weekend has been worked by the employee to satisfy specific days off requested by such employee; OR

(ii) Such employee has requested weekend work; OR

(iii) Such weekend is worked as a result of an approved exchange of shifts with another employee.

(a) Whenever referenced herein, a weekend worked will be recognized as commencing at the end of the afternoon shift on Friday and continue until the start of the midnight shift Monday. Any employee who is required to work a shift(s) during this period, either on one or both days, will be considered to have worked the weekend.

(b) In the event that a "Department" changes their organizational structure and/or schedule of operations, the Union and Management will meet (at least thirty [30] days in advance of the introduction of any such change), to discuss the

most effective method of implementation, in an effort to minimize the detrimental or adverse effects upon the employee(s) affected, if any.

16.06 It is agreed that the Employer will post work schedules four (4) weeks in advance and all schedules will be in effect for a two (2) week period. No employee will be required to rotate more than twice during the two week period.

It is further agreed that the above provisions will be in effect save and except for staffing shortages beyond the Employer's control.

If a full-time employee is given less than seventy-two (72) hours notice of a change in his/her schedule, or hours of work (except as a result of any other employee's absence), he/she shall be paid at one and a half (1-1/2) times their regular hourly rate for all hours worked on the changed shift unless the change is by mutual consent.

16.07 Premium payments (excluding shift and weekend premiums as defined in Article 17) shall be calculated and paid under one provision of this Agreement only, even though hours worked may attract premium payment under more than one provision. (For example: Overtime on a scheduled weekend off). In such circumstances, the higher premium shall be paid.

16.08 Any full-time employee who reports for work for which they are scheduled or called in for, but for whom no work is available, shall be paid a minimum of our (4) hours time at their regular rate of pay.

16.09 Mutual shift exchanges between employees in the same department require prior approval by the Employer. Such request shall be submitted and responded to in a timely fashion.

Such approval shall not be unreasonably withheld.

16.10 **Meal Vouchers**

(a) When a full-time employee is required to work more than two (2) hours overtime contiguous to her regular shift, or if she is requested to work overtime with less than eight (8) hours prior notice, she will be provided with a meal voucher in the amount of seven dollars (\$7.00).

(b) Part-time and casual employees when required to work more than two (2) hours overtime contiguous to a regular seven and one-half hour shift will be provided with a meal voucher in the amount of seven dollars (\$7.00).

16.11 Notwithstanding the foregoing, for all employees, overtime will not be paid for

additional hours worked during a twenty-four (24) hour period either as a result of an exchange in shift at the mutually agreed request of an employee or a changeover to daylight savings time from standard time or vice versa or a mutually agreed exchange of shifts by two employees. It is understood that on those days that a change from daylight savings time to standard time or vice versa occurs employees will receive pay at straight time for eight and one-half hours when they work eight and one-half hours and for six and one-half hours when they work the six and one-half hours.

16.12 Where the Hospital introduces an evening or night shift in a department, the Hospital shall advise the Union, in advance, of the introduction of these shifts.

16.13 **HOURS OF WORK – PART-TIME AND CASUAL EMPLOYEES**

- (a) (i) The hours of work shall be as scheduled by the Employer.
 - (ii) The Employer shall pay time and one-half the regular rate of pay, calculated to the nearest 15 minutes for all approved time worked in excess of seven and one-half (7-1/2) hours in any one day (exclusive of one-half [1/2] hour each day for lunch). Part-time employees will only have the option of taking compensating time off at one and one-half (1 ½) times for all hours worked within their own department at a mutually agreeable time within ninety (90) days of the time being earned. All time not taken within the ninety (90) day timeframe will be paid out. The maximum amount of overtime lieu time that can be banked is thirty seven and one half (37.5) hours accumulated for overtime hours worked within their own department. Overtime hours worked on units outside of their own department cannot be banked under this provision and must be paid at the time the hours are worked.
 - (iii) The Employer shall also pay time and one-half the regular rate of pay, calculated to the nearest fifteen (15) minutes for all approved time worked in excess of seventy-five (75) hours in any bi-weekly pay period (exclusive of one-half (1/2) hour each day for lunch).
 - (iv) The recognized shifts are days, evenings and nights. The standard shifts are 0700 – 1500 (days); 1500 – 2300 (evenings); and 2300 – 0700 (nights). Where 50% or more of a tour falls within any of these defined shift times, such tour shall be deemed to be that shift.
- (b) Employees working a seven and one-half (7-1/2) hour shift will be entitled to a paid rest period of fifteen (15) consecutive minutes in both the first half and the second half of the shift.

Employees working other than a seven and one-half (7-1/2) hour shift will be entitled to a paid rest period of fifteen (15) minutes for each four (4) hours of work.

Employees working less than a seven and one-half (7-1/2) hour shift but more than a five hour shift will be entitled to one-half [1/2] hour unpaid lunch period.

- (c) The Employer agrees that, except by mutual agreement, posted work schedules will provide for a period of at least ten (10) hours between scheduled shifts and an employee will not be required to work more than six (6) consecutive days except by mutual agreement. Where it is necessary for operational reasons to schedule a part time employee without their agreement to work a scheduled shift with less than ten (10) hours between shifts the Hospital shall pay premium payment of time and one half for each hour worked without the full ten (10) hour rest period. Where it is necessary for operational reasons to schedule a part time worker to work more than six (6) consecutive days without their agreement without a day off premium payment of time and one half (1 ½) will be paid on the seventh and subsequent consecutive days.
- (d) If a part-time employee is given less than twenty-four (24) hours notice of a change in his/her schedule, or hours of work (except as a result of any other employee's absence) he/she shall be paid at one and a half (1-1/2) times their regular hourly rate for all hours worked on the changed shift unless the change is by mutual consent.
- (e) The Hospital shall not schedule part-time employees to work more than three weekends in every four, with the exception of those part-time employees who posted into positions requiring they work every weekend. **In the event that any part-time employee is scheduled to work on their fourth consecutive weekend (on either or both Saturday or Sunday), they will receive time and one-half (1-1/2) times their regular hourly rate for all hours worked on the fourth (4th) consecutive weekend, except where:**
 - (i) **Such weekend has been worked by the employee to satisfy specific days off requested by such employee; OR**
 - (ii) **Such employee has requested weekend work; OR**
 - (iii) **Such weekend is worked as a result of an approved exchange of shifts with another employee.**

Whenever referenced herein, a weekend worked will be recognized as commencing at the end of the afternoon shift on Friday and continue until the start of the midnight shift Monday. Any employee who is required to work a shift(s) during this period, either on one or both days, will be considered to have worked the weekend.

16.14 A part-time or casual employee who reports for work for which they are scheduled or called in for, but for whom no work is available, shall be paid a minimum of four (4) hours time at their regular rate of pay.

16.15 The Employer will endeavor to allocate regular scheduled shifts for part-timers on the posted schedule to be distributed fairly and equitably amongst the part-time staff assigned to the department on the posted schedules.

A part-time employee may request weekends only work in writing and such request will be considered. If the request is granted, then it is understood that hours for that individual will not be equalized with the other part-time employees. A request for weekend only work or request to return to regular part-time scheduling need only be considered twice in a calendar year for each individual employee. It is agreed that the Hospital will notify the Chairperson of any request which is granted or denied.

Whenever reasonably possible, the Department Head will allocate available non-scheduled part-time or casual tours to qualified employees within the department and by classification on as equitable a basis as possible twice a calendar year, as per Article 27 Call In protocol. Hours refused or unavailable to be worked will be counted as worked.

