

PART-TIME

COLLECTIVE AGREEMENT

Between

(hereinafter called the “Hospital”)

and

CUPE LOCAL

2027

Expires: September 28, 2023

mb/cope-sepb 491 

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ARTICLE 1 – PREAMBLE

1.01 - PREAMBLE

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the employees covered by this Agreement; to provide for ongoing means of communication between the Union and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory wages, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

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

ARTICLE 2 – DEFINITIONS

2.01 – TEMPORARY EMPLOYEE

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

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

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

2.02 – PART-TIME COMMITMENT

The Hospital shall not refuse to accept an offer from an employee to make a written commitment to be available for work on a regular predetermined basis solely for the purpose of utilizing casual employees so as to restrict the numbers of regular part time employees.

2.03 – REGULAR PART-TIME EMPLOYEE

An employee who has made a commitment to the Hospital to be available for work on some pre-determined basis and in respect of whom there is a pre-determined scheduling.

2.04 – CASUAL EMPLOYEE

An employee who works on a relief or call-in basis.

ARTICLE 3 - RELATIONSHIP

3.01 – NO DISCRIMINATION

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

The Union shall be provided a copy of any written notice provided to an employee that they may be subject to termination, demotion, transfer, or other adverse impact for innocent absenteeism.

3.02 – ATTENDANCE MANAGEMENT

Days of absence arising out of a medically-established serious chronic condition, an on-going course of treatment, a catastrophic event, absence for which WSIB benefits are payable, medically necessary surgical interventions, or days where the employee is asymptomatic and is under a doctor's care from the commencement of symptoms for a confirmed communicable disease (and has provided medical substantiation of such symptoms) but is required to be absent under the Hospital or public health authority protocol, will not be counted for the purposes of being placed on, or progressing through, the steps of an attendance management program.

Leaves covered under the *Employment Standards Act*, and leaves under Article 12 will not be counted for the purposes of being placed on, or progressing through, the steps of an attendance management program.

ARTICLE 4 – STRIKES & LOCKOUTS

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

ARTICLE 5 – UNION SECURITY

5.01 – T4 SLIPS

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

5.02 – NOTIFICATION TO UNION

- (a) The Hospital will provide the union with a list, monthly, of all hirings, lay-offs, recalls, and positions which have been vacated within the bargaining unit where such information is available or becomes readily available through the Hospital's payroll system.

- (b) The Hospital will provide the Union with the current mailing address, personal email address if available and phone number(s) it has on record of all members of the bargaining unit twice a year in electronic form.

5.03 – EMPLOYEE INTERVIEW

A new employee will have the opportunity to meet with a representative of the Union in the employ of the Hospital for a period of up to 15 minutes during the employee's orientation period without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with such representative of the Union and the collective agreement.

Such meetings may be arranged collectively or individually for employees by the Hospital as part of the orientation program.

5.04 – NO OTHER AGREEMENTS

No employee shall be required or permitted to make any written or verbal agreement with the Hospital or its representative(s) which conflicts with the terms of this agreement.

No individual employee or group of employees shall undertake to represent the union at meetings with the Hospital without proper authorization from the union.

ARTICLE 6 – UNION REPRESENTATION AND COMMITTEES

6.01 – UNION ACTIVITY ON PREMISES AND/OR ACCESS TO PREMISES

The Union agrees that neither it, nor its officers, agents, representatives and members will engage in the solicitation of members, holding of meetings or any other Union activities on Hospital premises or on Hospital time without the prior approval of the Hospital, except as specifically provided for in this Agreement. Such approval will not be unreasonably denied.

6.02 – LABOUR-MANAGEMENT COMMITTEE

- (a) Where the parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour Management Committee Meeting during the term of this Agreement, the following shall apply.
- (b) An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement.

Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.
- (c) It is agreed that the topic of a rehabilitation program for drug and alcohol abuse is an appropriate topic for the Labour-Management Committee.

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

- (d) It is understood that joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest if satisfactory to all concerned.
- (e) Where two or more agreements exist between a Hospital and CUPE the Committee may be a joint one representing employees under both agreements, unless otherwise agreed.

6.03 – LOCAL BARGAINING COMMITTEE

The Hospital agrees to recognize a negotiating committee comprised of hospital employee representatives of the Union for the purpose of negotiating a renewal agreement (as set out in the Local Provisions Appendix). The Hospital agrees to pay members of the negotiating committee for straight time wages lost from their regularly scheduled working hours spent in direct negotiations for a renewal agreement, up to but not including arbitration. Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Canadian Union of Public Employees when negotiating with the Hospital.

When direct negotiations begin or end within ten (10) hours of a negotiating team member's scheduled shift, the Hospital will endeavour to provide a one day's leave of absence without pay, to provide a sufficient rest break if the employee so requests. Such request shall not be unreasonably denied. Such leave shall be considered leave of absence for union business but shall not be deducted from the Union entitlement under Article 12.02.

6.04 – CENTRAL BARGAINING COMMITTEE

- (a) In central bargaining between the Canadian Union of Public Employees and the participating hospitals, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from their normal straight time working hours at their regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. In addition, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from their normal straight time working hours at their regular rate of pay and without loss of leave credits for two (2) days of preparation time for such central negotiating meetings with the Hospital's Central negotiating Committee. Upon reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be eight (8), and in no case will more than one employee from a hospital be entitled to such payment.

The Union shall advise the Hospitals' Central Negotiating Committee, before negotiations commence, of those employees to be paid under this provision. The Hospitals' Central Negotiating Committee shall advise the eight (8) Hospitals accordingly.

- (b) Vice-Presidents of the Ontario Council of Hospital Unions shall be granted leave of absence by their employers in accordance with (a) above or Article 12.02 as the case may be, in order to fulfil the duties of their position.

6.05 – UNION STEWARDS

- (a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.
- (b) A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.
- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.
- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of their duties, a Union steward is required to enter an area within the Hospital in which they are not originally employed, they shall report their presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming their regular duties and responsibilities, such steward shall again report to their immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during their regular scheduled working hours.
- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.
- (f) The number of stewards and the areas which they represent, are to be determined locally.

6.06 – GRIEVANCE COMMITTEE

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

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

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

ARTICLE 7 – GRIEVANCE AND ARBITRATION PROCEDURE

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of their steward. In the case of suspension or

discharge the Hospital shall notify the employee of this right in advance.

- 7.03 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until they have first given their immediate supervisor the opportunity of adjusting their complaint. The grievor may have the assistance of a union steward if they so desire. Such complaint shall be discussed with their immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of their immediate supervisor's decision in the following manner and sequence:

Step No. 1

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to (designated by Hospital). The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Union and the Hospital may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The (designate) will deliver their decision in writing within nine (9) calendar days following the day on which the grievance was presented to them. Failing settlement or response, then:

Step No. 2

Within nine (9) calendar days following the decision in Step No.1, the grievance may be submitted in writing to the (designated by Hospital). A meeting will then be held between the (designate) and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 2 unless extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further understood that the (designate) may have such counsel and assistance as they may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

- 7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could themselves institute and the regular grievance procedure shall not be thereby bypassed.
- 7.05 Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Department Head or their designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed their probationary period that they have been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven

(7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Hospital's action in dismissing the employee; or
- (b) reinstating the employee with or without full compensation for the time lost; or
- (c) by any other arrangement which may be deemed just and equitable.

Wherever the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing. The Hospital agrees that it will not suspend, discharge or otherwise discipline an employee who has completed their probationary period, without just cause.

- 7.07 (a) Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- (b) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.
- 7.08 All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairperson of the Arbitration Board. If they are unable to agree upon such a chairperson within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairperson.
- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

- 7.13 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chairperson will be final and binding upon the parties hereto and the employee or employees concerned.
- 7.14 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairperson of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48 (16) of The Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

ARTICLE 8 – ACCESS TO FILES

8.01 – ACCESS TO PERSONNEL FILE

Each employee shall have reasonable access to their personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Personnel or designate. An employee has the right to request copies of any evaluations in this file.

8.02 – CLEARING OF RECORD

Any letter of reprimand, suspension or any other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such employee's record has been discipline free for one year. All leaves of absence in excess of ten (10) calendar days will not count toward either of the above periods.

ARTICLE 9 – SENIORITY

9.01 – PROBATIONARY PERIOD

A new employee will be considered on probation until they have completed sixty (60) days of work (or 450 hours of work for employees whose regular hours of work are other than the standard work day), within any twelve (12) calendar months. Upon completion of the probationary period, they shall be credited with seniority equal to sixty (60) working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration unless the probationary employee is released for reasons which are arbitrary, discriminatory, in bad faith, or for exercising a right under this Agreement.

9.02 – DEFINITION OF SENIORITY

Full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, except as otherwise provided herein.

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

Seniority will operate on a bargaining unit wide basis.

A part-time employee cannot accrue more than one year's seniority in a twelve (12) month period. The twelve (12) month period shall be determined locally.*

9.03 – LOSS OF SENIORITY

An employee shall lose all seniority and service and shall be deemed to have terminated if they:

- (a) resign;
- (b) are discharged and not reinstated through the grievance/arbitration procedure;
- (c) have retired;
- (d) are absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) have been laid off for forty-eight (48) months;
- (f) have been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall.

9.04 – EFFECT OF ABSENCE

Unless otherwise provided in the Collective Agreement:

Part-time employees shall accrue seniority for the duration of the absence, if an employee's absence is due to a disability resulting in WSIB benefits*, or a disability in accordance with the *Human Rights Code*.

Part-time employees shall accrue service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

9.05 – JOB POSTING

- (a) Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be made in writing within the seven (7) day period referred to herein.

- (b) The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.
- (c) Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.
- (d) In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job. Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to change their permanent status.
- (e) The Hospital agrees that it shall post permanent vacant positions within 30 calendar days of the position becoming vacant, unless the Hospital provides the Union notice under Article 9.08(A)(a) of its intention to eliminate the position.
- (f) The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.
- (g) Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with this Article, and selection shall be made in accordance with this Article.
- (h) The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.
- (i) A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the union.

9.06 – TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without their consent except in the case of temporary assignments not exceeding six (6) months. This period may be extended a further six (6) months upon the agreement of the employee and the Hospital. Such employees on temporary assignments shall remain members of the bargaining unit.
- (b) An employee who is transferred to a position outside the bargaining unit shall not, subject to (c) below, accumulate seniority. In the event the employee is returned by the Hospital to a position in the bargaining unit within twenty-four (24) months of the transfer they shall be credited with the seniority held at the time of transfer and resume accumulation from the date of their return to the bargaining unit. An employee not returned to the bargaining unit within 24 months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (a) or (b) above is

returned to the bargaining unit within a period of nine (9) calendar months, they shall accumulate seniority during the period of time outside the bargaining unit.

9.07 (A) – TRANSFER OF SENIORITY AND SERVICE

Effective (the date as set out in the Local Provisions Appendix) and for employees who transfer subsequent to (the effective date as set out in the Local Provisions Appendix):

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (including meeting any waiting period or other entitlement requirements) for purposes of vacation entitlement, HOODIP or equivalent, health and welfare benefit plans, and wage progression:

- (i) an employee whose status is changed from full-time to part-time shall receive full credit for their seniority and service;
- (ii) an employee whose status is changed from part-time to full-time shall receive credit for their seniority and service on the basis of one (1) year for each 1725 hours worked.

The above-noted employee shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return or be returned without loss of seniority to their former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had they not transferred.

9.07 (B) – PORTABILITY OF SERVICE

An employee hired by the Hospital with recent and related experience may claim consideration for such experience at the time of hiring on a form to be supplied by the Hospital. Any such claim shall be accompanied by verification of previous related experience. The Hospital shall then evaluate such experience during the probationary period following hiring. Where in the opinion of the Hospital such experience is determined to be relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) year of related experience in the classification upon completion of the employee's probationary period. It is understood and agreed that the foregoing shall not constitute a violation of the wage schedule under the collective agreement.

9.07 (C) – TRANSFORMATION IN HEALTH CARE

Seniority Recognition

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act and/or the Public Sector Labour Relations Transition Act, the parties agree that non-unionized employees who are affected (via relocation/transfer*) shall, when entering the bargaining unit, be afforded seniority and service in accordance with the anniversary of their date of hire (or hours worked) from their original Hospital. Such anniversary date shall be calculated in accordance with the relevant provisions of the relevant collective agreement.

Right to Return or Transfer

Employees who are relocated/transferred* to another employer by the Hospital will retain their seniority and service at their original hospital for a 48-month period.

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act and/or the Public Sector Labour Relations Transition Act, employees relocated/transferred* shall have the right to post for vacancies that arise, prior to or subsequent to the relocation/transfer*, at their originating Hospital for that 48-month period.