Should difficulties in scheduling arise they will be discussed with the Department Head or designee as soon as possible in order to resolve the problem'

16.16 Where the Hospital requires an employee(s) to attend a mandatory meeting or short-term in-service outside of their regulatory scheduled hours, such employee will be paid at his/her straight time hourly rate for all such hours.

ARTICLE 17: SHIFT/WEEKEND PREMIUMS

17.01 **Shift Premium**

All employees who work evening or night shifts will be paid a shift premium of one dollar and twenty-five cents (\$1.25) per hour. Evening shifts are defined as shifts where 50% or more of the hours fall between 1500 and 2300. Night shifts are defined as shifts where 50% or more of the hours fall between 2300 and 0700. There is no pyramiding of shift/weekend premiums.

17.02 **Weekend Premium**

An employee shall be paid a weekend premium of one dollar and fifty cents (\$1.50) per hour for shifts where 50% or more of the hours of that shift fall between 2400 hours Friday and 2400 hours Sunday. If an employee is receiving

premium pay under Article 16, or for any other reason, she will not receive weekend premium under this provision.

17.03

Training Premium

Any employee required to provide training to another employee due to an employee either transferring through the job posting/bumping procedure or transfers due to a reduction of service within their own classification, shall be paid **one dollar (\$1.00)** per hour over and above their normal hourly wage while providing such training.

ARTICLE 18: PAID HOLIDAYS

FULL-TIME EMPLOYEES

18.01

The following shall be recognized as paid holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Civic Holiday	Boxing Day
Family Day (3 rd Monday in February)	
2 nd Monday in June	

Should the Hospital be required to observe an additional paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall be established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide the number of paid holidays as noted above remains unchanged.

18.02

If an employee is scheduled to work on a paid holiday and actually works, then she may elect either:

- (i) Pay at the rate of time and one-half for work performed on such holiday in addition to have an alternative day off with pay at the regular rate (such day shall be given by the Hospital within thirty [30] days after the holiday or longer if agreed upon by the Hospital and the employee).

OR -

- (ii) Pay at the rate of time and one-half for work performed on such holiday in addition to the employee's regular pay.

(iii) All hours worked in excess of seven and one-half (7.5) hours on a paid holiday will be paid at a rate of double time and one-half.

18.03 (a) In the event of a holiday as specified in the Article falling within an employee's vacation period, it shall be mandatory to extend the vacation period by one (1) working day with one (1) day's pay unless mutually agree otherwise.

(b) If the holiday occurs on a full-time employee's day off, the employee will be given a choice of receiving a day's pay or taking a day off in lieu of such holiday at a time (within ninety [90] days following the Holiday) mutually agreed upon between the employee and the Department Head.

(c) In the event of a statutory holiday falling within an approved leave of absence period, the benefits for a paid holiday shall NOT be extended to a full-time employee, except in the case of illness. Full-time employees with one (1) or more years of seniority will be paid for those holidays falling within the three (3) month period from commencement of such illness.

18.04 Employees shall be entitled to take either Christmas or New Year's Day off on a choice basis in accordance with their classification seniority provided that the Department Heads are satisfied that enough experienced personnel are retained to provide proper and adequate service in those classifications. Full-time employees shall be entitled to take either Christmas/Boxing Day or New Year's Eve/New Year's Day off on a choice basis in accordance with their seniority.

18.05 **Paid Holidays – Part-Time and Casual Employees**

(a) Full-time employees who work weekends will be scheduled to work holidays which fall on a Monday or Friday associated with their weekend to work. A full-time employee who does not wish to work such a holiday will be required to notify the manager that they do not wish to be scheduled prior to the schedule being posted.

(b) Subject to (a), scheduled holiday shifts will be equitably distributed to part-time employees prior to scheduling casual employees. Scheduled statutory holiday shifts shall be equitably distributed by seniority to part-time employees as follows:

(i) Available statutory holiday shifts prior to the schedule being posted will be equitably distributed by seniority to part-time employees based on a calendar year. Part-time employees in a department will be asked to indicate their preference for holidays in January each year. Preference to work or to be off will be subject to the needs of the department at the time the schedule for that holiday period is posted.

(ii) Part-time employees who transfer to a department during the calendar year take the holiday preference of the employee they are replacing for the

balance of that calendar year and shall not be subject to equalization for that calendar year.

- (iii) A part-time employee who does not work a scheduled statutory holiday shift for any reason will have the holiday counted as a shift in the equitable distribution of statutory holiday shifts.
- (iv) Once the schedule has been posted any call ins for available statutory holiday shifts will be offered in accordance with Article 27.01 and such shifts offered or accepted shall not be counted towards equalization.

18.06 (a) Part-time and casual employees shall be entitled to the same proportion of holiday pay as their total time worked over the preceding thirteen (13) weeks bears to full-time employment using as a basis for calculation the entitlements of full-time employees as listed in Article 18.01.

(b) If an employee is scheduled to work on a paid holiday and actually works, then she shall receive time and one-half for work performed on such holiday in addition to holiday pay as determined by (a) above.

(c) A part-time and casual employee who has qualified for holiday pay and who works in excess of 7.5 hours on the holiday will be paid at the rate of double time and one-half for all hours worked in excess of 7.5 on the holiday.

ARTICLE 19: VACATIONS

FULL-TIME EMPLOYEES

19.01 (a) As of April 30th in each year, employees in the employ of the Employer who have been in the continuous service of the Employer for a period less than twelve (12) months shall be entitled to and shall receive the number of days' holiday with pay as set out below:

One month's completed service	Nil
Two months' completed service	One Day
Three months' completed service	Two Days
Four months' completed service	Three Days
Five months' completed service	Four Days
Six months' completed service	Five Days
Seven months' completed service	Five Days
Eight months' completed service	Six Days
Nine months' completed service	Seven Days
Ten months' completed service	Eight Days
Eleven months' completed service	Nine Days

- (b) As of April 30th in each year, employees in the employ of the Employer who have been in the continuous service of the Employer for a period of twelve (12) months but less than two (2) years shall be entitled to and shall receive two (2) weeks vacation with pay.
- (c) Employees having two (2) years or more of continuous service with the Employer but less than five (5) years of continuous service as of April 30th, or at a date between May 1st and September 30th in each year, shall receive three (3) weeks vacation with pay.
- (d) Employees having five (5) years or more of continuous service with the Employer but less than **twelve (12)** years of continuous service as of April 30th, or at a date between May 1st and September 30th in each year, shall receive four (4) weeks vacation with pay.
- (e) Employees having **twelve (12)** years or more of continuous service with the Employer but less than **twenty-one (21)** years of continuous service as of April 30th, or at a date between May 1st and September 30th in each year, shall receive five (5) weeks vacation with pay.
- (f) Employees having **twenty-one (21)** years or more of continuous service with the Employer but less than **twenty-seven (27)** years of continuous service as of April 30th, or at a date between May 1st and September 30th in each year, shall receive six (6) weeks vacation with pay.

- (g) Employees having **twenty-seven (27)** years of more of continuous service with the Employer as of April 30th, or at a date between May 1st and September 30th in each year, shall receive seven (7) weeks vacation with pay.
- 19.02 If an employee has worked and been paid for less than 1300 hours in a vacation year, the employee will receive vacation pay based on the percentage (4%, 6%, 8% 10% 12% or 14%) of total earnings.
- 19.03 Any employee whose employment is terminated prior to the completion of six (6) months' continuous service will be paid four per cent (4%) of total earnings for the period of employment.
- 19.04 Any employee whose employment is terminated prior to the completion of one (1) year's continuous service since the last date of vacation entitlement will be paid 14% 12%, 10%, 8%, 6% or 4%, as applicable, of total earnings since the last date of vacation entitlement.
- 19.05 When allocating vacation times for all employees, the Employer will give every possible consideration to the employee's preference, subject to the necessity of maintaining sufficient staff to ensure the efficient operation of the Hospital. Full-time employees will have first priority, and part-time second priority. The Employer shall notify the employee if possible of the tour of duty to which she is to report to working following her vacation.

It is hereinafter agreed by the Hospital and the Union that the following guidelines will be used to plan, organize and schedule vacation requirements in the various departments of the Hospital.

- 1) In January of each year, the respective Departments will post a list of all employees showing their vacation entitlement and seniority as of the last posting of the seniority lists. This posting will cover the vacation period from the entire vacation year. The Departments shall also post dates of Temporary Service Reductions as soon as they have been determined, in order that those wishing to take vacation during these times may do so.
- (2) All employees will schedule their vacation time by the first week in February (**in current department**) so that confirmation of the requests can be given by the last week in February. Since selection of scheduled vacation is governed by clause 6.04 (b) (seniority), senior employees should schedule their vacation first so that junior employees have an idea where they may want to schedule their vacation.

- (3) All employees should request a first and second choice numbered accordingly, in the event a change has to be made because of requirements or senior employees requesting the same period.
- (4) Any vacation scheduled outside the above guidelines will be considered on a first come, first serve basis based on the date that such request was submitted to the manager, provided the Hospital can reasonably accommodate such request.
- (5) Outstanding vacation entitlements will be scheduled at a mutually agreeable time by the first week in October. Outstanding vacation entitlement not scheduled by the first week in October shall be scheduled by the Hospital at its discretion by the end of October. Leave of Absence requests shall not be granted when outstanding vacation entitlement has not been scheduled.
- (6) Approved lists will remain posted in the respective departments. Employees may change vacation times with approval of the Department Head or designee. Such approval will not be unreasonably withheld.
- (7) Where an employee has made her vacation selection for the upcoming year and such vacation has been approved by the manager in the employee's original department, in the context of job posting, all efforts will be made by the receiving manager to accommodate the prior approved vacation selection. However, it is agreed and understood that in the context of a job posting an employee, notwithstanding her seniority, does not automatically receive her vacation selection in the receiving department.
- (8) Where an employee has been displaced under the layoff provisions of the collective agreement and has made her vacation selection for the upcoming year in her original department, in the context of a bump, the transferring employee shall carry with her the pre-approved vacation selection into her new position based on her seniority in the receiving department. All efforts will be made by the receiving manager to accommodate the vacations of other junior staff affected by the vacation schedule of the bumping employee. It is agreed and understood that other employees in the department who have not been bumped, may have their pre-approved vacation changed by the manager to accommodate the pre-approved vacation of the bumping employee.

19.06 Employees hired after the 8th October 1976, will be on the April 30th cut-off date for vacation entitlement.

19.07 In the event that an employee terminates her employment with the Employer without giving two (2) weeks' notice of her intention to do so, her vacation pay shall be calculated and paid in accordance with the minimum requirements of the Employment Standards Act of the Province of Ontario

then in effect. The provisions of this paragraph shall not apply if failure to give two (2) weeks' notice was due to circumstances beyond the control of the employee.

19.08 For full-time and part-time employees, vacation policy will include the provision to take not more than fifteen (15) days vacation of an employee's annual entitlement in single days. The Department Head shall give consideration to such a request and respond to the employee as soon as possible to facilitate the employee's personal/emergency requests. It is agreed that the allocation of single vacation days will be done by mutual agreement. During the prime vacation period (week commencing the second Monday in June to the end of the week commencing the second Monday of September), single vacation days may not be taken if they disrupt a full week of vacation entitlement.

19.09 (a) Should a full-time employee become hospitalized for non-elective reasons and be receiving medical care and treatment prior to or during her vacation, she will be allowed to use her sick time for those days hospitalized. At the employee's option, those day hospitalized will be rescheduled at a mutually agreeable time.

19.09 (b) Where an employee's scheduled vacation is interrupted due to serious illness, as evidenced by an appropriate medical certificate, which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave. That portion of the employee's vacation which is deemed to be sick leave under this provision will not be counted against the employee's vacation credits.

19.09 (c) In the event of an employee's family (as provided for in Article 14) occurs during an employee's scheduled vacation period, the time as provided for in Article 14 from and including the date of death and including the date of burial shall be considered bereavement leave. Any day(s) of vacation which would have otherwise been provided, will then be rescheduled at a time mutually agreeable to the employer and the employee. In scheduling such alternate time, the affected employee will not have the right to displace another employee who already had their vacation schedule approved.

19.10 It is understood that for a full-time or part-time employee if the employment anniversary date falls between May 1st and September 30th in any year, vacation entitlement shall be calculated as though such date occurred before May 1st, with the exception of the first year of employment, during which a pro-rated amount of time and monies will be payable.

19.11 **Vacations – Part-Time Employees and Casual Employees**

Part-time employees shall be entitled to the same proportion of paid vacation time as their total time worked bears to full-time employment using as a basis for calculation the number of working days vacation with pay applicable to full-time employees.

For the purpose of the above calculations, the average hours worked for a part time employee will be calculated for the twelve (12) month period ending April 30th. Worked shall include being compensated for statutory holidays and bereavement leave.

A part time employee whose employment is terminated prior to the completion of six (6) months' continuous service, will be paid four per cent (4%) of total earnings for the period of employment.

A part time employee whose employment is terminated prior to the completion of one (1) year's continuous service since the last date of vacation entitlement, will be paid 14%, 12%, 10%, 8%, 6% or 4%, as applicable, of total earnings since the last date of vacation entitlement.

Casual employees shall be paid four per cent (4%) vacation pay. Casual employees will be paid vacation pay on all monies earned as of May 1st of the same year between July 1st and July 15th.

ARTICLE 20: WAGES

- 20.01 The hourly rates to be paid to the various classifications covered by this Agreement shall be set out in Schedule "A" hereto.
- 20.02 Progression on the grid will be based on six (6) month increments for full-time employees and 825 hour increments for part-time and casual employees. This progression will begin upon appointment to a given position.
- 20.03 The regular payday shall be every second Thursday during the term of this agreement, and all monies earned and owing to the employees shall be deposited into an account of their designation by twelve noon on Thursday .

ARTICLE 21: ACCIDENT PREVENTION: HEALTH AND SAFETY COMMITTEE

- 21.01 (a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevent – Health and Safety Committee, *two (2)* representatives selected or appointed by the Union from amongst the bargaining unit employees.

- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to cooperate reasonably in providing necessary information to enable the Committee to fulfil its functions. In addition, the Hospital will provide the Committee with reasonable access to all accident reports, health and safety records and any other pertinent information in its possession.
- (e) Meetings shall be held every three months at a minimum or more frequently at the call of the JHSC co-chairs as required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof, shall serve for a term of at least one (1) calendar year from the date of appointment. Time off for such representative(s) to attend meetings of the Accident Prevention – Health & Safety Committee in accordance with the foregoing, shall be granted and any representative(s) attending such meetings during their regularly scheduled hours of work, shall not lose regular earnings as a result of such attendance.
- (g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- (h) All time spent by a member of the Accident Prevention – Health and Safety Committee attending meetings of the committee and carrying out her duties, shall be deemed to be work time for which she shall be paid by the Hospital at her regular rate and she shall be entitled to such time from work as is necessary to attend scheduled meetings.
- (i) Pregnant employees may request to be temporarily transferred from their current duties if, in the professional opinion of the employee’s physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the current contractual maternity leave.
- (j) The parties agree to enter into a Letter of Understanding to be attached to the collective agreement to establish a committee to review ergonomic issues (to target three for the term of this collective agreement) that relate to the work done by office and clerical staff at both campuses;

ARTICLE 22: MODIFIED WORK PROGRAM

The Hospital and Union agree that the injured employee who suffers an injury arising out of and in the course of employment (within the meaning of WSIA) that is eligible for WSIB benefits should be returned to active employment as quickly as possible.