If they are the successful applicant, they will return to the employ of the Hospital with seniority accrued and service intact but not accrued, for the period that the employee was relocated/transferred* to another employer.

*Pursuant to a "Sale of Business" under Section 69 of the Labour Relations Act, or to a transfer pursuant to the Public Sector Labour Relations Transition Act.

9.08 (A) – NOTICE AND REDEPLOYMENT COMMITTEE

(a) Notice

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

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

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

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

- (I) reassignments will occur in reverse order of seniority;
- (II) the reassignment of the employee is to an appropriate permanent position with the employer having regard to the employees skills, abilities, qualifications and training or training requirements;
- (III) the reassignment of the employee does not result in a reduction of the employees wage rate or hours of work;
- (IV) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- (V) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotation; and
- (VI) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

- (c) Any vacancy to which an employee is reassigned pursuant to paragraph (b) need not be posted.
- (d) Redeployment Committee

At each Hospital a Redeployment Committee will be established not later than two (2) weeks after the notice referred to in 9.08(A)(a) and will meet thereafter as frequently as is necessary.

- (i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;
- (2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:
 - (a) within the bargaining unit; or
 - (b) within another CUPE bargaining unit; or
 - (c) not covered by a collective agreement.
- (3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.
- (4) Subject to article 9.11, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.
- (5) Any dispute relating to the foregoing provisions may be filed as a grievance commencing at Step 2.

- (ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union. The number of representatives will be determined locally. Where for the purposes of HTAP (the Ontario Hospital Training and Adjustment Panel) there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the

Redeployment Committee shall serve on any such hospital wide staffing committee established with the same or similar terms of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital in relation to other staff groups.

Meetings of the Redeployment Committee shall be held during normal working hours. Time spent attending such meetings shall

be deemed to be work time for which the representative(s) shall be paid by the Hospital at their regular or premium rate as may be applicable.

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

(iii) Disclosure

The Hospital shall provide to the Redeployment Committee all pertinent staffing and financial information.

(iv) Alternatives

The Redeployment Committee or where there is no consensus, the committee members shall propose alternatives to cutbacks in staffing to the Hospital's Chief Executive Officer and to the Board of Directors.

At the time of submitting any plan concerning rationalization of services and involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union.

9.08 (B) – RETIREMENT ALLOWANCE

Prior to issuing notice of layoff pursuant to article 9.08(A)(a)(ii) in any classification(s), the Hospital will offer early retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.08(A)(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of fifty-two (52) weeks' salary.

9.08 (C) – VOLUNTARY EXIT OPTION

If after making offers of early retirement, individual layoff notices are still required, prior to issuing those notices the Hospital will offer a voluntary early exit option in accordance with the following conditions:

- (i) The Hospital will first make offers in the classifications within department(s) where layoffs would otherwise occur. If more employees than are required are interested, the Hospital will make its decision based on seniority.
- (ii) If insufficient employees in the department affected accept the offer, the Hospital will then extend the offer to employees in the same classification in other departments. If more employees than are required are interested, the Hospital will make its decision based on seniority.
- (iii) In no case will the Hospital approve an employee's request under (i) and (ii) above for a voluntary early exit option, if the employees remaining are not qualified to perform the available work.
- (iv) The number of voluntary early exit options the Hospital approves will not exceed the number of employees in that classification who would otherwise be laid off. The last day of employment for an employee who accepts a voluntary early exit option will be at the Hospital's discretion and will be no earlier than thirty (30) calendar days immediately following the employee's written acceptance of the offer.

An employee who elects a voluntary early exit option shall receive, following completion of the last day of work, a separation allowance of two (2) weeks' salary for each year of service, to a maximum of fifty-two (52) weeks' pay.

9.09 – LAYOFF AND RECALL

An employee in receipt of notice of layoff pursuant to 9.08(A)(a)(ii) may:

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.12; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 9.08(B); or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08(A)(a).

An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Hospital of their intention to do so and the position claimed within seven (7) days after receiving the notice of layoff.

For purposes of the operation of clause (d), an identical-paying classification shall include any classification where the straight-time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

- (e) In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority in a higher-paying classification

provided they are able to meet the normal requirements of the job, with orientation but without additional training.

- (f) In addition, in combined full-time/part-time collective agreements, a full-time employee shall also be entitled to displace another full-time employee with lesser seniority in a higher-paying classification provided that they are able to meet the normal requirements of the job, with orientation but without additional training, when there are no other full-time employees in the same or a lower or similar-paying classification with lesser seniority, prior to being required to displace a part-time employee.
- (g) An employee who is subject to layoff other than a layoff of a permanent or long-term nature including a full time employee whose hours of work are, subject to Article 14.01, reduced, shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.
- (h) No full-time employee within the bargaining unit shall be laid off by reason of their duties being assigned to one or more part-time employees.
- (i) In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the five-month notice period provided for in Article 9.08(A)(a).
- (j) The Hospital agrees to post vacancies during the recall period, as per the job posting procedure, allowing employees on recall to participate in the posting procedure. Should the position not be filled via the job posting procedure, an employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided they have the ability to perform the work.
- (k) In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in an arbitrary or unfair manner.
- (l) An employee recalled to work in a different classification from which they were laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.
- (m) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (n) 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 second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for their proper address being on record with the Hospital.

9.10 – RETRAINING

(a) Retraining for Positions within the Hospital

Where, with the benefit of retraining of up to six (6) months, an employee who has either accepted the layoff or who is unable to displace any other employee could be redeployed to a hospital position identified by the Redeployment Committee in accordance with Article 9.08(A)(d)(i):

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
 - (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the availability of any federal or provincial retraining program funds to cover the cost of tuition, books and travel, as well as any wages eligible under the terms of such program.
 - (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6) months.
 - (iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.
- (b) Placement

Upon successful completion of their training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.10(a)(i).

An employee subject to layoff who applies but later declines to accept a retraining offer or fails to complete the training will remain subject to layoff.

9.11 – SEPARATION ALLOWANCES

- (a) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 9.08(A)(a)(ii) that their position will be eliminated, they shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of sixteen (16) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (b) Where an employee resigns later than 30 days after receiving notice pursuant to Article 9.08(A)(a)(ii) that their position will be eliminated, they shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250) dollars.

9.12 – TECHNOLOGICAL CHANGE

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

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

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

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

9.13 – REGISTERED PRACTICAL NURSE PROFESSIONAL DEVELOPMENT/SCOPE OF PRACTICE

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

Where Registered Practical Nurse professional development is not specifically addressed at any existing joint committee, the Hospital's Chief Nursing Officer and Human Resources Officer will meet with the Union on a quarterly basis to discuss professional responsibility and scope of practice issues.

In any event, the parties will be guided by the following key principles:

- Professional development will be recognized;
- All Registered Practical Nurses will have access to professional development opportunities;
- Responsibilities for professional development will be shared between the individual and the Hospital;
- Employee needs, Hospital needs and department/program requirements will be considered.

9.14 – PROFESSIONAL RESPONSIBILITY, PATIENT CARE, WORKLOADS & STAFFING

(The following clause is applicable to Regulated Health Professionals only)

- (a) The parties agree that optimal patient care is, and safe working conditions are, enhanced if concerns relating to professional responsibility, patient care, workloads and staffing issues are resolved in a timely and effective manner with communications between the parties being:

- (i) professional;
 - (ii) courteous;
 - (iii) collegial;
 - (iv) respectful; and
 - (v) focused on resolving the issue, not on the individuals.
- (b) In the event that the Hospital assigns a number of patients or a workload to an individual Regulated Health Professional (RHP) or group of RHPs such that they have cause to believe that they are being asked to perform more work than is consistent with proper patient care, they shall:
- i. At the time the workload issue occurs, discuss the issue within the unit/program to develop strategies to meet patient care needs using current resources.
 - ii. If necessary, using established lines of communication as identified by the hospital, seek immediate assistance from an individual(s) (who could be within the bargaining unit) who has responsibility for timely resolution of workload issues.
 - iii. Failing resolution of the workload issue at the time of occurrence or if the issue is ongoing the RHP(s) will discuss the issue with their Manager or designate on the next day that the Manager (or designate) and the RHP are both working or within five (5) calendar days whichever is sooner.
- (c) Upon receipt of a response from the supervisor within five (5) working days, if the employee or group of employees in (b) above are not satisfied, the employee or group of employees may, within forty-eight (48) hours, submit a workload complaint form (attached at appendix B) to the Chief Nursing Officer or equivalent in the case of other RHPs, with a copy to the Union. A meeting shall be held within thirty (30) days of a request from the employee or group of employees, who may be accompanied to this meeting by a Union representative. The Chief Nursing Officer or equivalent, will respond in writing to the employee, or group of employees, with a copy to the Union if applicable, within fifteen (15) days.
- (d) Upon receipt of a written response from the Chief Nursing Officer or equivalent,, if the employee or group of employees in (c) above are not satisfied, the employee or group of employees, who may be accompanied by their Union Representative, may, within forty-eight (48) hours, request a meeting with the Chief Executive Officer (or designate) and such meeting shall be held within thirty (30) days. The Chief Executive Officer (or designate) will respond in writing to the employee, or group of employees, within fifteen (15) days of the meeting, with a copy to the Union if applicable.
- (e) It is agreed and understood that an employee or group of employees may in exceptional and urgent cases request an immediate meeting with the Chief Nursing Officer or equivalent, who will make every reasonable effort to accommodate the request. The timelines provided for in (d) above will apply failing resolution at this meeting.
- (f) Only the timelines set out above are subject to Article 7 – Grievance and Arbitration Process.
- (g) The Hospital will provide access on the hospital intranet, whereby members will have the ability to access a digital version of the Workload Review Form.

9.15 - WORK-LOADS

- (a) The parties agree that patient care is enhanced if concerns relating to professional practice, patient acuity, fluctuating Work-Loads and fluctuating staffing are resolved in a timely and effective manner.
- (b) Employees are encouraged to raise their concerns with the immediate supervisor within forty-eight (48) hours. In the event that within ten (10) calendar days, the workload concern is not resolved to the employee's satisfaction, the employee, or group of employees, may, within forty-eight (48) hours, submit their concerns in writing (with a copy to their immediate supervisor) to either the Joint Health and Safety Committee (as constituted under the collective agreement's local appendix) or the Labour Management Committee (as constituted under Article 6.02) through their union representative using the template workload complaint form attached at appendix A. This form may be modified by the mutual agreement of the local parties.

ARTICLE 10 – CONTRACTING OUT

10.01 – 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 layoff of any employees other than casual part-time employees results from such contracting out.

10.02 – CONTRACTING OUT

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

- (1) to employ the employees thus displaced from the hospital; and
- (2) in doing so to stand, with respect to that work, in the place of the hospital for the purposes of the hospital's collective agreement with the Union, and to execute into an agreement with the Union to that effect.

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

10.03 – CONTRACTING IN

Further to Article 9.08(A)(d)(i)(1) the parties agree that the Redeployment Committee will immediately undertake a review of any existing sub-contract work which would otherwise be bargaining unit work and which may be subject to expiry and open for renegotiation within six (6) months with a view to assessing the practicality and cost-effectiveness of having such work performed within the Hospital by members of the bargaining unit.

ARTICLE 11 – WORK OF THE BARGAINING UNIT

11.01 – WORK OF THE BARGAINING UNIT

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

11.02 – VOLUNTEERS

The use of volunteers to perform bargaining unit work, as covered by this agreement, shall not be expanded beyond the extent of existing practice as of June 1, 1986.

The Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked and the duties performed.

ARTICLE 12 – LEAVES OF ABSENCE

12.01 – PERSONAL LEAVE

Written request for a personal leave of absence without pay will be considered on an individual basis by the Hospital. Such requests are to be submitted to the employee's immediate supervisor at least four (4) weeks in advance, unless not reasonably possible to give such notice, and a written reply will be given within fourteen (14) days except in cases of emergency in which case a reply will be given as soon as possible. Employees needing personal leave days for appointments with medical practitioners may utilize the personal leave language. Such leave shall not be unreasonably withheld.

12.02 – UNION BUSINESS

- (a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes and other Union business in connection with the administration of the collective agreement provided that such leave will not interfere with the efficient operation of the Hospital. Such leave will not be unreasonably denied.

In requesting such leave of absence for an employee or employees, the Union must give at least fourteen (14) days clear notice in writing to the Hospital, unless not reasonably possible to give such notice.

The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be negotiated locally and are set out in the Local Provisions Appendix.

During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what their normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

Notwithstanding the above, time spent by the eight (8) Executive Board members and seven (7) Alternate Executive Board members of the Ontario Council of Hospital Unions to fulfill the duties of the position shall be in addition to leave for Union Business under this clause.

Part-time and casual employees will be given full credit for seniority purposes for regularly scheduled hours missed in accordance with this provision.