The Hospital agrees to reasonably accommodate as to coincide with the employee's capabilities.

Employees deemed capable to resume work with temporary limitations will be contacted for a meeting with the Union representative and management. The purpose of the meeting is to develop a modified work program for the employee. If the employee is unable to work on their previous job or unit the Hospital and Union will look into other areas within the bargaining unit based on the employee's qualifications.

The employee's progress will be monitored by Union and Management on a regular basis.

ARTICLE 23: CONTRACTING OUT

The Hospital shall not contract out any work usually performed by members of the bargaining unit if, as a result of such contracting out, a lay-off of any employees results from such contracting out. Contracting out to an Employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid off is not a violation of this provision, provided such employees are employed at similar wages and working conditions.

ARTICLE 24: JOB SHARING

- 1) Job sharing requests with respect to full time positions shall be considered on an individual basis. There shall be only one job shared position on any unit.
- 2) A full time employee wishing to share her position may do so without having her half of the posted position posted. The other half of the job sharing position will be posted and the selection will be made on the criteria set out in the posting provisions of the collective agreement. In the event that a full time employee within the same department applies for the posted portion of the job share the parties agree that prior to awarding the position there will be a review of the impact of a second full time employee moving to part time on the operations of the department.
- 3) Total hours worked by job sharers equate to one (1) full time position. The division of these hours on the schedule shall be determined by mutual agreement between the two (2) employees and the department head, subject to the approval of administration. Should any scheduling discrepancies between the job sharers arise, the decision of Administration shall be final.
- 4) The above schedules shall conform to the scheduling provisions for a full-time position pursuant to the Collective Agreement. In the event of a layoff, the job share position shall be considered one full-time position for the purposes of bumping.

- 5) Job Sharing requests with regard to full-time positions shall be made in writing to the Director of Human Resources.
- 6) All Job Sharing arrangements shall be voluntary for all participants. Employees in a job sharing arrangement must possess the necessary qualifications for the position.
- 7) A Letter of Understanding will be executed by the Hospital, Union and involved employees for all Job Sharing arrangements. Each new Job Sharing arrangement shall be subject to a six (6) month review to discuss any issues, concerns or suggestions.
- 8) All Job Sharers shall be treated as regular part-time employees and shall be covered by the part-time provisions of the Collective Agreement unless expressly amended herein. The full time employee who requested the job share shall continue to be entitled to a payment of her accrued sick bank upon termination of employment in accordance with the terms of the collective agreement notwithstanding her part time status as part of the job share.
- 9) Each job sharer may exchange shifts with each partner as well as with other qualified employees with the same classification as provided by the Collective Agreement.
- 10) Job Sharers will be offered additional shifts pursuant to Article 16. However, it is understood and agreed that the first obligation is to work the required hours of the job share position, regardless if a shift was accepted in another department.
- 11) The Job Sharers involved will have the right to determine which partner works on scheduled paid holidays and job sharers shall only be required to work the number of paid holidays as per Article 18 of the collective agreement. If there is no mutual agreement between the two job sharers, the manager shall have the sole discretion to schedule paid holidays, where necessary. For the purpose of Christmas/New Years holiday provisions it is the position that is considered and not the individuals in the position.
- 12) Where applicable, the most senior of the job share partners shall have the right to choice of shift/start times for the job share position.
- 13) It is expected that both Job Sharers will cover each other's incidental illnesses, vacation and other leaves of absence pursuant to Article 14 of the Collective Agreement, when required. In the case of Maternity or Parental leave, where it involves one (1) member of the job share arrangement, if agreeable, the remaining member of the position will provide the replacement coverage. In the event the remaining partner is unavailable to provide the replacement coverage, then the Employer may fill the job share vacancy pursuant to Article 8.11(a) of the Collective Agreement.

- (14) If one of the Job Sharers leaves the arrangement and the Hospital decides to continue such job sharing position, her position will be posted. If there is no successful applicant to the position, or if the Hospital decides not to continue the job sharing arrangement, the shared position must revert to a full-time position. If the remaining employee in the shared position was originally the full-time employee, she/he will be returned to her/his former full-time status in the position. If the remaining employee in the shared position was originally a part-time employee, she shall be laid-off in accordance with Article 7 of the collective agreement and the position will be posted as full-time and filled in accordance with the Collective Agreement.
- (15) (a) Either the Employee or the Hospital may discontinue the Job Sharing arrangement in the following situations:
- (i) by mutual agreement of the Hospital, the union and the employees;
 - (ii) by the employees or the Hospital, only upon the completion of at least 6 months participation in the program, upon 30 days written notice. The employees shall be obligated to continue the job sharing arrangement during the 30-day notice period. In the event that the Hospital terminates the job sharing arrangement, such right to terminate shall not be exercised unreasonably or in an arbitrary manner. In the event that the employee (owner) who applied for the job share terminates the job sharing arrangement, she shall not be eligible again to participate in a job sharing arrangement within a twenty-four (24) month period from the date of completion;
 - (iii) by the Hospital immediately if either of the employee's work performance is unsatisfactory or for just cause which shall be defined as the breach of any of the provisions of the job sharing agreement by either of the employees.
 - (iv) Immediately upon the resignation or termination of an employee's employment with the Hospital.
- (b) In any case where the job share arrangement is terminated, the remaining job sharer shall cover the job share vacancy and the manager/supervisor shall have the right to fill the vacancy at his/her discretion during the remainder of the posted schedule.
- (c) Where a Job Sharing arrangement is discontinued under (a) above, the position must revert to a full-time position with all the rights and entitlements of a full-time position in accordance with the collective agreement.

ARTICLE 25: PRINTING

- 25.01 The parties agree that the Collective Agreement will be posted on the Intranet and if there are any costs associated with having to print copies of this Agreement they will share equally in the cost.

ARTICLE 26: EXTENDED TOURS

- 26.01 Extended tours are defined as shifts that exceed eight (8) hours but not more than twelve (12) hours in length (inclusive of an unpaid meal break).
- 26.02 Where the Hospital agrees to implement a schedule with extended tours initiated by a full-time employee, the employees who would be subject to such a schedule, shall vote on the proposed schedule. The Union will conduct the vote and a threshold of two-thirds (66.6%) must be achieved in order for the schedule to be implemented. Where the Union or any full time employee provides notice of an intention to discontinue such a schedule this will also require a vote with two-thirds (66.6%) of the affected staff in favour of discontinuance. In either case, a vote will not be held more than once in any twelve (12) month period.
- 26.03 Where the Hospital decides that the continuance of an extended tour arrangement is no longer feasible, the Union will be consulted and advised of such a decision not less than sixty (60) days in advance of the discontinuance.
- 26.04 Full-time employees working an extended tour schedule shall be scheduled an average of seventy-five (75) hours per pay period for a total of 450 hours per twelve (12) week cycle with the exception of statutory holidays which may fall within this cycle.
- 26.05 No employee working twelve (12) hour tours shall be scheduled more than four (4) consecutive days and no employee working more than eight (8) hour tours but less than twelve (12) hour tours shall be scheduled more than five (5) consecutive days. Employees scheduled more consecutive shifts than outlined above shall be paid time and one-half (1-1/2) for all subsequent consecutive shifts.
- 26.06 Employees working extended tours shall be scheduled at least twelve (12) hours between shifts. Failure to comply with the above shall result in payment of time and one-half (1-1/2) for all hours worked within the twelve (12) hour rest period.
- 26.07 Full-time employees working extended tours greater than ten (10) hours in duration shall not be scheduled less than two (2) consecutive days off at any one time and the Hospital will endeavour to schedule at least two (2)

consecutive days off for employees working extended tours of a shorter duration.

26.08 Wherever in this Agreement a reference to leave is measured in days, with the exception of bereavement leave wherein a day shall be deemed to be whatever hours the employee was scheduled to work, a day is understood to be 7.5 hours.

Notwithstanding this, all absences from work shall be recorded in a manner that is reflective of the posted schedule.

26.09 (a) A paid holiday is understood to be 7.5 hours in length. A full-time employee shall be entitled to 7.5 hours pay for each paid holiday. A part-time employee shall be entitled to a pro-ration of 7.5 hours as indicated in Article 18.

(b) When an employee works on a paid holiday, she shall be paid in accordance with Article 18 in addition to the holiday pay outlined in (a) above.

26.10 For the purposes of this Article, a weekend shall be defined as 2400 hours Friday until 2400 hours Sunday. A shift will be deemed to have been worked on a weekend when 50% or more of the hours of that shift fall within the weekend period as defined above.

26.11 Notwithstanding Article 16.02, overtime shall be paid at the rate of time and one-half (1-1/2) to full-time employees for all hours worked in excess of the scheduled tours. In the case of part-time and casual employees, overtime shall be paid for all hours worked in excess of the 11.25 hours scheduled on a day of work or any hours in excess of seventy-five (75) in a pay period.

26.12 Shift changes will only be allowed between shifts of the same duration.

26.13 Notwithstanding the above, the parties agree that there may be some units that will require scheduled 12 hour shifts on the weekend due to staffing compliment and to ensure that weekend off language is followed in the collective agreement.

26.14 Except as otherwise provided for in this Article, this collective agreement shall apply.

ARTICLE 27: CALL-IN PROTOCOL

27.01 The following general principals are for shifts that become available after the schedule is posted:

- (a) Shifts that become available within forty-eight (48) hours of the commencement of that shift: calls will be made in the order outlined below and the first employee to accept the call will be given the shift opportunity.
- (b) Shifts that become available that will commence greater than forty-eight (48) hours from the time that the calls are made: calls will be made in the order outlined below and employees will be given one half (1/2) hour to respond.
- (c) All available additional shifts will be offered as a full shift in both straight time and premium time prior to offering staff the ability to work part of a shift.
- (d) Employees will provide one (1) phone number, in addition to their work extension, for the purpose of calling in for additional shifts and bears the responsibility to ensure that the number is kept up to date with the departments. The person calling for the shift will leave a message if message capability is available for the phone number provided.

27.02 When the Hospital deems it necessary to call an employee in to work, the following protocol shall be followed:

- (a) Part-time/ Casual employees within the classification within the department at straight time using rotating seniority subject to (b) below.
- (b) When the next employee in the rotation is scheduled for less than an eight (8) hour shift, they would be asked first to work the eight (8) hour shift and then the subsequent shift would be replaced with the next employee in the rotation if necessary.
- (c) Other part-time or casual employees outside the classification within the department at straight time that have been approved as having the qualifications to perform the job.
- (d) Other part-time or casual employees within the classification outside the department at straight time that have been approved as having the qualifications to perform the job and have been added to a departmental list.
- (e) Other part-time or casual employees within the bargaining unit who have indicated in writing a desire to accept shifts in other departments on the basis of rotating seniority. It is understood and agreed that to be considered for said available shifts, employees must have worked in that classification within the previous 12 month period, such that they are able to work said available shifts without training or orientation.

27.03 When the Hospital deems it necessary to call an employee in to work overtime, the following protocol shall be followed:

- (a) Additional overtime hours available prior to or following a scheduled shift (less than four (4) hours) will be offered to employees in the classification currently working in the department and on the shift that the additional hours are attached to. The offer will be made to the employees by seniority based on an integration of full time, part time and casual seniority of the employees working on the shift.
- (b) Full-time employees within the classification within the department, using rotating seniority.
- (c) Part-time employees within the classification within the department eligible for overtime using rotating seniority.
- (d) Casual employees within the classification within the department eligible for overtime using rotating seniority.
- (e) Other full-time, part-time or casual employees outside the classification within the department eligible for overtime that have been approved as having the qualifications to perform the job using rotating seniority.
- (f) Other full-time employees within the classification outside the department that have been approved as having the qualifications to perform the job and have been added to a departmental list using rotating seniority.
- (g) Other part-time employees within the classification outside the department that have been approved as having the qualifications to perform the job and have been added to a departmental list using rotating seniority.
- (h) Other casual employees within the classification outside the department that have been approved as having the qualifications to perform the job and have been added to a departmental list using rotating seniority.
- (i) Other full-time employees within the bargaining unit who have indicated in writing a desire to accept shifts in other departments on the basis of rotating seniority. It is understood and agreed that to be considered for said available shifts, employees must have worked in that classification within the previous 12 month period, such that they are able to work said available shifts without training or orientation.
- (j) Other part-time employees within the bargaining unit who have indicated in writing a desire to accept shifts in other departments on the basis of rotating seniority. It is understood and agreed that to be considered for said available shifts, employees must have worked in that classification within the previous 12 month period, such that they are able to work said available shifts without training or orientation.

- (k) Other casual employees within the bargaining unit who have indicated in writing a desire to accept shifts in other departments on the basis of rotating seniority. It is understood and agreed that to be considered for said available shifts, employees must have worked in that classification within the previous 12 month period, such that they are able to work said available shifts without training or orientation.

27.04 Where the parties agree that an error has been made under this Article, the error will be remedied as follows:

- (a) the affected employee will be offered a shift as an extra to be worked at a time mutually agreed to by the employee and her Manager/Coordinator;
- (b) the extra shift will be paid at a rate of pay which the employee would have received had the offer been made in accordance with the Article;
- (c) the employee working the extra shift will not be counted in the minimum staffing and will work as an extra staff member for the scheduled shift;
- (d) the employee working as an extra will not be assigned as a replacement if an absence subsequently arises on the shift which requires a call-in replacement.

ARTICLE 28: GENERAL

28.01 During the discussion or negotiation of any proposed renewal change amendment or revision of this Agreement (either in whole or in part), the Agreement shall remain in full force and effect until mutually acceptable terms of settlement have been agreed upon between the Parties or until the process under the Labour Relations Act has been exhausted.

28.02 **Definitions**

Department – For the purpose of this Agreement, the term ‘Department’ shall mean a specific area within a program under the direction and control of a Manager/Coordinator. A Department may be under the direction of a Director if there is not a Manager(s) in the line reporting structure.

For the purpose of the application of Article 8.11-8.12 (posting of temporary job vacancies) all of the specific areas within a defined program shall be considered as one department. (For example, currently the Critical Care

Program “Met Campus” includes ICU, CCU and Telemetry, each of which is considered a specific area). Therefore, if no employee within the classification within the specific area accepts the position; all the specific areas within the program shall be treated as a department.

Further, if the Union and the Hospital are unable to agree upon the Interpretation and/or application of the above definition of department, the parties agree to discuss the issue at a Labour Management Meeting.