- (b) In addition to the above, a part-time or casual employee who is attending to union business when not regularly scheduled to work shall be deemed to be on union leave and the amount of such leave shall not be deducted from the number of days of absence identified above. Such part-time or casual employee will be credited with seniority for the number of hours of such leave to a maximum of thirty-seven and one-half (37.5) hours per week. The Union will advise the Hospital of the number of such hours.

12.03(A) – FULL TIME POSITION(S) WITH THE UNION

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than two (2) employees in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties. It is understood that no more than one (1) employee will be from the same unit of the Hospital, subject to operational requirements.

Seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week during such leave.

The employee shall notify the Hospital of their intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to their former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

12.03(B) – LEAVE FOR OCHU PRESIDENT, SECRETARY-TREASURER, AND FIRST VICE-PRESIDENT

Upon application in writing by the Union on behalf of the employee to the Hospital, a leave of absence without pay shall be granted to such employee(s) elected to the positions of the President of the Ontario Council of Hospital Unions, the Secretary-Treasurer of the Ontario Council of Hospital Unions, or the First Vice-President of the Ontario Council of Hospital Unions for period(s) of up to two (2) years. It is understood, however, that during such leave the employee(s) shall be deemed to be an employee of the Union.

During such leave of absence seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week. In addition, during such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what their normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

The employee agrees to notify the Hospital of their intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to their former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

12.04 – BEREAVEMENT LEAVE

Any employee who notifies the Hospital as soon as possible following bereavement will be granted bereavement leave for four (4) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, or parent.

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse.

An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled hours to attend the funeral of their aunt or uncle, niece or nephew.

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

12.05 – JURY & WITNESS DUTY

If an employee is required to attend jury selection or serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

- (a) notifies the Hospital immediately on the employee's notification that they will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

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

In addition to the foregoing, where a part-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on their regularly scheduled day off, they shall be paid for all hours actually spent at such hearings at their regular straight time hourly rate subject to (a), (b) and (c) above.

12.06 – PREGNANCY LEAVE

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

- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time they shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm their intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of their normal weekly earnings and the sum of their weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that they are in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours plus any wage increase or salary increment that they would be entitled to receive if they were not on pregnancy leave.

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of their normal weekly earnings during the one (1) week period of the leave while waiting to receive Employment Insurance benefits.

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.
- (f) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- (g) Subject to any changes to the employee's status which would have occurred had they not been on pregnancy leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.

12.07 – PARENTAL LEAVE

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as their own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing. An employee shall reconfirm their intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding eleven (11) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of their weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

Where an employee elects to receive parental leave benefits pursuant to Section 12(3)(b)(ii) of the *Employment Insurance Act*, the amount of any Supplemental Unemployment Benefit payable by the Hospital will be equal to what would have been payable had the employee elected to receive parental leave benefits pursuant to Section 12(3)(b)(i) of the *Employment Insurance Act*.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on their last day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if they were not on parental leave.

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of their normal weekly earnings during the one (1) week period of the leave while waiting to receive Employment Insurance benefits.

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

- (f) Credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks after the parental leave began, if the employee also took pregnancy leave, and sixty-three (63) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to eleven (11) weeks while the employee is on parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- (h) Subject to any changes to the employee's status which would have occurred had they not been on parental leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.

12.08 – EDUCATION LEAVE

If required by the Hospital, an employee shall be entitled to leave of absence with pay and with full credit for service and seniority and benefits to take courses and to write examinations to upgrade their employment qualifications. Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable attendance at a recognized up-grading course or seminar related to employment with the Hospital.

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for an employee to take an educational leave without pay and without loss of seniority of up to twelve (12) months for training related to the employee's employment at the Hospital.

The Hospital will endeavour to schedule mandatory in-service programs during an employee's regular working hours. When an employee is on duty and authorized to attend any in-service program within the Hospital and during their regularly scheduled working hours the employee shall suffer no loss of regular pay. When an employee is required by the Hospital to engage in any learning opportunities outside of their regularly scheduled working hours, the employee shall be paid for all time spent on such learning opportunities at their regular straight time hourly rate of pay.

Where the hospital requires e-learning, it will make reasonable efforts to enable hospital e-learning requirements during an employee's regular working hours. Where an employee is unable to complete required hospital e-learning during regular working hours and is required to complete hospital e-learning outside of their regular working hours, the hospital will identify in advance the time that will be paid at their regular straight time hourly rate of pay.

Part-time employees will be credited with seniority and service for all such hours paid as provided above while engaged in such learning opportunities.

12.09 – PRE-PAID LEAVE PLAN

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

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to their former position unless the position has been discontinued, in which case the employee shall be given a comparable job.

- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
- (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
 - (ii) The period of salary deferral and the period for which the leave is requested.
 - (iii) The manner in which the deferred salary is to be held.

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

12.10 – MEDICAL CARE AND EMERGENCY LEAVE

An employee is entitled to a leave of absence without pay because of any of the following:

1. A personal illness, injury or medical emergency.
2. The death, illness, injury or medical emergency of an individual described in this Article.
3. An urgent matter that concerns an individual described in this Article.

For the purposes of this Article, the individuals referred to in this Article are:

- the employee's spouse
- a parent, step-parent or foster parent of the employee or the employee's spouse
- a child, step-child or foster child of the employee or the employee's spouse
- a grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse
- the spouse of a child of the employee
- the employee's brother or sister
- a relative of the employee who is dependent on the employee for care or assistance.

An employee who wishes to take leave under this section shall advise their Hospital that they will be doing so. If the employee must begin the leave before advising the Hospital, the employee shall advise the Hospital of the leave as soon as possible after beginning it.

An employee is entitled to take a total of 10 days' leave under this section each year. If an employee takes any part of a day as leave under this section, the Hospital may deem the employee to have taken one day's leave on that day for the purposes of this Article. The Hospital may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

Upon the conclusion of an employee's leave under this Article, the Hospital shall reinstate the employee to the position the employee most recently held with the Hospital, if it still exists, or to a comparable position, if it does not.

12.11 – COMPASSIONATE CARE LEAVE

- (a) Compassionate care leave will be granted to an employee for up to eight (8) weeks within a twenty-six (26) week period to provide care or support to a family member who is at risk of dying within that 26-week period in accordance with section 49.1 of the *Employment Standards Act, 2000*.

- (b) An employee who is on compassionate care leave shall continue to accumulate seniority and service.
- (c) Subject to any changes to the employee's status which would have occurred had they not been on compassionate care leave, the employee shall be reinstated to their former duties, on the same shift in the same department, and at the same rate of pay.
- (d) The employee and the Hospital will continue to pay their respective shares of the benefits and pension premiums.

ARTICLE 13 – SICK LEAVE, INJURY AND DISABILITY

13.01 – INJURY PAY

If an employee is injured on the job and their supervisor excuses them from further duty for the balance of their shift, the employee's regular rate of pay shall continue for the balance of that shift and there shall be no deduction from sick leave or other credits.

ARTICLE 14 – HOURS OF WORK

14.01 – DAILY & WEEKLY HOURS OF WORK

The standard work day for all employees shall be seven and one-half (7 1/2) hours exclusive of an unpaid meal break, and the standard work week shall be thirty-seven and one-half (37 1/2) hours averaged over a period not exceeding four (4) weeks. The meal period shall be an uninterrupted period except in cases of emergency.

This provision shall not be construed as a guarantee of the hours of work to be done on each tour or during each tour schedule.

The unpaid lunch period referred to in Article 14.01 above shall consist of one-half hour's duration.

14.02 – REST PERIODS

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

14.03 – ADDITIONAL REST PERIODS

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

14.04 – EXTENDED TOURS

Extended tour provisions may be negotiated by the parties at the local level.

14.05 – JOB SHARING

- (a) Job sharing is defined as two permanent employees sharing one full-time position. All job sharing arrangements shall be subject to the approval of the Hospital and the agreement of the Union.

- (b) Before any job sharing arrangement is approved, the Hospital and the Union must determine locally:
 - (i) The resulting vacancy or vacancies to be posted in accordance with Article 9.05; and
 - (ii) The terms and conditions governing the introduction and discontinuance of such job sharing arrangements.
- (c) The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of this agreement applicable to part-time employees, except that any full-time employee who enters a job sharing arrangement may continue participation in the group health and welfare benefit programs set out in Article 18.01 provided the employee pays the full amount of the monthly premiums during the job sharing period.

ARTICLE 15 – PREMIUM PAYMENT

15.01 – DEFINITION OF REGULAR STRAIGHT TIME RATE OF PAY

The regular straight time rate of pay is that prescribed in wage schedule of the Collective Agreement.

15.02 – DEFINITION OF OVERTIME

All time worked beyond the standard seven and one-half (7-1/2) hour work day shall be considered overtime hours of work.

15.03 – OVERTIME PREMIUM AND NO PYRAMIDING

Subject to any superior conditions, the overtime rate shall be time and one-half (1-1/2) the employee's straight-time hourly rate.

Where an employee is required to work additional overtime contiguous to an overtime shift within a twenty-four (24) hour period, the employee will be compensated at the rate of double time their straight time hourly rate for all additional contiguous overtime hours worked.

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

15.04 – TIME OFF IN LIEU OF OVERTIME

Employees who work overtime will not be required to take time off in regular hours to make up for overtime worked.

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within ninety (90) calendar days of the work week in which the overtime was earned or, with the employee's agreement, within 12 months of that work week.

15.05 – REPORTING PAY

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7-1/2) hours per day will receive a pro-rated amount of reporting pay.

15.06 – CALL-BACK

Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half (1-1/2) their regular hourly earnings. Superior provisions shall remain.

Effective June 13, 2023, where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours of pay at the rate of two (2) times their regular hourly earnings. Superior provisions shall remain.

15.07 – STANDBY

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$3.30 per hour for all hours on standby. Effective September 29, 2016, where such standby duty falls on a paid holiday, as set out in the Appendix of Local Provisions, the employee shall receive standby pay in the amount of \$4.90 per hour.

Standby pay shall, however, cease where an employee is called into work under Article 15.06 above and works during the period of standby.

15.08 – TEMPORARY TRANSFER

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit, they shall be paid the rate in the higher salary range immediately above their current rate for all hours worked in the higher paying position.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit, the employee shall receive an allowance of \$4.00 for each shift from the time of the assignment.

Effective November 3, 2022, where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit, the employee shall receive an allowance of \$1.00 per hour from the time of the assignment.

15.09 – SHIFT AND WEEKEND PREMIUM

Employees shall be paid a shift premium of one dollar and twenty-six cents (\$1.26) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

Effective June 13, 2023, employees shall be paid a shift premium of two dollars and twenty-six cents (\$2.26) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

One dollar and twenty-seven cents (\$1.27) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties.

Effective June 13, 2023, two dollars and seventy-seven cents (\$2.77) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties.

For clarity, employees will be paid both shift and weekend premiums when working hours eligible for both premiums.

15.10 – CHARGE NURSE PREMIUM

Effective November 3, 2022:

- (a) Whenever a nurse is assigned overall responsibility for patient care on the unit, ward, or area, the nurse shall be paid a premium of two dollars (\$2.00) per hour in addition to their regular salary and applicable premium allowance.
- (b) Before assigning a nurse to be in charge of a unit, the nurse will receive orientation to the role of the charge nurse on that unit. It is understood that such nurse may be assigned to any tour as part of the nurse's orientation program, providing such assignment is in accordance with any scheduling regulations or objectives contained in the Appendix of Local Provisions which forms part of this Collective Agreement.

ARTICLE 16 – HOLIDAYS

16.01 – PAYMENT FOR WORKING ON A HOLIDAY

The holidays listed in the part-time local Appendix for the purposes of Article 16.01 shall be the same holidays as are listed in the full-time Local Provisions Appendix.

If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-1/2) their regular straight time hourly rate of pay for all hours worked on such holiday.

16.02 – PAYMENT FOR WORKING OVERTIME ON A HOLIDAY

Where an employee is required to work authorized overtime in excess of their regularly scheduled hours on a paid holiday, such employee shall receive twice (2x) their regular straight time hourly rate for such authorized overtime.

ARTICLE 17 – VACATIONS

17.01 – VACATION ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

Subject to any superior conditions:

An employee who has completed the following number of continuous hours of service:	But less than the following number of continuous hours of service:	Is entitled to the following percentage of vacation pay, plus the equivalent time off:
Less than 3,450		4%
3,450	8,625	6%
8,625	20,700	8%
20,700	34,500	10%
34,500	48,300	12%
48,300		14%

Progression on Vacation Schedule

Part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each 1725 hours worked.

17.02 – WORK DURING VACATION

Should an employee who has commenced their scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1-1/2) times their basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which they have so worked.

17.03 – BEREAVEMENT DURING VACATION

Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with Article 12.04.