- 28.03 A copy of any completed performance evaluation which is to be placed in an employee’s file shall first be reviewed with the employee. The employee shall initial such evaluation has having been read and shall have the opportunity to add her/his views to such evaluation prior to it being placed in her/his file. Employees on request will be provided with a copy of their performance appraisal. It is understood that such evaluations, do not constitute disciplinary action by the Hospital against the employee.
- 28.04 Each employee shall have reasonable access to all her/his personnel files for the purpose of reviewing their contents in the presence of a Human Resources staff member.
- 28.05 The parties agree that Pay Equity has been achieved for all employees to March 31, 2014. The parties commit to commencing the process for a pay equity plan as provided in the Pay Equity Act within sixty days of the ratification of the collective agreement.
- 28.06 The Hospital agrees to an annual lump sum payment \$1,500.00, payable to the Union for a union education fund.

ARTICLE 29: NO STRIKES OR LOCKOUTS

- 29.01 There shall be no strikes or lockouts so long as this Agreement continues to operate. The word “strike” and the word “lockout” shall have the meaning as set forth in the Labour Relations Act, as amended.

ARTICLE 30 – DURATION OF AGREEMENT

- 30.01 With the except of retroactive wages specifically referred to in Schedule “A” hereof, and other benefits or conditions of employment expressed to become effective at specific times, this Agreement shall become effective on **April 1, 2019**, and remain in effect until **March 31, 2021**. It is agreed, however, that this Agreement shall continue in force from year to year from the first day of April up to and including the 31st day of March in each

year unless either of the parties hereto shall between the 15th day of January and the 15th day of February in any year, give notice to the other party that this Agreement shall cease to operate at the end of the then current year or that it desires to bargain with a view to the renewal with or without modification of the Agreement then in operation.

In the event of notice given in accordance with the above, each party shall submit to the other party at least thirty (30) days prior to the anniversary date, a written statement setting forth all matters with respect to which it desires to modify or amend this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives this 28th day of August, 2019.

WINDSOR REGIONAL HOSPITAL

DRML

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 636

Janet Myer
Jana Hill
Joyce M...
Janet Racheleau
Lenie Edwards
...

APPROVED
INTERNATIONAL OFFICE - I.B.E.W.

07/13/20

Lonnie Stephenson, President
This approval does not make the
International a party to this agreement.

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

STUDENT PLACEMENTS

- (i) The parties agree that it is a shared goal of both the Union and the Hospital to participate and foster learning opportunities for students in health care studies for careers in the Office and Clerical bargaining unit at WRH;
- (ii) The Hospital agrees to provide the Union with notice of the placement of any student for a learning program in advance of the start of the program. Such notice will provide for a start and end date and the name of the student. The Hospital will indicate the location of the placement and will further provide the union with an outline of the duties to be assigned to that student as part of the placement.
- (iii) It is agreed that the placement of a student on a unit or in a program shall not result in the reduction or change to the usually scheduled hours for the employees in the bargaining unit;
- (iv) It is agreed that a student will not be placed on a unit or in a program where there has been a layoff of a bargaining unit employee within the past twelve months;
- (v) It is agreed that students will not be used or placed on a unit outside of the student placement process with their education institution unless expressly agreed in advance by the Union and the Hospital.

Dated this 28th day of Augt 2019, at Windsor, Ontario.

FOR THE HOSPITAL:

DRMi

FOR THE UNION:

Linda Merg
Jane Hu
Joyce M
Shirley Rochelle
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

MERGERS/AMALGATIONS

For the term of this collective agreement only (**April 1, 2019 – March 31, 2021**), in the event that the employer merges and/or amalgamates with any other entity all employees covered by this collective agreement shall be guaranteed that all rights currently enjoyed under this agreement shall continue for the duration of the agreement.

Dated at Windsor, Ontario this 28th day of August 2019.

FOR THE HOSPITAL:

ORML

FOR THE UNION:

Linda Kergin
Jane Hill
Joyce Ma
Shirley Rochelle
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

MEDICAL/HEALTH RECORD TRANSCRIPTIONISTS

and

ACCREDITED RECORD TECHNICIANS

WORK-AT-HOME

1. The purpose of this Letter of Agreement is to set out the terms and conditions upon which the parties have agreed to provide employees within the classification of Medical and/or Health Record Transcription and Accredited Record Technicians (ART's) with the opportunity to perform their work at home under the terms of a Work-at-Home Agreement. The Union and the Hospital acknowledge that this Agreement represents a variation to some provisions of the Collective Agreement and the parties agree to waive the application of those specific provisions on a without prejudice or precedent basis.
2. Employee participation in a Work-at-Home agreement is voluntary. An employee who participates in such an agreement will continue to be an employee of Windsor Regional Hospital and a member of the bargaining unit and there will be no change to the employee's rate of pay or benefits.
3. This Letter of Agreement will in no way directly or indirectly affect the permanent staffing levels currently in place in the Health Records Department.
4. The Hospital has the undisputed right to designate, increase or decrease the number of Work-at-Home opportunities. However, in the exercise of said right, the Hospital will not act unreasonably or in an arbitrary manner. Work-at-Home opportunities shall be offered to employees in order of seniority.
5. Prior to an employee commencing to work at home a physical work location will be established within the employee's home and subject to an initial inspection by the Hospital to ensure such a location is suitable and ergonomically correct. If and where applicable the

work-at-home location will be subject to the provisions of the Occupational Health and Safety Act.

6. The Hospital will provide to the employee all the necessary equipment and material that would normally be provided to the employee while working at the Hospital in the pre-approved work at home location and shall arrange for the initial set-up of such equipment and material. – **Effective April 1, 2019 the hospital will pay a flat fee of \$69.00 per month for reimbursement for internet fee for employees who work at home. Such payment will be made on the employee's regular pay deposit on the last pay deposit of each month for the previous moth. Employees who are on leave of absence for more than four (4) weeks in a row (one moth) will not receive reimbursement of internet fee for that moth. Effective April 1, 2020 flat fee amount to increase to \$71.00 and effective April 1, 2021 flat fee amount to increase to \$73.00.**
7. The equipment and material remains the property of the Hospital and the servicing and maintenance of equipment and maintenance shall be the responsibility of the Hospital. The employee is obligated to ensure that the equipment is not used in a negligent manner or in any way inconsistent with the purpose of this Agreement. All equipment and material shall be returned in good condition upon the termination of the Work-at-Home agreement.
8. Once the physical work-at-home location has been approved the employee shall not make any changes to the location without the approval of the manager. Upon the approval of the manager any changes to either location of the work site within the employee's home or the movement of the location to another home shall be the sole responsibility of the employee. All costs associated with the change in the work-at-home location shall be responsibility of the employee and any changes must be made in accordance with the initial work-at-home location plan.
9. The employee working under a Work-at-Home agreement shall be subject to the hours of work provisions of the Collective Agreement. Any variation from the pre-approved work schedule must be approved by the manager. Holidays will be worked on a rotational basis with other employees based on seniority in accordance with the holiday schedule circulated by the manager. Any overtime must be approved in advance by the manager. Hours not worked due to illness must be reported to the manager in the same manner as provided in the Collective Agreement.
10. Where an employee working under a Work-at-Home agreement is unable to perform their assigned duties due to failure of equipment said employee shall notify her manager immediately and shall be expected to attend at the Hospital and perform her work at the Hospital.
11. During working hours an employee must be available to be contacted by the manager. During working hours the Union may communicate with the employee at the work-at-home location.