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

ARTICLE 18 – HEALTH & WELFARE

18.01 – BENEFITS FOR PART-TIME EMPLOYEES

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

18.02 – UNION EDUCATION

If the local union indicates to the Hospital that its members have approved a special assessment for union education in accordance with the CUPE constitution and local union by laws, the Hospital agrees to deduct this assessment.

Such assessment will be paid on a quarterly basis into a trust fund established and administered by OCHU/CUPE for this purpose.

ARTICLE 19 – HEALTH & SAFETY

19.01 – PROTECTIVE FOOTWEAR

Effective January 1, 2014, and on that date for each subsequent calendar year, the Hospital will provide \$120 per calendar year to each full-time and each regular part-time employee who is required by the Hospital to wear safety footwear during the course of their duties. The employees who will be required to wear safety footwear will be negotiated locally and set out in the Local Provisions Appendix.

Note: The existing central language designating the classifications of employees which are deemed to require appropriate safety footwear shall be transferred to the local appendix.

19.02 – INFECTIOUS DISEASES

- a) The employer shall take every precaution reasonable in the circumstances for the protection of a worker. [*Occupational Health and Safety Act, s. 25 (2) (h)*].
- b) When faced with occupational health and safety decisions, the Hospital will not await full scientific or absolute certainty before taking reasonable action(s) including but not limited to, providing readily accessible personal protective equipment that reduces risk and protects employees.
- c) Hospitals will ensure adequate stocks of the N95 respirator or equivalent or better (or such other personal protective equipment as the parties may in writing agree) to be made available to bargaining unit members at short notice in the event that there are reasonable indications of the emergence of a pandemic, epidemic or outbreak of an infectious disease in the community served by the Hospital.
- d) A worker who is required by their employer to wear or use any protective clothing, equipment or device shall be instructed and trained in its care, use and limitations before wearing or using it for the first time and at regular intervals thereafter and the worker shall participate in such instruction and training. Personal protective equipment that is to be provided, worn or used shall, be properly used and maintained, be a proper fit, be inspected for damage or deterioration and be stored in a convenient, clean and sanitary location when not in use. [*O. Reg. 67/93 – Health Care*].
- e) The Hospital agrees to cooperate in providing necessary information and management support to enable the Joint Health and Safety Committee to fulfil its functions. In addition, the Hospital will provide the Committee with access to the Hospital's pandemic plan and related risk assessment, all accident reports, health and safety records, notifications of exposure to an infectious or contagious disease, and any other pertinent information in its possession. The Hospital will also provide the Committee with reports on fit testing compliance annually and personal protective equipment inventory on a quarterly basis. The Committee shall respect the confidentiality of the information.
- f) Pregnant employees may request to be temporarily transferred from their current duties if, in the professional opinion of the employee's physician a risk to the pregnancy and/or unborn child is identified. If a temporary transfer is not feasible, the employee will be granted an unpaid leave of absence before the commencement of the pregnancy leave.

19.03 – VIOLENCE

The hospital and the union agree that they have a shared goal of a workplace free of violence.

“Workplace violence” means,

- (a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, and
- (c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The local parties will determine appropriate solutions to promote health and safety in workplaces, which shall include the adoption of the following mandatory provisions:

- 1. The Hospital will ensure that employees are properly advised in advance if they are required to interact with patients who the Hospital is aware have exhibited violent behaviour previously or who could otherwise reasonably be considered to pose a danger of exhibiting violent behaviour.
- 2. The Hospital shall give due consideration to whether, in light of all the relevant circumstances, it is appropriate that an employee interacts with a known violent patient alone.
- 3. The Hospital shall notify the Union without undue delay of any incident of an employee being subjected to violence at the workplace. The timing and nature of such notification may be negotiated locally by the parties.

In addition, the local parties will consider addressing the inclusion of the following additional remedies:

- (i) Electronic and visual flagging;
- (v) Properly trained security who can de-escalate, immobilize and detain / restrain;
- (vi) Appropriate personal alarms;
- (vii) Organizational wide risk assessments assessing environment, risk from patient population, acuity, communication, and work flow and individual client assessments; and
- (viii) Training in de-escalation, “break-free” and safe immobilization / detainment / restraint.

19.04 – INFLUENZA VACCINATION

The parties agree that influenza vaccinations may be beneficial for patients and employees. Upon a recommendation pertaining to a facility or a specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:

- (a) Hospitals recognize that employees have the right to refuse any recommended or required vaccination.
- (b) If an employee refuses to take the recommended or required vaccine required under this provision, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case they will be placed on unpaid leave. If an employee is placed on unpaid leave, they can use banked lieu time or vacation credits in order to keep their pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (c) If an employee refuses to take the recommended or required vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be placed on paid leave. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (d) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (e) If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee's working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.
- (f) This article shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

ARTICLE 20 – COMPENSATION

20.01(A) – JOB CLASSIFICATION

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

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

If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be) shall be based on the relationship

established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

Notwithstanding the foregoing, if as a result of compensable illness or injury covered by WSIB, an employee is unable to carry out the regular functions of their position, the Hospital may, subject to its operational requirements, establish a special classification and salary in an endeavour to provide the employee with an opportunity of continued employment. This provision shall not be construed as a guarantee that such special classification(s) will be made available or continued.

20.01(B) – JOB DESCRIPTIONS

A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification which is covered by terms of this collective agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01(a) above.

20.02 – ASSIGNMENT OF DUTIES FROM ANOTHER CLASSIFICATION

Where the Hospital revises the job content of an existing classification in such a manner that duties of another classification are assigned to it, the following shall apply:

- (a) An employee who occupies a position which is revised in accordance with this article, and who is physically incapable of performing the revised position, will not be required to perform those additional duties which exceed the employee's physical capabilities provided the employee's physician provides documentation to the Hospital of such limitation.
- (b) In the event an employee presently occupying a position which is revised in accordance with this article requires additional training to perform duties of the revised position the employee shall be entitled to a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

20.03 – PROMOTION TO A HIGHER CLASSIFICATION

An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that they shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of their previous classification (provided that they do not exceed the wage rate of the classification to which they have been promoted).

20.04 – WAGES AND CLASSIFICATION PREMIUMS

Provisions under these headings shall remain unchanged and are repeated as 20.04, except to the extent that the Wage Schedule referred to in the hospital's expiring collective agreement shall be adjusted and retroactivity shall be paid in accordance with the Implementation Agreement signed.

20.05 – PROGRESSION ON THE WAGE GRID

Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the wage grid, on the basis of one year for each 1725 hours worked.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the service they held for the purpose of progression on the wage grid under the Agreement expiring September 28, 1985 and will thereafter accumulate service in accordance with this Article.

ARTICLE 21 – FISCAL ADVISORY COMMITTEE

Recognizing the value of Union input on behalf of employees, the parties agree to the following:

- (a) The Union's representative(s) will be included in the consultation and planning process from the early phases of the budget planning process, through representation on the Fiscal Advisory Committee or equivalent committee to its final stages of completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary, and in otherwise minimizing adverse effects on CUPE-represented employees through program or service restructuring.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to its budgetary plans which have been approved by the Ministry of Health, or the Local Health Integration Network, the Hospital agrees that revisions to the budget will be carried out in consultation with the Union.
- (c) In furtherance of the foregoing, and, where possible, in advance of any scheduled FAC or equivalent committee meeting, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to its budget, or to any other re-structuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at FAC or equivalent committee meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at their regular or premium rate as may be applicable.

ARTICLE 22 – APPRENTICESHIP COMMITTEE

The central parties agree that within sixty (60) days of the commencement of this agreement, a joint local committee consisting of up to three representatives each will be formed to discuss the feasibility of establishing an Apprenticeship Program (s). If such a program is deemed feasible, the local parties will determine the terms and conditions of such program(s).

The joint local committee will seek the availability of any federal or provincial funds to cover the costs of such programs.

ARTICLE 23 – DURATION

23.01 – TERM

This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the termination date of September 28, 2023. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.

23.02 – CENTRAL BARGAINING

Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this Agreement and negotiations on local matters shall take place during the period from 120 to 60 days prior to the termination date of this Agreement. Negotiations on central matters shall take place during the period commencing forty-five days prior to the termination date of this Agreement.

It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating committees respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures that may be determined by mutual agreements between the central negotiating committees referred to above. For such purposes, it is further understood that the central negotiating committees will meet during the sixth month prior to the month of termination of this Agreement to convey the intentions of their principals as to possible participation in central negotiations, if any, and the conditions for such central bargaining.

CUPE WAGE GRID - 2023-2025

CUPE	Position	Start	Step 1	Step 2	Step 3	Step4	Step 5	Step 6	Step 7	Step 8	Step 9
Sept. 29, 2022	Mtce General, HSKP	23.3601	23.6895	24.0035	24.3314	24.6463					
Sept. 29, 2023	Mtce General, HSKP	24.0609	24.4002	24.7236	25.0613	25.3857					
Sept. 29, 2024	Mtce General, HSKP	24.7827	25.1322	25.4653	25.8132	26.1473					
Sept. 29, 2022	Mtce Skilled	30.9817	31.4891	31.9799	32.4919						
Sept. 29, 2023	Mtce Skilled	31.9112	32.4338	32.9393	33.4667						
Sept. 29, 2024	Mtce Skilled	32.8685	33.4068	33.9275	34.4707						
Sept. 29, 2022	HIS Clerk I	25.7029	25.9969	26.3134	26.6610						
Sept. 29, 2023	HIS Clerk I	26.4740	26.7768	27.1028	27.4608						
Sept. 29, 2024	HIS Clerk I	27.2682	27.5801	27.9159	28.2847						
Sept. 29, 2022	Switchboard/ Typist	22.4268	22.6732	22.9670	23.2137	23.4865					
Sept. 29, 2023	Switchboard/ Typist	23.0996	23.3534	23.6560	23.9101	24.1911					
Sept. 29, 2024	Switchboard/ Typist	23.7926	24.0540	24.3657	24.6274	24.9168					
Sept. 29, 2022	Switchboard	21.4914	21.7451	21.9986	22.2505	22.5214					
Sept. 29, 2023	Switchboard	22.1361	22.3975	22.6586	22.9180	23.1970					
Sept. 29, 2024	Switchboard	22.8002	23.0694	23.3383	23.6056	23.8930					
April 28, 2022	PSW- COVID \$ 2	26.2531	26.7576	27.3019	27.7532						
Sept. 29, 2022	PSW	27.1785	27.7008	28.2643	28.7315						
Sept. 29, 2023	PSW	27.9939	28.5318	29.1122	29.5934						
Sept. 29, 2024	PSW	28.8337	29.3878	29.9856	30.4812						
Sept. 29, 2022	Reg. Pharmacy Tech	28.5556	29.6300	30.7167	31.8160	33.0230					
Sept. 29, 2023	Reg. Pharmacy Tech	29.4123	30.5189	31.6382	32.7705	34.0137					
Sept. 29, 2024	Reg. Pharmacy Tech	30.2946	31.4345	32.5873	33.7536	35.0341					
Sept. 29, 2022	Occupational Therapist	37.3485	39.6064	41.1588	42.7164	44.2673	50.7103				
Sept. 29, 2023	Occupational Therapist	38.4690	40.7946	42.3936	43.9979	45.5953	52.2316				
Sept. 29, 2024	Occupational Therapist	39.6230	42.0184	43.6654	45.3178	46.9632	53.7986				
Sept. 29, 2022	Cardiology Technologist	24.9594	26.1749	27.4235							
Sept. 29, 2023	Cardiology Technologist	25.7082	26.9601	28.2462							
Sept. 29, 2024	Cardiology Technologist	26.4794	27.7690	29.0936							
Sept. 29, 2022	Speech Pathologist	42.4815	44.8012	47.1210	49.4650	51.7969	54.1288				
Sept. 29, 2023	Speech Pathologist	43.7559	46.1452	48.5346	50.9490	53.3508	55.7527				
Sept. 29, 2024	Speech Pathologist	45.0686	47.5296	49.9907	52.4774	54.9513	57.4252				

CUPE WAGE GRID. 2023-2025

CUPE	Position	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step8	Step 9
Sept. 29, 2022	XrayTech	31.8192	33.5269.	34.9343	36.4975	38.0448	39.6062	41.1591	42.7171	44.2720	46.5176
Sept. 29, 2023	XrayTech	32.7738	34.5327	35.9823	37.5924	39.1861	40.7944	42.3939	43.9986	45.6002	47.9131
Sept. 29, 2024	XrayTech	33.7570	35.5687	37.0618	38.7202	40.3617	42.0182	43.6657	45.3186	46.9682	49.3505
Sept. 29, 2022	Sr Registered	39.8114	41.3716	42.9395	44.4999	46.0742	47.0054	47.8633	48.8695	49.7979	50.5435
Sept. 29, 2023	Sr Registered	41.0057	42.6127	44.2277	45.8349	47.4564	48.4156	49.2992	50.3356	51.2918	52.0598
Sept. 29, 2024	Sr Registered	42.2359	43.8911	45.5545	47.2099	48.8801	49.8680	50.7782	51.8457	52.8306	53.6216
Sept. 29, 2022	Physiotherapist	37,3485	39.6064	41.1587	42.7166	44.2673	50.7103				
Sept. 29, 2023	Physiotherapist	38.4690	40.7946	42.3935	43.9981	45.5953	52.2316				
Sept. 29, 2024	Physiotherapist	39.6230	42.0184	43.6653	45.3180	46.9632	53.7986				
Sept. 29, 2022	Reg'dlibrarian	26.3962	27.0861	27.8002	28.5122	29.2039					
Sept. 29, 2023	Reg'dlibrarian	27.1881	27.8987	28.6342	29.3676	30.0800					
Sept. 29, 2024	Reg'dlibrarian	28.0037	28.7356	29.4932	30.2486	30.9824					
Sept. 29, 2022	Bookkeeper	25.8830	26.1186	26.3962	26.6610						
Sept. 29, 2023	Bookkeeper	26.6595	26.9022	27.1881	27.4608						
Sept. 29, 2024	Bookkeeper	27.4593	27.7092	28.0037	28.2847						
Sept. 29, 2022	Cook, NACRS Coder,	26.1492	26.5773	26.9915	27.4235						
Sept. 29, 2023	Transcriptionist, Medical Clerk,	26.9337	27.3746	27.8012	28.2462						
Sept. 29, 2024	Activity coordinator	27.7417	28.1959	28.6353	29.0936						
Sept. 29, 2022	Ultrasound	33.7893	35.5948	37.0910	38.7502	40.3939	42.0518	43.6968	45.3534	46.9997	48.6550
Sept. 29, 2023	Ultrasound	34.8030	36.6626	38.2037	39.9127	41.6057	43.3134	45.0077	46.7140	48.4097	50.1147
Sept. 29, 2024	Ultrasound	35.8471	37.7625	39.3498	41.1101	42.8539	44.6128	46.3579	48.1154	49.8620	51.6181
June 13, 2023	RPN - Reopener	34.2983	34.8595	35.4031	35.9700						
Sept. 29, 2023	RPN	35.3272	35.9053	36.4652	37.0491						
Sept. 29, 2024	RPN	36.3871	36.9824	37.5591	38.1606						
Sept. 29, 2022	Aides	23.3601	23.6895	24.0035	24.3314	24.6463					
Sept. 29, 2023	Aides	24.0609	24.4002	24.7236	25.0613	25.3857					
Sept. 29, 2024	Aides	24.7827	25.1322	25.4653	25.8132	26.1473					
Sept. 29, 2022	Cook Helper/Dietary Worker	23.4918	23.7884	24.1177	24.4163	24.7469					
Sept. 29, 2023	Cook Helper/Dietary Worker	24.1966	24.5021	24.8412	25.1488	25.4893					
Sept. 29, 2024	Cook Helper/Dietary Worker	24.9225	25.2371	25.5865	25.9033	26.2540					

CUPE WAGE GRID - 2023-2025

CUPE	Position	Start	Step 1	Step2	Step3	Step4	Step 5	Step 6	Step 7	Step 8	Step 9
Sept. 29, 2022	OT/PT assistant aide	28.4297	29.5413	30.6045	31.6918	32.7792					
Sept. 29, 2023	OT/PT assistant aide	29.2826	30.4275	31.5226	32.6426	33.7626					
Sept. 29, 2024	OT/PT assistant aide	30.1611	31.3404	32.4683	33.6218	34.7755					
Sept. 29, 2022	Respiratory Therapist	39.3884	40.9591	42.5538	44.0883	45.6832	47.2177	50.2866			
Sept. 29, 2023	Respiratory Therapist	40.5701	42.1879	43.8304	45.4109	47.0537	48.6342	51.7952			
Sept. 29, 2024	Respiratory Therapist	41.7872	43.4535	45.1453	46.7733	48.4653	50.0933	53.3491			
Sept. 29, 2022	Stores	26.1492	26.5773	26.9915	27.4235						
Sept. 29, 2023	Stores	26.9337	27.3746	27.8012	28.2462						
Sept. 29, 2024	Stores	27.7417	28.1959	28.6353	29.0936						
Sept. 29, 2022	HIS Clerk II	23.7951	24.0560	24.3371	24.6456						
Sept. 29, 2023	HIS Clerk II	24.5090	24.7777	25.0672	25.3850						
Sept. 29, 2024	HIS Clerk II	25.2442	25.5210	25.8192	26.1465						

Dated at Winchester, Ontario, this 28 day of March 2025.

FOR THE HOSPITALS

Conroyham

Kayser Gillman

FOR THE LOCAL UNION

Mohrman

Elsie Bellisle

Elsie Bellisle (Apr 2, 2025 13:47 EDT)

JoAnn Hipsen-Sauve

JoAnn Hipsen-Sauve (Apr 2, 2025 05:56 EDT)

Ashley-Lynn Morrow

Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

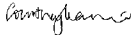
LETTER OF UNDERSTANDING

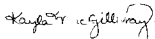
Re: Voluntary Part-time Benefits

If the local parties agree, the Hospital will provide part-time employees with the option of voluntary participation in any and all of the group health and welfare benefit programs set out in Article 18.01 of the Full-Time collective agreement. It is understood and agreed that the part-time employees would pay the Employer the full amount of the monthly premiums, in advance.


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


FOR THE HOSPITALS







FOR THE UNION




Elsie Belisle (Apr 2, 2025 13:47 EDT)


JoAnn Hipsen-Sauve (Apr 2, 2025 05:56 EDT)


Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

LETTER OF UNDERSTANDING

RE: RPN Rates

CUPE and the Participating Hospitals agree to establish a provincial working group consisting of up to three representatives each, to discuss the issue of RPN rates across the province, and the feasibility of moving towards a provincial or common wage rate.

The working group will have access to expertise and resources as appropriate. The working group will commence meeting sixty (60) days following ratification of the collective agreement.

CUPE members will be granted such time off as is required to attend joint meetings of the working group. The time spent by the CUPE members to attend joint meetings of the working group will be deemed time worked and CUPE members will be compensated at their regular straight time hourly rate.

The working group will arrange its activities in order to endeavour to arrive at joint recommendations for the central parties four (4) months prior to the expiry of the collective agreement.

FOR THE HOSPITALS

Conroy

Macjilligan

FOR THE UNION

McIntyre

Elsie Belsie
Elsie Belsie (Apr 2, 2025 13:47 EDT)

John P. Sauve
John P. Sauve (Apr 2, 2025 05:56 EDT)

Ashley-Lynn Morrow
Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

Memorandum of Agreement

Between:

The Participating Hospitals/ OHA

- and -

The Ontario Council of Hospital Unions/ CUPE

Whereas the current collective agreement makes reference to the Blue Cross Plans in effect as of September 28, 1993;

And Whereas the semi-private, extended health care and dental benefits are now being provided by various carriers at the different hospitals;

And Whereas the Participating Hospitals ("the Hospitals") and the Ontario Council of Hospital Unions/CUPE ("the Union") wish to ensure that the collective agreement entitlements to semi-private, extended health care and dental benefits are comparable;

And Whereas the Hospitals and the Union are desirous of considering whether, without reducing the level of benefits provided at each individual participating hospital, savings can be achieved in the provision of semi-private, extended health care and dental benefits;

And Whereas the Hospitals and the Union wish to ensure that eligible employees receive comprehensive and accurate information about their coverage and entitlements;

And Whereas the Hospitals and the Union recognize the importance of working collaboratively to achieve the objectives outlined above, it is agreed as follows:

1. Within thirty days of the ratification by the Hospitals and the Union of the collective agreement, a provincial Joint Benefits Committee ("the Committee") will be established.
2. Both the Hospitals and the Union will nominate three members of the Committee and appoint co-chairs. The Committee will meet and mutually select a third party facilitator. Failing to do so, William Kaplan will appoint the facilitator.
3. The Hospitals and the Union will be responsible for their own expenses, but they will share equally in the fees of the expenses of the facilitator.
4. The Committee will meet monthly or as otherwise agreed by the parties or directed by the facilitator.
5. The Committee will immediately request from all participating hospitals a copy of their current benefit plan master policies as they pertain exclusively to CUPE and booklets to be provided within 90 days of the request.
6. The Committee will review those plans and determine what, if any, variations exist among the plans.
7. The Committee will also consider whether, without reducing the level of benefits provided at each individual participating hospital, there are cost saving mechanisms available to the parties.
8. The Committee may retain expert assistance, the cost of which shall be borne equally by the Hospitals and the Union. Should the Hospitals and the Union not agree on retaining expert assistance, the decision of the facilitator shall be binding.
9. The Committee shall complete its work and prepare a final report within eighteen months, unless the parties agree otherwise. The parties agree that this memorandum of agreement and the report of the Committee shall not be introduced or relied upon by either party in any proceedings

whatsoever. However, it is agreed and understood that the data collected may be relied upon by either party for any purpose in any proceeding.

FOR THE HOSPITALS

Anthony...

Kate MacGillivray

FOR THE UNION

Michelle...

Elsie Belisle
Elsie Belisle (Apr 2, 2025 13:47 EDT)

Josephine...
Josephine... (Apr 2, 2025 05:56 EDT)

Ashley-Lynn Morrow
Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

LETTER OF UNDERSTANDING

Re: Grievances Related to Article 3.02

The parties agree that grievances related to 3.02, if any, will be heard before Arbitrator William Kaplan (with nominees).

FOR THE HOSPITALS

Corrigan

Scott

FOR THE UNION

Mohr

Elsie Beiste
Elsie Beiste (Apr 2, 2025 13:47 EDT)

JoAnn Lipsen-Sauve
JoAnn Lipsen-Sauve (Apr 2, 2025 05:56 EDT)

Ashley-Lynn Morrow
Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

LETTER OF UNDERSTANDING

RE: Workload Complaint Form

The Central Bargaining Committees for the Ontario Hospital Association and the Canadian Union of Public Employees will establish a joint working group to develop a workload complaint form for Registered Practical Nurses. This committee will meet within thirty (30) days of ratification and complete its work within ninety (90) days of ratification. In the event the parties cannot agree on forms, Arbitrator Kaplan will hold a hearing and make a decision on an expeditious basis. These forms will then be attached to the Collective agreement.

FOR THE HOSPITALS

Crommyham

Kaplan

FOR THE UNION

Matthew

Elsie Belisle
Elsie Belisle (Apr 2, 2025 13:47 EDT)

Joanne
Joanne (Apr 2, 2025 05:56 EDT)

Ashley-Lynn Morrow
Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

LETTER OF UNDERSTANDING

Re: Commitment to Equity, Diversity and Inclusivity

The parties agree that working and caring conditions are at their best when the workplace environment is reflective of the communities they serve and work together to promote equity, diversity, and inclusion within the Hospital.

The parties are committed to promoting a workplace of diversity, inclusion and where everyone feels valued. The parties are committed to a workplace that is inclusive of their diverse communities, including but not limited to Women, Racialized workers, workers with a disability, Black, Indigenous, People of Colour (BIPOC) workers, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual and/or Agender, Two-Spirited and the countless affirmative ways in which workers choose to self-identify (LGBTQIA2+).


The parties value the contributions of all staff in the hospital and recognize that discriminatory and oppressive acts can negatively impact staff. The parties are committed to making an equitable working environment that is inclusive for all.

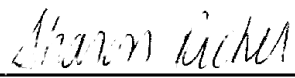
To support this commitment, where a committee or other hospital forum does not already exist, the local parties will endeavour in the first year of the collective agreement to establish a committee or other hospital forum. The local parties will coordinate to integrate at least one (1) representative, and one (1) alternate, selected or appointed by the Union from amongst bargaining unit employees to join said committee. The committee will meet on a frequency as determined by the committee. The committee will discuss, research and implement strategies, initiatives, and training programs aimed at promoting equity, diversity, and inclusion in the hospital in effective and meaningful ways.

Where a committee or other hospital forum currently exists, at least one (1) representative, and one (1) alternate, from the bargaining unit will be integrated onto the committee or other hospital forum.

DATED this 22nd day of September 2021.


ON BEHALF OF
CANADIAN UNION OF PUBLIC EMPLOYEES:




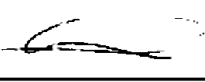




ON BEHALF OF
THE PARTICIPATING HOSPITALS:







Suzana Hollingworth

Gracie W

W. H.

Wayne Zamora

Hayden Jewell

Duff G. W.