12. Upon written request of the Union, the Hospital will provide the Union with an updated list of the names of employees working at home and a copy of the Work-at-Home agreement signed by the employee. It is understood that such a request will not be made more than twice per calendar year.
13. The Hospital's Human Resources department will ensure that all Union job postings will be made available to an employee at their work-at-home location.
14. It is understood and agreed that while working at home employees shall, during their working hours, devote their attention to their work. It is agreed that work-at-home is not a substitute for dependent care and employees must ensure that adequate dependent care arrangements are in place and that personal responsibilities are managed in such a way that allows the employee to successfully meet her work responsibilities.
15. It is understood and agreed that any equipment and material supplied by the Hospital shall not be utilized by the employee for any purpose other than to complete the work assigned by the Hospital. It is further understood and agreed that the employee will ensure that no other person has access to the use of the equipment and material supplied by the Hospital in their home. It is expressly acknowledged that the use of the computer equipment will be monitored by the Hospital to ensure that the only use made of the computer equipment is for use authorized by the Hospital. No other equipment or software shall be added or installed on the computer equipment supplied by the Hospital.
16. It is understood and agreed that in the course of their work the employee shall have access to confidential information and the employee shall not disclose such information to any person not authorized by the Hospital. The employee shall not print any material from the equipment supplied by the Hospital except as required in the course of their duties.
17. Employees under a work-at-home arrangement shall be required, prior to the commencement of the arrangement, to execute a specific Work-at-Home Agreement in the form attached. The Agreement shall provide the following information:
 - (a) the name of the employee, the work-at-home address and telephone number where the employee can be reached during working hours;
 - (b) the assigned duties to be performed;
 - (c) the hours of work
 - (d) the equipment and materials to be provided by the Hospital
 - (e) the employee's acknowledgment that they will be bound by the provisions of this Agreement and the Hospital's confidentiality agreement;
 - (f) the acknowledgment that they will immediately inform the appropriate Employee Health personnel and her manager of any occupational injury incurred during the course of their employment;
 - (g) the employee's agreement to allow appropriate Hospital personnel access to their home to periodically inspect the work location and to service and remove equipment and material as may, from time to time, be required;

- (h) an acknowledgment from the employee that it is their responsibility to ensure that the Work-at-Home agreement at their particular address does not violate any municipal by-laws or regulations;
 - (i) an acknowledgement that the equipment and material supplied by the Hospital remains the property of the Hospital and that they will be responsible for the proper care of the equipment and material while it is in their home and that upon termination of this agreement for any reason that they will immediately co-operate with the Hospital to ensure for the immediate return of the equipment and material. The employee will expressly agree that in the event that their employment is terminated for any reason that they will co-operate fully to ensure return of the Hospital equipment and material in good condition and that any final pay of monies owing from the Hospital to the employees will be withheld pending the return of the equipment and material to the Hospital in good condition. The employee will expressly agree that this co-operation includes the right of the Hospital to come into their home to dismantle and remove any equipment or material that remains their property.
 - (j) an acknowledgement by the employee that they have made a commitment of at least 6 months to participate in the program;
18. An employee's participation in a work-at-home arrangement shall be terminated in the following situations:
- (a) by mutual agreement of the Hospital, the union and the employee;
 - (b) by the employee or the Hospital, only upon the completion of at least 6 months participation in the program, upon 30 days written notice. The employee shall be obligated to continue to perform work at home during the 30 day notice period. In the event that the Hospital terminates the work-at-home arrangement such right to terminate shall not be exercised unreasonably or in an arbitrary manner. In the event that an employee terminates their participation in a work-at-home arrangement they shall not be eligible again to participate in the program;
 - (c) by the Hospital immediately if an employee's work performance is unsatisfactory or for just cause which shall be defined as the breach of any of the provisions of this Agreement by the employee;
 - (d) immediately upon the resignation or termination of an employee's employment with the Hospital.
19. Either the Hospital or the Union may terminate this Letter of Agreement and the work-at-home program upon 30 days written notice to the other party. In the event of termination of this program under this clause employees shall continue to work-at-home during the notice period and the parties shall co-operate to ensure the return of the Hospital equipment and materials to the Hospital in good condition.

Dated this 28th day of August 2019, at Windsor, Ontario.

FOR THE HOSPITAL:

ORMI

FOR THE UNION:

Linda Geyi
Laura Bell
Joyce M
Gennifer Rochden
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as "the Hospital")

and:

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 636, UNIT 25**

(hereinafter referred to as "the Union")

A.R.T. RETENTION AGREEMENT

During the 2006 negotiations for the renewal of the collective agreement, the parties discussed the current challenges that present difficulties in successfully recruiting and retaining A.R. Tech's. The parties agree that for the term of the 2019 collective agreement, the A.R. Tech's shall receive a fifty-cents cent per hour (\$0.50/hour) retention increase to their regular hourly rate of pay.

Dated at Windsor, Ontario this 28th day of August 2019

WINDSOR REGIONAL HOSPITAL

RMi

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL 636**

Linda Gyi
Laura Her
Goya M
Janette Rochelle
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

UNIT CLERK HOURS

It is agreed between the parties that the normal hours of work for the existing full-time Unit Clerk listed below, will remain no later than 9 a.m. to 5 p.m. for the term of this Collective Agreement.

Catherine Bondy

The above provision does not apply to the situations listed below where the Hospital shall have the right to determine the hours of work.

- i) Part time Unit Clerk positions;
- ii) Vacancies created by any of the employees listed above leaving her position;
- iii) Newly created full-time Unit Clerk positions

Further, the parties agree that current full-time Unit Clerk, identified above, may work rotating shift provided the employee, the employer and the Union mutually agree.

Dated this 28th day of August 2019, at Windsor, Ontario.

FOR THE HOSPITAL:

AMi

FOR THE UNION:

Linda Yezzi
Jana...
Joy...
...
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

WEEKEND EXTENDED TOURS

Where a request is received to implement a schedule providing for extended tours on weekends, the Hospital and the Union will review such a request.

In the event that the Hospital and the Union agree on the implementation of the schedule, the employees who would be subject to such a schedule will be required to vote on such a schedule following the process set out in Article 26 of the Collective Agreement.

The Union will conduct the vote and a threshold of two-thirds (66.6%) must be achieved in order for the schedule to be implemented. The vote will be conducted annually in December of each year for implementation for the following year (January to December).

Any vacancy for a position that would be required to work such a weekend extended tour will be posted as such and the successful incumbent to the position will be required to work this schedule until the next annual vote.

For the purposes of scheduling the parties agree that the terms of the collective agreement in Article 26 shall apply to the extended tours and the remaining tours shall be scheduled in accordance with the terms of Article 16.

The parties agree to meet and discuss any issues that arise with the implementation of a weekend extended tour schedule.

Dated this 28th day of August 2019, at Windsor, Ontario.

WINDSOR REGIONAL HOSPITAL

DAMI

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL 636**

Linda Murphy
Juan Belin
Joyce M
James R. Rochelle
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as the "Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 636, UNIT 25**
(hereinafter referred to as the "Union")

OCCUPATIONAL HEALTH REVIEW COMMITTEE

WHEREAS the Hospital and the Union are parties to a Collective Agreement with a term of April 1, 2019 to March 31, 2021;

And whereas in bargaining for the renewal of this collective agreement the parties agreed to establish a Committee to review ergonomic issues that relate to the work of the bargaining unit;

THE PARTIES hereby agree as follows:

1. A Committee shall be established within ninety days of the execution of this agreement to review ergonomic issues that relate to the work of the bargaining unit;
2. Such Committee shall be made up of three (3) representatives from the Employer and three (3) representatives from the bargaining unit.
3. Such Committee shall identify three (3) areas of review and shall report on those areas of review to the Labour Management meeting of the Union and the Employer.
4. The work of the Committee is not meant to address individual situations where ergonomic studies are required to be completed as a result of a workplace injury or potential of workplace injury.
5. The Committee shall not have any powers to implement or require changes but can only make recommendations.
6. Such recommendations will be reviewed by the parties with the respect to feasibility of implementation with the ultimate decision on implementation resting with the Employer.