Shirley

Judy Zan

David

Stella Pender

Scott

D. Mutt

Paul

Paul Capelli

Jadira Belli

AK

APPENDIX OF LOCAL ISSUES

The following provisions, while not being an exhaustive listing, are appropriate for inclusion in an Appendix of Local Issues. Any local issue provisions which existed in the hospital's expiring collective agreement shall be continued in the Appendix of Local Issues subject to any changes, deletions or additions resulting from the current round of bargaining.

- Management Rights
- Statement of Religious Purpose
- Recognition
- Union Membership
- Dues Deduction and Remittance and Dues Lists
- Constitution of Local Bargaining and Grievance Committees
- Seniority Lists
- Scheduling
- Uniform Allowance
- Sick Leave Administrative Provisions
- Designation of Specific Holidays
- Administrative Provision re Payment of Wages
- Meal Allowances
- Bulletin Boards
- Mileage Allowance
- Communication to Union
- Vacation Administrative Provisions
- Pay Day
- Health & Safety
- Designation of Classifications Required to Wear Safety Footwear

Where a Hospital and a Local Union have reached a settlement of all Local Issues, and the form in which their agreed issues are to appear in the collective agreement is inconsistent with the foregoing agreement of the central parties, then the local parties may re-open negotiations for the sole purpose of ensuring that the form of their collective agreement is consistent with the foregoing. Any difficulties in this regard shall be submitted to the Implementation Committee for resolution.

IMPLEMENTATION NOTE RE PREEXISTING CLAUSES

For those headings containing a reference to this note, if the expiring collective agreement applied to part-time employees, the existing provision shall continue, amended as appropriate by any amendment to the full-time provisions.

APPENDIX OF LOCAL ISSUES

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2027

Part-Time Employees

Expires: September 28, 2023

mb/cope-sepb 491

ARTICLE 1 - MANAGEMENT RIGHTS

- 1.01 The Union recognizes that the management of the Hospital and the direction of working forces are fixed exclusively in the Hospital and shall remain solely with the Hospital except as specifically limited by the provisions of this Agreement and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Hospital to:
- (a) Maintain order, discipline and efficiency;
 - (b) hire, assign, retire, discharge, direct, promote, demote, classify, transfer, lay-off, recall, and suspend or otherwise discipline employees, provided that a claim of discharge or discipline without cause may be the subject of a grievance and dealt with as hereinafter provided;
 - (c) determine, in the interest of efficient operation and high standards of service, job rating and classification, the hours of work, work assignment, methods of doing the work, and the working establishment for the services;
 - (d) generally to manage the operation that the Hospital is engaged in and, without restricting the generality of the foregoing, to determine the number of personnel required, methods, procedures, and equipment in connection therewith;
 - (e) make, enforce, and alter from time to time, reasonable rules and regulations to be observed by the employees which are not inconsistent with the provisions of this Agreement.

ARTICLE 2 - RECOGNITION

2.01 Bargaining Unit

The Hospital recognizes the Canadian Union of Public Employees Local 2027 as the bargaining agent for all clerical, technical, paramedical and service staff of Glengarry Memorial Hospital at Alexandria, who are employed by the Hospital except the Senior Management, Management, Information Technology, Finance, Administration, Registered and Graduate Nurses, those persons above the rank of Department Head, those persons covered by existing Collective Agreements, and all employees regularly employed for more than twenty-four (24) hours per week, and students employed during the school vacation period.

ARTICLE 3 - UNION MEMBERSHIP AND CHECK-OFF OF UNION DUES

3.01 Deduction of Dues

The Hospital will deduct each month from the wages of all employees the regular monthly dues assessed by the Union in accordance with the constitution and by-laws of the Union or an amount equivalent thereto. Such deduction shall commence on the first full pay period following the date of hire of the employee.

3.02 Remittance and Dues Lists

The Hospital will deduct an amount of money from the employees' pay on a monthly basis in accordance with the following terms:

Union dues or an amount equivalent thereto so deducted shall be remitted on the 15th day of the month following the month of deduction, together with a list of the names of employees from whom deductions have been made, to the Secretary Treasurer of the Union at the address supplied by the Union.

When remitting union dues to the union, the Hospital shall include a list of the name and classification of each employee, the amount of union dues deducted from the employee and the total number of hours worked by the employee in the dues period, where such information can be obtained through our current automated system.

3.03 Copies of Agreement

Employees shall be able to print a copy of the Collective Agreement from the Intranet at their work site.

A new employee will be provided a copy of the Collective Agreement when they meet with a representative of the Union as per article 5.03 central language.

3.04 Addresses and Phone Numbers of All Local Union Members

The Hospital shall provide, twice yearly in January and July, a mailing list including current addresses and phone numbers for all members of the Local Union of the Canadian Union of the Public Employees. This list shall also be amended as the Hospital is informed of any changes.

ARTICLE 4 - CONSTITUTION OF LOCAL BARGAINING AND GRIEVANCE COMMITTEES

4.01 Stewards

a) In order to provide an orderly and speedy procedure for settling of grievances, the Hospital acknowledges the right of the Union to appoint or elect stewards whose duties shall be to assist any employee who the steward represents in preparing and in presenting his grievance in accordance with the grievance procedure as herein provided.

(b) Chief Steward

In addition to the stewards at the Glengarry Memorial Hospital, one (1) steward will be appointed or elected by the Union as Chief Steward.

The appointment of a Steward, as herein provided, shall be conditional upon the fact that such steward is an employee of the Hospital. The Union shall notify the Hospital in writing of the name of each steward and the department(s) he represents and the name of the Chief Steward, before the Hospital shall recognize them.

4.02 Local Bargaining Committee

The Union will appoint a Negotiating Committee of not more than four (4) employees of the Hospital in total from amongst the full-time and Part-time bargaining units, one (1) of whom shall be President, as appointees of the Union to represent bargaining unit employees during collective bargaining negotiations with the Hospital. No more than two [2] employees shall be of the same department of the Hospital except for the President. The Union shall advise the Hospital of the names of their employee representatives. Time spent absent from regular duties shall be without loss of any employee's basic wages for up to three (3) employees in total from amongst the Full-time and Part-time bargaining units. Should more than three (3) employees be scheduled to work, the Union shall advise the Hospital in writing as to the names of the employees to be paid. This provision shall not apply to any conciliation or arbitration procedures used to amend this Agreement.

4.03 Grievance Committee

For the purposes of Article 6.06 of the central portion of this agreement, the Hospital acknowledges the right of the Union to appoint or otherwise select a Grievance Committee, which is to consist of the Chief Steward (as defined by Article 4.01(b)), the Steward involved in the grievance and a member of the Union Executive.

4.04 **Labour Management Meetings**

Whenever possible, joint labour management meetings will be scheduled during the core office hours, which the hospital is operating (currently Monday to Friday, 8:00 a.m. to 4:00 p.m.).

ARTICLE 5 - SENIORITY

5.01 **Seniority List**

The Hospital shall maintain a seniority list showing the date of last hire and seniority for each employee. An up-to-date seniority list shall be sent to the Union and posted on all CUPE Union bulletin boards in February and August of each year. **Upon request of the Local President or their designate, the Employer shall provide an up-to-date list taking into account changes in employment status.**

5.02 **Transfers of Seniority and Service**

For the purposes of Articles 9.05 and 9.06 of the central portion of this agreement, the effective date will be October 25, 1985.

ARTICLE 6 - SCHEDULING

6.01 **Work Scheduling**

Employees in the bargaining unit will be given an average of two (2) weekends off in four (4). Employees working their third (3rd) or subsequent consecutive weekend shall be paid time and one half (1-1/2) the employee's straight time hourly rate of pay, except if the cause of working three (3) consecutive or subsequent weekends is due to a shift exchange, or the employee has requested weekend work, or the weekend is worked by an employee to satisfy specific days off requested by the employee.

Work schedules shall be posted at a minimum of six (6) weeks in advance of their going into effect, except where amended elsewhere in the Collective Agreement. Advance requests for specific unavailability must be submitted to the manager at least two (2) weeks in advance of the posting date.

Employees shall have a minimum of twelve (12) hours off between shifts. If, however, an employee is required to report on a second shift less than twelve (12) hours after finishing the first shift, the employee shall be paid at overtime

rates for the period worked before the twelve (12) hour time allowed for shift changes has expired unless mutually agreed otherwise.

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

6.02 **Give Away Shifts**

Employees will be permitted to give away a maximum of four (4) days total in July and August, with the consent of the Manager provided that such "give away" has not been previously denied to any employee and does not entail premium rates of pay and provided that such "give away" shifts shall be documented and signed by the two employees. These days may be taken in blocks of three (3).

6.03 **Scheduling of Part Time Work**

Regular part-time employees will make a commitment in writing to be available for work on the following basis:

- a) as required by the hospital to work up to forty-eight (48) weeks in a calendar year;
- b) employees in the bargaining unit will be given two (2) weekends off in four (4). Part-time employees scheduled to work a holiday weekend, when the paid holiday falls on the Monday or Friday, shall be scheduled for the paid holiday as well, provided it does not result in additional premium/overtime payment. Furthermore, this shall not apply to employees whose regular schedule is weekend work;

employees working their third (3rd) or subsequent consecutive weekend shall be paid time and one-half (1-1/2) the employee's straight time hourly rate of pay, except if the cause of working three (3) consecutive or subsequent weekends is due to a shift exchange, or the employee has requested weekend work, or the weekend is worked by an employee to satisfy specific days off requested by the employee;

- c) as scheduled on any shift either five (5) consecutive calendar days including the day before Christmas Day, OR five (5) consecutive calendar days including the day before New Year's Day;
- d) a minimum of fifteen (15) hours per week;

The hospital shall post working schedules six (6) weeks in advance and shall endeavour to schedule regularly available shifts, as equally as is reasonable for employees who are qualified and able to perform the available work, and who indicate they are available to do so. It is

understood that a shift may be other than a normal 7.5 hour tour but shall not be less than a three hour tour.

Thereafter, any additional shifts will be first offered to those employees who:

- 1) are on the cancellation list;
- 2) to part-time employees, starting in order of seniority, who are not scheduled to work that day;
- 3) to part-time employees who are already working that day and who have not worked more than 75 hours in that two (2) week pay period;
- 4) then to other employees within the CUPE bargaining units, in order of seniority and qualifications.

The hospital agrees that they will not schedule split shifts for a single position.

- e) As far as possible, days off shall be consecutive and planned in such a way as to distribute equally weekends off as per (b) above. Other than when an employee is providing relief coverage for scheduled vacation, no regular part-time employee shall be scheduled to work more than seven (7) consecutive days without two days off;
- f) Casual employees will only be scheduled or called for relief when part-time staff are not available, or already working that shift, or have worked forty (40) hours that week, or the use of part-time causes a premium payment;

Casual employees will commit in writing to a minimum of forty-five (45) hours of availability in a six (6) month period. Casual employees who do not meet this minimum standard will be offered the option to resign; otherwise, his/her employment will be terminated unless the parties agree there is a special circumstance.

When, in the opinion of the hospital, circumstances are such that the regular schedule cannot be adhered to, department heads and the employees concerned shall attempt to arrange a mutually satisfactory timetable. In the event of disagreement regarding schedule or working hours, the department heads shall make the final decision.

Employees are expected to report to their assigned work area in uniform where applicable, ready to work, at designated starting times.

- (g) Should the Hospital not be able to meet its staffing requirements due to a situation of sufficient part-time staff not being available for work on a particular day, the Hospital may schedule the least senior qualified employee(s) to work despite their unavailability.
- (h) In order to grant employees in the Business Office scheduled vacation, part-time employees qualified to work in the Business Office may be scheduled for ten (10) hour shifts.

6.04 **Vacation Scheduling**

- I. (a) Requests for vacation from June 1st to August 31st shall be submitted by April 15th of each year. In doing so, the employee shall submit three (3) choices of vacation in order of preference in a manner determined by the Hospital.
- (b) Requests for vacation from September 1st to December 23rd shall be submitted by July 15th of each year. In doing so, the employee shall submit three (3) choices of vacation in order of preference in a manner determined by the Hospital.
- (c) Requests for vacation from January 3rd to March 31st shall be submitted by November 15th of each year. In doing so, the employee shall submit three (3) choices of vacation in order of preference in a manner determined by the Hospital.
- (d) Requests for vacation from April 1st to May 31st shall be submitted by February 15th of each year. In doing so, the employee shall submit three (3) choices of vacation in order of preference in a manner determined by the Hospital.
- II. Approved vacation shall be posted by May 15th, August 15th, December 15th and March 15th of each year, for the respective vacation periods above.
- III. Where more employees have indicated the same period of time than the Hospital can reasonably grant, then seniority will govern with respect to vacation requests submitted within the time limits set out in Article 6.04 (I) (a-d). Vacation requests submitted outside of the time limits set out in Article 6.04 (I) (a-d) above will be granted on a first come first served basis and will be finalized seven (7) days after the request has been received.

- IV. A maximum of two (2) weekends may be requested as vacation if it is not booked in conjunction with a week during the months of July, and August.

The Hospital will post the Part-time summer schedules covering July and August by June 7th. If a change is required after posting, Article 6.03 (d) will apply.

6.05 **Christmas and New Year's Schedules**

The Christmas and New Year's schedule shall be posted by November 23rd of each year.

A 6-week schedule containing both Christmas and New Year's holidays shall be posted as per the provisions of Local Article 6. The Holiday schedule will include three (3) consecutive days off at either Christmas or New Years, which shall include the day before Christmas or the day before New Years, unless mutually agreed otherwise.

The choice of working Christmas or New Years shall be made on the basis of seniority.

It is understood that any other scheduling regulations within the contract may be waived between December 15th and January 10th in order to accommodate this provision. The scheduling regulations however shall be modified only as much as is required to accommodate the above-noted time off without additional cost to the Hospital.

6.06 **Call-In Procedure**

Additional tours shall be offered to the most senior part time employee within the department, subject to the following:

- a) The employee is able to perform the required work and is available;
- b) The employee declares his/her availability in advance;
- c) The hospital will not pay additional overtime costs through the use of this system; however, for clarity, hours worked over 7.5 per day will be paid at overtime rates;

- d) Use of this system shall not result in a change of status from Part Time to Full Time.
- e) The Employer shall maintain a list of all part-time employees who shall be offered work in accordance with their specified availability. Employees on the call-in list shall be called in order of seniority starting with the most senior. Succeeding call-ins shall commence with the next senior employee and so on. Each call-in will be indicated on the call-in sheet as to "accepted", "no answer", "refused". Answering machine will be indicated as no answer. Where practical, if it is not a 'short call', e.g. less than 36 hours, the manager will endeavour to leave a message for the employee to call and try to claim the shift.
- f) If multiple shifts are available at the same time, the most senior part-time employee within the department, with a minimum shift being three (3) hours, shall be offered his/her choice.

6.07 Shifts Offered in Error

When an employee is not called in for a tour in accordance with the collective agreement, and has been disadvantaged by such action and does not have an opportunity to become aware of the scheduling error prior to the missed shift being worked, the unit manager will proceed as follows:

- i. Schedule the employee on the subsequent time sheet an "extra" shift. For the purpose of this agreement, an "extra" shift is in addition to the shifts scheduled to provide the regular staffing complement and will not be counted towards the employee's commitment.
- ii. Such shift will be in addition to the employee's regular schedule. Such shift shall be at a mutually agreeable time.
- iii. For part-time employees, scheduling the extra shift will be mutually agreed and scheduled before the expiration of the next posted schedule. The tour will be paid at the straight-time hourly rate or the applicable overtime rate if the shift missed was at premium.
- iv. For full-time employees, scheduling of the extra shift will be mutually agreed upon by the manager and the employee and the tour will be paid at the premium rate.

- v. When an employee is scheduled to work an extra shift and a staffing deficiency subsequently arises for that shift which requires replacement, the Hospital will attempt to replace that shift at straight time. If the Hospital is unable to find a replacement, the employee who is scheduled for the extra shift will be reassigned as the replacement.
 - vi. Notwithstanding (v) above, the Hospital may also follow its usual practice in reassigning an available employee, including but not necessarily the extra employee, providing that the employee is qualified to perform the available work.
 - vii. In the event of (v) or (vi) above, the employee will be given a subsequent "extra" shift at a mutually agreed time.
- (h) Where an employee is called in to work a regular shift less than one (1) hour prior to the commencement of the shift and arrives within one (1) hour of the commencement, then he will be paid for a full tour provided he works until the normal completion of the tour.

6.08 Stand-by Shifts

If multiple shifts are available at the same time, after the schedule is posted, the most senior employee shall have first pick of the remaining days they wish to be on call. The remainder of days shall be offered in order of seniority.

6.09 Shift Cancellation

Regular part-time employees shall receive a minimum of twenty-four (24) hours notice of any shift cancellation. Failure to give such notice will result in the next shift being paid at time and one half. Time and one half will not be paid if the cancellation is the result of an employee request or the cancellation was beyond the reasonable control of the Hospital.

6.10 Cancellation Procedure

- a) Any relief staff (includes giveaways) called in within the department (i.e.: dietary, nursing) will be cancelled or reduced first.
- b) The junior regularly scheduled part-time employee will be cancelled or reduced, unless a mutual agreement has been made. Seniority still applies.

- 6.11 A cancellation call-in list will be established to allow them the possible chance to make up these hours lost. The following rules apply:
- a) An employee name is to be added to the list each time they are cancelled.
 - b) If a shift becomes available, the employee will be offered it once only. Acceptance, refusal and/or unavailability removes the employee's name from this list. Except where unavailability has been submitted in advance.
 - c) No overtime/premium pay is to be applied to this shift.
 - d) Once the cancellation list is exhausted, the previous method of call-in is re-instituted as per Article 6.05.
 - e) Succeeding call-ins shall commence with the senior employee and so on.
 - f) The employee is to declare his or her availability in advance by filling out the availability sheets, which will be followed by the supervisor(s) when booking shifts. The employee must be able to perform the required work and be available within their classification.

ARTICLE 7 - UNIFORMS

7.01 Uniform Allowance

The Hospital will continue its present practice of providing clothing for certain staff in maintenance, housekeeping, laboratory and for orderlies.

Effective February 1, 2017, where a uniform is required to be worn and is not provided by the Hospital, the Hospital shall pay to the part-time employee an annual allowance of \$100.00 in January/February of each year to coincide with T-4 slips.

ARTICLE 8 - PAID HOLIDAYS

8.01 Designation of Paid Holidays

The Hospital recognizes the following as paid holidays:

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

ARTICLE 9 - PAYMENT OF WAGES AND ALLOWANCES

9.01 Pay Day

- a) The Hospital shall provide for paydays every second Thursday in accordance with Schedule "A" attached hereto and forming part of this Agreement. In each payday, each employee will be provided an itemized statement of his earnings.
- b) The Employer shall provide an updated explanation of current pay codes that will be posted in each department.

9.02 Lead Hand Rate

Where a Lead Hand position is available, the rate of pay shall be one dollar (\$1.00) per hour added to the employee's rate of pay for all hours worked as a Lead Hand.

9.03 Resignation

An employee will be required to submit a written resignation at least two (2) weeks in advance of his termination date, except in cases of emergency or where such notice is not reasonably possible.

9.04 Meal Allowance

An employee who is required by the Employer to work in excess of three (3) hours overtime at the end of her regular shift and who has not been notified before reporting for work that she will be required to do so, will be provided with a free meal, or compensation not exceeding \$9.00 in lieu thereof.

9.05 Statement of Earnings

The Hospital shall provide the employee with an itemized statement of earnings for all retroactive monies.

ARTICLE 10 - BULLETIN BOARDS

- 10.01 The Hospital will provide bulletin boards at mutually agreed locations for the purpose of posting notices regarding meetings and matters pertaining only to the Union. Before posting, all notices must be submitted to Human Resources, or Senior Management if Human Resources is not available, for information purposes.
- 10.02 Seniority Lists and Job Postings shall be placed on the provided CUPE bulletin boards and electronic copies shall also be provided to the local union executive.
- 10.03 The Hospital will permit e-mail communications between CUPE Executive and the Local Members regarding upcoming events, notices and meetings.

ARTICLE 11 - MILEAGE ALLOWANCE

Employees required to use their own vehicles for hospital business shall be reimbursed at the corporate rate in effect during the term of this Agreement for each kilometre travelled.

ARTICLE 12 - COMMUNICATION TO THE UNION

All general correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Human Resources, or Senior Management if Human Resources is not available, and the President/designate of the Union.

ARTICLE 13 - LEAVE OF ABSENCE

13.01 Provisions for Leaves of Absence

All communications regarding requests and approvals for leaves of absence shall be in writing. During the periods of leaves of absence without pay no seniority

shall accrue nor other benefits accrue or continue during that period unless stated otherwise herein.

13.02 Return from Leave of Absence

All employees who return to the Hospital after a leave of absence for a period in excess of one (1) month will be required to provide the Hospital with written notice of their intention to return to work and naming a specific date. Such notice shall be served on the Hospital at least two (2) weeks in advance of the aforementioned date.

13.03 All Unpaid Leaves of Absence

It is agreed that unless expressly stated otherwise herein all unpaid leaves of absence shall not result in monetary payments to or on behalf of such employee on that leave.

13.04 Leave of Absence for Union Business

- (a) For the purposes of Article 12.02 of the central portion of this agreement, not more than two (2) employees at a time shall be absent and the leave shall be conditional on the fact that not more than one (1) employee shall be absent from any one department.
- (b) Notice of cancellation of leaves of absence for union business shall be made seventy-two (72) hours prior to the date of the proposed leave, if the affected employee is to be returned to his/her regular shift for the day for which the leave was originally requested.

ARTICLE 14 - ABSENCE FROM WORK

14.01 Regular attendance at work is necessary for efficiency and the absence of an employee without notification and without good cause is considered indifference to the interest of the Hospital and fellow workmen.

14.02 Emergency Absence

In the event of sudden illness, accident, or other emergency, an employee absenting himself must send notification to his supervisor as soon as possible and bona fide cases of emergency will be treated as if permission had been sought in advance. Following notification that an employee is serving a sentence under the law, the case will be dealt with as if the employee had asked for permission in advance and the Hospital and the Union will endeavour to reach a mutually satisfactory agreement on what action should be taken.

ARTICLE 15 - R.P.N. SKILL UTILIZATION

The Hospital undertakes to encourage Registered Practical Nurses (R.P.N.s) to upgrade their skills to the present level of those being acquired by the graduating R.P.N.s. Further, the Hospital will, where practicable, encourage and permit the utilization of the upgraded skills.

Should the Hospital require those skills on the work units, the Hospital will pay for attendance at such training at regular wages and will also pay for tuition and materials.

ARTICLE 16 – HEALTH AND SAFETY

16.01 Health and Safety Committee

- (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.
- e) The Hospital and all employees shall comply with all applicable federal, provincial, and municipal health and safety legislation, regulations and policies. All standards established under such legislation, regulations and policies shall constitute acceptable practice which may be improved upon by agreement of the Joint Occupational Health and safety Committee or in negotiations with the Hospital and the bargaining unit.
- (c) The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
- (d) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- (e) The Hospital will provide orientation and training in health and safety to new and current employees on an ongoing basis, and employees shall attend required health and safety sessions. These sessions will include, but not limited to: musculoskeletal injury prevention, proper use of personal protective equipment, harassment and violence in the workplace, and incident reporting. These training sessions will be considered hours at work.

- (f) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

16.02 Joint Occupational Health and Safety Committee

- (a) Recognizing its' responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its' Joint Occupational Health and Safety Committee ("JOHCS"), at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- (b) One of the employees representing workers under the *Occupational Health and Safety Act*, who are trained to be certified workers as defined under the *Act*, shall be from CUPE.
- (c) A member from the JOHSC will be deemed to be at work while the member is fulfilling the requirements to become health and safety certified by an agency, attending a JOHSC meeting, investigating an incident/accident, inspecting the workplace, investigating a health and safety complaint (such as work refusals). The hospital will pay regular wages or premium rates as may be applicable. Time off from their regular duties to fulfil their health and safety responsibilities will be granted by the Hospital.
- (d) Any representative appointed or selected in accordance with (a) hereof will serve a term of two calendar years, which may be renewed for further periods of two years.
- (e) The Hospital agrees to cooperate reasonably with the JOHSC by providing necessary information to enable the committee to fulfil its' functions.
- (f) The JOHSC 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 health and safety.
- (g) Communication on shared issues will occur between the JOHSC, Infection Control and Emergency Preparedness, through the regular JOHSC meetings.
- (h) Meetings shall be held every second month or more frequently at the call of the co-chairs, if required. The JOHSC shall maintain minutes of all meetings and make the same available for review.

16.03 Paid Preparation Time

CUPE's representatives to the Joint Occupational Health and Safety Committee shall be given one hour of paid preparation time to prepare for each meeting of the Joint Occupational Health and Safety Committee.

16.04 Certified Worker Training

The Hospital accepts that one CUPE member who is to serve on the Joint Occupational Health and Safety Committee will be selected among those to be trained as certified workers under the Occupational Health & Safety Act. Any costs associated with the initial training of a certified worker will be paid by the Hospital, or as may be prescribed pursuant to the *Occupational Health and Safety Act*.

16.05 Protective Footwear

As per Article 19.01 of the Central Contract, the Hospital will require Employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance
- 2) Stores (only where frequently working in storage areas)

The JOHSC will review this list annually to ensure employees have appropriate footwear.