Dated this 28th day of August 2019, at Windsor, Ontario.

FOR THE HOSPITAL:

ORMI

FOR THE UNION:

Linda Geyi
Jane Hill
Joyce M
Janet Rockwell
Linda Edwards

LETTER OF UNDERSTANDING

Between:

WINDSOR REGIONAL HOSPITAL
(hereinafter referred to as "the Hospital")

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 636, UNIT 25**
(hereinafter referred to as "the Union")

DATA ENTRY TEST

Whereas the parties have discussed within the current negotiations for the renewal of the collective agreement expiring March 31, 2019 the concerns of the parties relating to job posting as it relates to testing as outlined in Article 8.15 of the collective agreement;

The parties hereby agree:

1. Internal candidates posting on positions within the IBEW bargaining unit which require data entry testing shall be tested on the basis of achieving 125 characters in place of the previous 150 characters per minute.
2. The Hospital maintains the right to test external candidates for data entry based on the test of 150 characters per minute.
3. This Letter of Understanding does not change the current typing testing and data entry equivalency principle whereby 150 characters per minute is equivalent to 40 words per minute for typing scores.

Dated at Windsor, Ontario this 28th day of Aug 2019

WINDSOR REGIONAL HOSPITAL

DRMi

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL 636**

Linda Goyi
Laura Hill
Joyce M
Janet Rockwell
Linda Edwards

SCHEDULE "A"
CLASSIFICATIONS AND WAGE RATES

CLASSIFICATION	EFFECTIVE DATE	INCREASE	START	6 MONTH	12 MONTH	18 MONTH
Senior Clinical Research Associate	April 1, 2017	1.00%	\$27.955	\$28.986	\$29.811	\$30.689
Librarian / Archivist	April 1, 2017 Pay Equity	0.40%	\$28.067	\$29.102	\$29.930	\$30.812
	April 1, 2018	1.00%	\$28.348	\$29.393	\$30.229	\$31.120
	April 1, 2018 Pay Equity	0.40%	\$28.461	\$29.511	\$30.350	\$31.244
	April 1, 2019	1.60%	\$28.916	\$29.983	\$30.836	\$31.744
	April 1, 2020	1.65%	\$29.393	\$30.478	\$31.345	\$32.268
Senior Payroll Clerk	April 1, 2017	1.00%	\$27.228	\$28.169	\$29.111	\$30.065
Senior E Chart ART	April 1, 2017 Pay Equity	0.40%	\$27.337	\$28.282	\$29.227	\$30.185
	April 1, 2018	1.00%	\$27.610	\$28.565	\$29.519	\$30.487
	April 1, 2018 Pay Equity	0.40%	\$27.720	\$28.679	\$29.637	\$30.609
	April 1, 2019	1.60%	\$28.164	\$29.138	\$30.111	\$31.099
	April 1, 2020	1.65%	\$28.629	\$29.619	\$30.608	\$31.612
A.R. Tech	April 1, 2017	1.00%	\$25.444	\$26.327	\$27.207	\$28.097
Premium = \$0.50	April 1, 2017 Pay Equity	0.40%	\$25.546	\$26.432	\$27.316	\$28.209
	April 1, 2017	Premium	\$26.046	\$26.932	\$27.816	\$28.709
	April 1, 2018	1.00%	\$25.801	\$26.696	\$27.589	\$28.491
	April 1, 2018 Pay Equity	0.40%	\$25.904	\$26.803	\$27.699	\$28.605
	April 1, 2018	Premium	\$26.404	\$27.303	\$28.199	\$29.105
	April 1, 2019	1.60%	\$26.318	\$27.232	\$28.142	\$29.063
	April 1, 2019	Premium	\$26.818	\$27.732	\$28.642	\$29.563
	April 1, 2020	1.65%	\$26.752	\$27.681	\$28.606	\$29.543
	April 1, 2020	Premium	\$27.252	\$28.181	\$29.106	\$30.043
Senior Revenue Clerk	April 1, 2017	1.00%	\$25.444	\$26.327	\$27.207	\$28.097
Bookkeeper	April 1, 2017 Pay Equity	0.40%	\$25.546	\$26.432	\$27.316	\$28.209
Admitting Clerk I	April 1, 2018	1.00%	\$25.801	\$26.696	\$27.589	\$28.491
Senior Cashier	April 1, 2018 Pay Equity	0.40%	\$25.904	\$26.803	\$27.699	\$28.605
Payroll Clerk	April 1, 2019	1.60%	\$26.318	\$27.232	\$28.142	\$29.063
NICU Records Technician	April 1, 2020	1.65%	\$26.752	\$27.681	\$28.606	\$29.543
Data Entry Clerk OR						
Lead Clerk, Hematology						
NOTE - 2 Payroll Clerks are still red circled at \$30.2649						

CLASSIFICATION	EFFECTIVE DATE	INCREASE	START	6 MONTH	12 MONTH	18 MONTH
Business Office Clerk	April 1, 2017	1.00%	\$22.936	\$23.748	\$24.559	\$25.373
Diagnostic Imaging Clerk	April 1, 2017 Pay Equity	0.40%	\$23.028	\$23.843	\$24.657	\$25.474
Cardio Clerk	April 1, 2018	1.00%	\$23.258	\$24.081	\$24.904	\$25.729
Health Records Clerk	April 1, 2018 Pay Equity	0.40%	\$23.351	\$24.177	\$25.004	\$25.832
HIV Clerk	April 1, 2019	1.60%	\$23.725	\$24.564	\$25.404	\$26.245
Billing & Receivable Clerk	April 1, 2020	1.65%	\$24.116	\$24.969	\$25.823	\$26.678
OR Booking Clerk						
Unit Clerk/OR Booking Clerk						
Medical Transcriptionist						
Health Records Transcriptionist						
Diagnostic Imaging Transcriptionist						
Unit Clerk						
Secretary						
Pharmacy Purchasing Clerk						
Admitting Clerk						
Admitting/ER Clerk						
Medical Secretary						
Scheduling Coordinator						
Data Entry Clerk OBSP						
Cancer Centre Clerk						
Recep/Booking Clerk						
Library Technician						
Cashier	April 1, 2017	1.00%	\$21.223	\$21.949	\$22.702	\$23.451
Call Centre Clerk	April 1, 2017 Pay Equity	0.40%	\$21.308	\$22.037	\$22.793	\$23.545
Admin Recep/Call Centre Relief	April 1, 2018	1.00%	\$21.521	\$22.257	\$23.021	\$23.780
Registration Clerk	April 1, 2018 Pay Equity	0.40%	\$21.607	\$22.346	\$23.113	\$23.875
Printing Clerk	April 1, 2019	1.60%	\$21.953	\$22.704	\$23.483	\$24.257
Staffing Clerk	April 1, 2020	1.65%	\$22.315	\$23.079	\$23.870	\$24.657
Switchboard Operator	April 1, 2017	1.00%	\$20.420	\$21.143	\$22.281	\$22.565
Clinic Clerk/Nursing Attendant	April 1, 2017 Pay Equity	0.40%	\$20.502	\$21.228	\$22.370	\$22.655
Lab Clerk	April 1, 2018	1.00%	\$20.707	\$21.440	\$22.594	\$22.882
Pastoral Care Clerk	April 1, 2018 Pay Equity	0.40%	\$20.790	\$21.526	\$22.684	\$22.974
Nursing Attendant Rad/Onc	April 1, 2019	1.60%	\$21.123	\$21.870	\$23.047	\$23.342
Nursing Attendant Systemic	April 1, 2020	1.65%	\$21.472	\$22.231	\$23.427	\$23.727