ARTICLE 17 - MODIFIED WORK

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

17.02 The Hospital and the Union agree to cooperate in facilitating the return to work of work related and non-work related disabled employees. The Hospital and the Union agree that ongoing and timely communication by all participants in this process is essential to the success of this process.

17.03 The Union may request a list of all employees on LTD or WSIB.

17.04 The Hospital agrees to provide the employee with a copy of Workplace Safety & Insurance Board Form 7 at the same time it is sent to the W.S.I.B. and advise the employee that they may share the information with the Union at their discretion.

17.05 The Hospital will notify the Local Union of the names of all bargaining unit employees who go off work as a result of a work-related injury.

- 17.06 The employee and the Union shall be notified in writing by the Hospital if the Hospital intends to appeal the WSIB claim; the same shall apply to the employee.
- 17.07 When it has been medically determined that an employee is unable to return to the full duties of his or her position, the Hospital will notify and meet with a member of the Local Executive and a member of CUPE staff (unless such attendance causes an unreasonable delay) to discuss the circumstances surrounding that employee's return to suitable work.
- 17.08 The Union shall receive a copy of all return to work/modified work plans.
- 17.09 In creating a return to work plan, following a work related injury, the CUPE appointed Representative(s), the worker's Manager and the Occupational Health Practitioner will review the disabled employee's abilities and accommodation needs to determine if the employee can return to his or her pre-injury job. If the disabled employee cannot return to the pre-injury job, it will be determined if modifications can be made or if alternate positions are available. When more than one disabled employee is suitable for a particular accommodated position, seniority shall govern.
- 17.10 In the interest of expediency in dealing with disabled workers, the Hospital will recognize an appointed representative of the Local Union to help the disabled employee with return to work issues. This representative will aid the disabled employee with clarifying return to work arrangements with the employer and monitor the status of accommodated employees.
- 17.11 Before posting job vacancies, the Hospital agrees to review vacancies or new positions to determine if they can be used to accommodate a disabled employee. If a vacancy is deemed to be suitable, the posting will be held in consultation with the Local Union.
- 17.12 **Modified Work Committee**

All time spent attending such meetings shall be considered time worked. The Union shall be involved throughout all phases of evaluation and accommodation.

ARTICLE 18 – VIOLENCE NOTICE PROVISION

- 18.01 The Hospital will inform the Union within three (3) working days of any employee who has been subjected to violence while performing his/her work. Such information shall be submitted to the Union in writing as soon as possible.

ARTICLE 19 - GENERAL

19.01 Definitions

- (a) "Chief Executive Officer" shall mean the Chief Executive Officer of the Hospital or his designate.
- (b) "Regular rate of pay" means the basic straight time rate of pay as shown in Schedule "A" and excludes all overtime and premium pay.
- (c) Wherever the word "Supervisor" is used in this Agreement, it shall be considered as meaning the first supervisory level excluded from the Bargaining Unit.
- (d) Where used in this Agreement, unless otherwise specified, the term "working days" shall mean Monday to Friday inclusive (exclusive of paid holidays as herein provided). Otherwise, the terms "days", "weeks", and "year", shall be in accordance with the calendar designation.

19.02 Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties so requires.

19.03 Use of Shift Exchange

Subject to the approval of the Supervisor, or designate, employees within the same classification may be allowed to trade days off on their own provided such request is submitted in writing to the supervisor or designate and signed by the employees involved in the change within the following specified time frame except where extenuating circumstances exist:

- a) A minimum of twenty (24) hours notice (received by the supervisor or designate within normal working day time hours) when the shift exchanged falls during the week, Monday to Friday inclusive;
- b) Shift exchanges that fall during a weekend or long weekend must be received by the supervisor or designate no later than noon on the Thursday immediately preceding such weekend or long weekend.

In extenuating circumstances, which must be approved by the supervisor and a senior manager, the signed exchange of shift form is to be appended to the shift sign-in form. Such mutual exchange of a shift shall not result in overtime compensation to either of the employees involved. It is understood employees will make such exchanges of shift with as much notice as possible.

Full time employees will be restricted to three (3) exchanges of shift per month. A weekend consisting of Saturday and Sunday will be considered one exchange. Part-time employees initiating a shift exchange must exhaust the part-time list form prior to asking a full-time employee to switch a shift. If, after exhausting the part-time complement, a full-time staff member agrees to switch for the part-time staff member, it will not be considered a part of their restriction of one shift exchange.

Exceptions to note:

Friday and Saturday night shift will be considered a weekend.

On call shifts will be excluded from the limitation of shift exchanges for full-time.

When exchanging a weekend at the end of a month, the first day of the exchange will be considered the month it is applied to. If the shift exchange is in a different pay period, management will not automatically adjust your pay. The request to be paid will have to be in writing by the deadline of 4pm on the Thursday prior to the pay week.

The parties agree to use the Labour-Management Committee to jointly develop guidelines re: the appropriate use of shift exchanges.

19.04 Ambulance Transfers

Where an RPN or PSW is assigned to provide patient care for a patient in transit, the following provisions shall apply:

- (a) Where the RPN or PSW performs such duties during an assigned shift, she shall be paid her regular rate of pay. Where the RPN or PSW continues to perform such shifts in excess of her assigned shift, she shall be paid the appropriate overtime rate.
- (b) Where such duties extend beyond her regular shift, the Hospital will not require an RPN or PSW to return to regular duties at the Hospital without at least eight (8) hours of time off. Where such time off extends into her next regularly scheduled shift, she will maintain her regular earnings for that full shift.
- (c) Hours spent between the time the RPN or PSW is relieved of patient care responsibilities and the time the RPN or PSW returns to the Hospital or to such other location agreed upon between the Hospital and the RPN or PSW, will be paid at straight time or at appropriate overtime rates, if applicable. It is understood that the RPN or PSW shall return to the Hospital, or such other location agreed upon between the Hospital and the

RPN at the earliest opportunity. Prior to the RPN or PSW departure, on escort duty, or at such other time as may be mutually agreed upon between the Hospital and the RPN or PSW, the Hospital will establish with the RPN or PSW, arrangements for return travel.

- (d) The RPN or PSW shall be reimbursed for reasonable out-of-pocket expenses including room, board and return transportation and consideration will be given to any special circumstances not dealt with under the foregoing provisions.

19.05 **Part Time Employee Holding Casual Positions**

The parties agree that a part time employee is eligible to hold only one (1) casual position at any given time providing the employee meets the normal requirements of the job.

SIGNED AT ALEXANDRIA, Ontario, on this 28 day of March, 2025.

FOR THE HOSPITAL

FOR THE UNION

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[Handwritten signature]

[Handwritten signature]
Elsie Bellisle (Apr 2, 2025 13:47 EDT)

[Handwritten signature]
JoAnn Pipsen-Sauve (Apr 2, 2025 05:56 EDT)

[Handwritten signature]
Ashley-Lynn Morrow (Mar 29, 2025 13:26 EDT)

APPENDIX A: RPN WORKLOAD COMPLAINT FORM

RPNs are required to complete all of SECTION 1 through 6 of this form prior to submitting it to the Chief Nursing Officer.

SECTION 1: INFORMATION

Name(s) Of Employee(s) Reporting:	
Employer:	Unit/Program:
Date of Occurrence:	Time: <input type="checkbox"/> 7.5 Hr Shift <input type="checkbox"/> 11.25Hr Shift
Name of Supervisor:	Date/Time Submitted:

SECTION 2: DETAILS OF OCCURRENCE

Provide a concise summary of the occurrence:

Check one: Is this an isolated incident? An ongoing problem?

SECTION 3: INITIAL ATTEMPT AT RESOLUTION

At the time the workload issue occurred, did you discuss the issue within the unit/area/program?

Yes What was the outcome of the discussion and what solutions were identified?

No Why not? _____

Failing resolution at the time of occurrence, did you seek assistance from a person designated by the employer as responsible for a timely resolution of workload issues?

Yes What was the outcome of the discussion and what solutions were identified?

No Why not? _____

Did you discuss the issue with your immediate supervisor (i.e unit manager or designate) within 48 hours of the occurrence?

Yes What was the outcome of the discussion and what solutions were identified?

No Why not? _____

SECTION 4: WORKING CONDITIONS/CONTRIBUTING FACTORS

In order to effectively resolve workload issues, please provide details about the working conditions **at the time of occurrence** by providing the following information:

of scheduled staff RPN ____ RN ____ Unit Clerk ____ Service Support ____

of staff working RPN ____ RN ____ Unit Clerk ____ Service Support ____

of agency staff Yes How many? ____ No

of RPNs on overtime Yes How many? ____ No

If there was a shortage of staff at the time of the occurrence (including support staff), please check one or all of the following that apply:

Absence/Emergency leave Sick call(s) Vacancies

Please check off the factor(s) you believe contributed to the workload issue:

Change in patient acuity. Provide details: _____

Number of beds. Provide details: _____

Number of Admissions. Provide details: _____

Number of Discharges. Provide details: _____

Other. Please specify and provide details: _____

SECTION 5: RPN RECOMMENDED SOLUTIONS

Please check-off one or all of the areas you believe should be addressed in order to prevent similar occurrences:

- | | |
|---|---|
| <input type="checkbox"/> In-service | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> Review nurse/patient ratio | <input type="checkbox"/> Review policy/procedures |
| <input type="checkbox"/> Float/casual pool | <input type="checkbox"/> Adjust supporting staff |
| <input type="checkbox"/> Adjust RPN staff | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Replace sick calls, vacations, paid holidays or other absences | |

Provide details for each checked box above: _____

Other solutions: _____

SECTION 6: EMPLOYEE SIGNATURES

Signature _____	Phone # _____
Signature _____	Phone # _____
Signature _____	Phone # _____

Date submitted: _____

SECTION 7: MANAGEMENT COMMENTS

Process as outlined in Article 9.15 (b) – (d)

- Step 1** *Employee(s) are to raise their concern(s) with immediate supervisor within 48 hours of the occurrence.*
- Step 2:** *The supervisor is to provide a response within 5 working days.*
- Step 3** *If the supervisor's response is unsatisfactory, the employee(s) may submit**t a Workload Complaint Form to the CNO within 48 hours, with a copy to the Union. A meeting with the CNO will be held within 30 days. A Union representative may attend this meeting.*
- Step 4** *The CNO is to provide a response within 15 days. A copy of the response will be sent to the Union, if applicable.*
- Step 5** *If the CNO's response is unsatisfactory, the employee(s) may request a meeting with the CEO (or designate) within 48 hours. This meeting is to be held within 30 days. A Union representative may attend this meeting.*
- Step 6** *The CEO (or designate) will provide a written response within 15 days. A copy of the response will be sent to the Union, if applicable.*

*This form may be submitted via email.

APPENDIX B: NON-RPN WORKLOAD COMPLAINT FORM

N.B. All sections of the form **must** be completed prior to submission for review.

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

SECTION 1: GENERAL INFORMATION

Name(s) of Employee(s) Reporting (Please Print)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Unit/Area/Program: _____ Site/Location: _____

Date of Occurrence _____ Time of Occurrence: _____

Shift Length: 7.5 hr. 11.25 hr. Other _____

Name of Manager/Supervisor: _____ Time Notified: _____

Date Form Submitted to Employer: _____

SECTION 2: WORKING CONDITIONS

In order to effectively resolve workload issues, please provide detail about the working conditions at the time of the occurrence by providing the following information:

Type of Work Being Performed (please describe)

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

If there was a shortage of staff at the time of the occurrence, please provide details about why there was a shortage:

SECTION 3: DETAILS OF OCCURENCE

Is this an: Isolated Incident Ongoing Problem (*Check One*)

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

SECTION 4: REMEDY

a) At the time the workload issue occurs, discuss the issue within the unit/area/program to develop strategies to meet patient care needs. Provide details of how it was or was not resolved:

b) Failing resolution at the time of the occurrence, seek immediate assistance from your immediate supervisor/manager who has responsibility for timely resolution of workload issues. Discussion details:

c) Was it resolved Yes No

Provide details of how it was or was not resolved:

SECTION 5: RECOMMENDATIONS

To correct this problem, I/we recommend:

SECTION 6: EMPLOYEE SIGNATURE(S)

Signature: _____

Date: _____

Phone #: _____

Email: _____

Signature: _____

Date: _____

Phone #: _____

Email: _____

Signature: _____

Date: _____

Phone #: _____

Email: _____

Signature: _____

Date: _____

Phone #: _____

Email: _____

SECTION 7: MANAGEMENT COMMENTS

The manager (or designate) will provide a written response to the individual(s) with a copy to the Bargaining Unit President. Please provide any information/comments in response to this report, including any actions taken to remedy the situation, where applicable:
