

Collective Agreement

between

**Ontario Public Service Employees Union
on behalf of its Local 159**

and

**St. Thomas Elgin General Hospital
Full-time and Part-time Paramed**

DURATION: April 1, 2019 to March 31, 2022



**Sector 10
1-159-10113-20220331-10**

This is the Central language. These provisions, together with the language negotiated by the parties at the local hospital level, comprise the Collective Agreement. Unless otherwise identified, these are mandatory provisions which must be found in all Participating Hospitals' Central agreements. Where the Central parties have allowed the continuation of Local provisions that are Central issues, these provisions must be continued as "status quo" (unchangeable) or, if the parties agree, they delete and adopt the Central language.

Local provision(s) that existed in the Hospital's expiring Collective Agreement will be continued in the Local Provisions Appendix.

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ARTICLE 1 – PURPOSE

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

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

ARTICLE 2 – DEFINITIONS

Where the singular is used in this Agreement, it may also be deemed to mean plural and vice versa where the context so requires.

Full-time, Regular Part-time, Casual Part-time and Temporary Employees

All pre-existing definitions concerning full-time, regular part-time, casual part-time or temporary employees that appear in a Local Collective Agreement, shall be maintained but not altered, unless the local parties agree to delete the language and move to the Central language.

- 2.01 A full-time employee is an employee who is regularly scheduled to work the normal full-time hours referred to in Article 16.
- 2.02 A regular part-time employee is an employee who regularly works less than the normal weekly full-time hours referred to in Article 16 and who commits to be available for work on a regular predetermined basis.
- 2.03 A casual part-time employee is an employee who is not regularly scheduled and who does not commit to be available for work on a regular predetermined basis.

The parties agree the matter of ensuring that casual employees can be scheduled so that they maintain competency may be raised during local bargaining.

2.04 A temporary employee is an employee defined in accordance with Article 13.01.

(NOTE: Any other provision(s) related to local definitions that existed in the expiring Collective Agreement will be continued in the Local Provisions Appendix.)

ARTICLE 3 – NO DISCRIMINATION OR HARASSMENT

The parties agree that a safe workplace, free of violence and harassment, is a fundamental principle of a healthy workplace. Commitment to a healthy workplace requires a high degree of cooperation between members of the healthcare community. Employees are empowered to report incidents of disruptive behaviour or domestic violence without fear of retaliation. The parties are committed to a harassment and violence free workplace and recognize the importance of addressing discrimination and harassment issues in a timely and effective manner.

- 3.01 The Hospital and the Union agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practiced by any of their representatives with respect to any employee because of their membership or non-membership in the Union or activity or lack of activity on behalf of the Union or by reason of exercising their rights under the Collective Agreement.
- 3.02 It is agreed that there will be no discrimination or harassment by either party or by any of the employees covered by this Agreement on the basis of race, ancestry, place of origin, creed, colour, ethnic origin, citizenship, sex, sexual orientation, marital status, gender identity, gender expression, age, record of offences, same-sex partnership status, family status or disability or any other factor which is not pertinent to the employment relationship.
- 3.03 Every employee who is covered by this Agreement has a right to freedom from harassment in the workplace in accordance with the *Ontario Human Rights Code*.
- 3.04 The Hospital and the Union recognize their joint duty to appropriately accommodate employees in accordance with the provisions of the *Ontario Human Rights Code*. The parties agree that the goal is, where possible, to return the employee to full, active duty in the workplace through a safe and expedient process.

ARTICLE 4 – NO STRIKE/NO LOCKOUT

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

ARTICLE 5 – UNION SECURITY (Dues Deduction)

- 5.01 (a) The Employer shall deduct from employees in the bargaining unit in each pay period, and from the first day of employment for newly hired employees,

an amount equivalent to such union dues as designated by the Union from time to time. In addition, the Employer shall deduct union dues from any retroactive wage payments.

- (b) The Employer shall remit the total amount of such deductions to the OPSEU Accounting Department, 100 Lesmill Road, Toronto, Ontario not later than the fifteenth (15th) day of each month following the month in which deductions were made. The remittance shall be accompanied by a list of the employees from whom deductions were made, including their job title and status (i.e. full-time, regular part-time, casual, or on leave of absence greater than thirty (30) days). A copy of the list shall be forwarded to the Local Union.

5.02 The Union agrees to save the Employer harmless and to indemnify the Employer with respect to any claim made against the Employer by any employee or group of employees arising out of the deduction of Union dues as herein provided.

ARTICLE 6 – REPRESENTATION AND COMMITTEES

6.01 Union Stewards

The Hospital agrees to recognize union stewards to be elected or appointed from amongst the employees in the bargaining unit for the purpose of handling grievances as provided under this Collective Agreement.

Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. Such permission shall not be unreasonably withheld. If, in the performance of their grievance duties, a union steward is required to enter an area within the Hospital in which they are not ordinarily employed they shall report their presence to the supervisor in the area immediately upon entering it. 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.

The number of stewards and the areas which they represent, are to be determined locally and will be set out in the Local Provisions Appendix.

6.02 Grievance Committee

The Hospital will recognize a grievance committee comprising of members to be elected or appointed from the bargaining unit. One member shall be chairman.

The purpose of the committee is to deal with grievances as set out in this Collective Agreement.

The number of employees on the grievance committee shall be determined locally and shall be set out in the Local Provisions Appendix.

6.03 (a) Labour-Management Committee

The parties mutually agree that there are matters that would be beneficial if discussed at a Labour-Management Committee meeting during the term of this Agreement. The Committee shall be comprised of an equal number of representatives of each party as mutually agreed and shall meet at a time and place that is mutually satisfactory. The Committee shall meet once every two (2) months, unless agreed otherwise. A request for a meeting hereunder will be made in writing at least fourteen (14) days prior to the date proposed and accompanied by an agenda of matters proposed to be discussed. Where a Hospital has two or more agreements with OPSEU, then a joint committee shall represent all units unless otherwise agreed. The Hospital undertakes to notify the Union in advance so far as is practicable of any renovations or construction projects that will affect bargaining unit employees.

(b) Part-Time Utilization Information

The Hospital agrees to supply the local union with part-time/full-time hours utilization by department, at the time specified for the posting of seniority lists. The Hospital further agrees to supply the Union, upon request, with other information that is reasonably related to utilization.

The parties may discuss part-time/full-time utilization through the Labour-Management Committee. The Hospital agrees to consider Union proposals for alternate distribution of hours between part-time and full-time. The Union recognizes the Hospital's right to determine such utilization.

6.04 (a) Negotiating Committee

The Hospital agrees to recognize a negotiating committee comprised of members to be elected or appointed from the bargaining unit. Where the Hospital participates in central bargaining, the purpose of the negotiating committee shall be to negotiate local issues as defined in this Collective Agreement. Where the Hospital does not participate in central bargaining, the purpose of the negotiating committee shall be to negotiate a renewal of this Collective Agreement. The Hospital agrees that the members of the

negotiating committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending negotiating meetings with the Hospital up to, and including, conciliation.

The number of members on the negotiating committee shall be determined locally and will be set out in the Local Provisions Appendix.

(b) Pay for Central Negotiating Committee

Union Negotiating Committee members up to a maximum of seven (7) shall be paid for time lost from their normal straight time working hours at their regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospital Central Negotiating Committee in direct negotiations up to and including conciliation. If the parties are unable to arrive at a negotiated collective agreement through either direct negotiations or conciliation, the Hospital agrees that members of the Union Negotiating Committee shall receive unpaid leave for purpose of attending arbitration hearings.

6.05 List of Union Representatives

The Union agrees to provide and maintain an up-to-date list of all Union Representatives (including Union Stewards, Union Executive, Grievance Committee, Labour-Management Committee and Negotiating Committee) to the Director of Human Resources or designate.

6.06 New Employee Interview

All new employees will have the opportunity to meet with a representative of the Union in the employ of the Hospital for a period of up to fifteen (15) minutes during the employee's probationary period, without loss of regular earnings. The purpose of such meeting will be to acquaint the employee(s) with such representative of the Union and the collective agreement. These interviews will be scheduled in advance and may be arranged collectively or individually by the Hospital.

6.07 Workload

When an employee or group of employees covered by this Agreement have cause to believe that they are being asked to perform more work than is consistent with proper patient care such concern will be raised with their immediate manager/designate. Where a resolution is not reached, such workload problems may be discussed by the local Labour-Management Committee. Such complaint must be filed in writing within fifteen (15) calendar days using the form in Appendix

A. This fifteen (15) day period shall include the attempt to resolve the issue at the unit/department level. The manager/designate will provide a written response to the complainant(s), with a copy to the bargaining unit President or designate and the Labour-Management Committee.

6.08 Professional Responsibility

- (i) The Parties have a mutual interest in the provision of quality patient care. Therefore, when an employee, or group of employees, covered by this Agreement and governed by an Ontario College under the *Regulated Health Professions Act*, have cause to believe that they are being asked to perform more work than is consistent with proper patient care it is agreed by the parties that such workload problems may be discussed by the local Labour-Management Committee. Such complaint must be filed in writing within fifteen (15) calendar days of the alleged improper assignment, using the form in Appendix A. This fifteen (15) day period shall include the attempt to resolve the issue at the unit/departmental level. The manager/designate will provide a written response to the complainant(s), with a copy to the bargaining unit President or designate and the Labour-Management Committee.
- (ii) If, after a thorough investigation, no consensus can be reached at Labour-Management Committee the parties will meet with the Chief Executive Officer (CEO)/Chief Operating Officer (COO) within thirty (30) days of referral to present the issues. The CEO/COO will notify the Union of the decision in writing within fourteen (14) days.
- (iii) Where the employer requires employees to maintain membership in a professional association, the requirement for such membership and for payment thereof, may be the topic of local negotiations, as described in the Memorandum of Conditions for Joint Bargaining.

ARTICLE 7 – HEALTH AND SAFETY

- 7.01 It is a mutual interest of the parties to promote health and safety in workplaces and to prevent and reduce the occurrence of workplace injuries and occupational diseases. The parties agree that health and safety is of the utmost importance and agree to promote health and safety and wellness throughout the organization. The employer shall provide orientation and training in health and safety to new and current employees and employees shall attend required health and safety training sessions.

- 7.02 Prior to effecting any changes in policies, procedures or programs pertaining to the provision of a safe and healthy workplace which affect workers covered by this Agreement, the Hospital will discuss the changes with and provide copies to the Union. Such topics may include but are not limited to: violence in the workplace (including verbal abuse), musculoskeletal injury prevention, needle stick and other sharps injury prevention, workers who regularly work alone or who are isolated in the workplace, and wellness initiatives.
- 7.03 When faced with occupational health and safety decisions, the Hospital will not await full scientific or absolute certainty before taking reasonable action(s) that reduces risk and protects workers.
- 7.04 A worker who is required by the Hospital 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. The Hospital shall ensure that the personal protective clothing, equipment, or device it provides will be maintained in good condition.
- 7.05 The Union agrees to fully support the Hospital in promoting safety rules and practices. Additionally, the Union will encourage its members in the observation of all safety rules and practices.
- 7.06 (a) This section does not apply to a worker:
- (i) when a circumstance described below is inherent in the workers' work or is a normal condition of the worker's employment; or
 - (ii) when the worker's refusal to work would directly endanger the life, health or safety of another person.
- (b) A worker may refuse to work or do particular work where she has reason to believe that:
- (i) any equipment, machine, device or thing the worker is to use or operate is likely to endanger themselves, or another worker;
 - (ii) the physical condition of the workplace or the part thereof in which they work or is to work is likely to endanger themselves; or
 - (iii) any equipment, machine, device or thing they are to use or operate or the physical condition of the workplace or the part thereof in which they work or are to work is in contravention of the *Occupational Health*

and Safety Act or the regulations and such contravention is likely to endanger themselves or another worker.

7.07 Joint Health and Safety Committee

NOTE: Where there are multiple sites, the Local Parties are referred to Article 27 (Multi-site Language) to determine Local Applicability of Health & Safety Committee structure.

- (a) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Joint Health and Safety Committee, at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- (b) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (c) It is understood that consultation on issues of mutual concern will occur between the Joint Health and Safety Committee and Infection Control.
- (d) The Hospital agrees to co-operate in providing necessary information to enable the Committee to fulfil its functions.
- (e) Meetings shall be held every second month or more frequently at the call of a co-chair, when requested. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with 7.07 (a) hereof, shall serve for a term of at least one (1) calendar year from the date of appointment. Time off for such representative(s) to attend meetings of the Joint Health and Safety Committee in accordance with the foregoing, shall be granted.

A member of the Committee is entitled to:

- i) one (1) hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;
- ii) such time as is necessary to attend meetings of the Committee; and
- iii) such time as is necessary to carry out inspections and investigations contemplated under subsection 9(26), 9(27), and 9(31) of the

Occupational Health and Safety Act R.S.O. 1990 as amended up to and including 1998.

A member of the Committee shall be deemed to be at work during the times described above and the member's employer shall pay the member for those times at the member's regular or premium rate as may be proper.

- (g) The Hospital will ensure that there is one (1) OPSEU member certified, as described in the *Occupational Health and Safety Act* R.S.O. 1990, as amended up to and including 1998 among the OPSEU bargaining unit(s) at the Hospital. Such member on the Committee will be selected or appointed by the Union. All issues relating to salary and costs associated with obtaining certification shall be in accordance with Article 14.06.
- (h) The parties agree that the following items are appropriate for discussion at Committee meetings:
 - Proposed changes to diagnostic or medical machines and equipment that will impact the health and safety of employees;
 - The nature, content and duration of health and safety training programs for employees;
 - The use of personal protective equipment by employees.

The Committee may, in addition to the above, discuss other items relating to the health and safety of employees.

- (i) At Committee meetings the Hospital shall provide the Committee with a summary of all lost-time claims, health care claims, occupational disease claims, reports on accidents and critical or fatal injuries. In addition, all relevant government directives and orders shall be provided to the Committee. The Committee shall review this information and propose methods of reducing the number of injuries or accidents.
- (j) The Committee shall participate in all inquiries and investigations pursuant to the *Occupational Health and Safety Act*. The co-chairs* will determine the appropriate member or members who will participate in the investigation. If neither co-chair is available, the most appropriate committee member will be designated to participate in the investigation. In determining the appropriate member or members who will participate in the investigation, the parties recognize the interests of an OPSEU

representative being involved in an investigation that involves an OPSEU bargaining unit member.

*NOTE: If there is only one co-chair available, they will determine who will participate in the investigation.

7.08 Hepatitis B Vaccine

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

7.09 Influenza Vaccine

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) Employees shall, subject to the following, be required to be vaccinated for influenza.
- (b) If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee's working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.
- (c) Hospitals recognize that employees have the right to refuse any required vaccination.
- (d) If an employee refuses to take the vaccine required under this provision, they may be placed on an unpaid leave of absence during any influenza outbreak in the hospital until such time as the employee is cleared to return to work. If an employee is placed on unpaid leave, they can use banked lieu time or vacation credits in order to keep their pay whole.
- (e) If an employee refuses to take the 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 paid. It is agreed that any such reassignment will not adversely impact the scheduled hours of other employees.

- (f) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (g) Notwithstanding the above, the Hospital may offer the vaccine on a voluntary basis to an employee free of charge.
- (h) This clause shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

7.10 Pandemic Planning

In the event there are reasonable indications of the emergence of a pandemic any employee working at more than one health care facility will, upon the request of the Hospital, provide information of such employment to the Hospital. No consequence will flow from such disclosure, other than as strictly necessary to prevent the spread of infection.

ARTICLE 8 – GRIEVANCE AND ARBITRATION PROCEDURE

- 8.01 Employees shall have the right, upon request, to the presence of a Union Steward at any stage of the grievance procedure, including the complaint stage, or at any time when formal discipline is imposed. The Hospital agrees that it will not discipline an employee without just cause. Where the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union, in writing, of such suspension or discharge.
- 8.02 For the purpose of this Agreement, a grievance is defined as a difference arising between a member of the bargaining unit and the Hospital relating to the interpretation, application, administration or alleged violation of the Agreement.
- 8.03 (a) It is the mutual desire of the parties hereto that complaints shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until they have first given their immediate supervisor the opportunity of adjusting their complaint. Such complaint shall be discussed with their immediate supervisor within nine (9) calendar days from the event giving rise to the grievance, or from when the employee should have reasonably become aware of the event giving rise to the grievance. Failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within the nine (9) calendar days following their immediate supervisor's decision in the following manner and sequence:

- (b) The employee must submit the grievance through the Local Union, signed by the grievor and the Local Union President, or designate, to the Chief Executive Officer (CEO) of the Hospital, or designate, with a copy to the immediate supervisor. The employee may be accompanied, if they so desire, by their union steward. The grievance shall identify the nature of the grievance, the remedy sought, and should specify the provisions of the Agreement which are alleged to have been violated.
- (c) The parties will have a period of up to thirty (30) calendar days from the date the grievance is filed to attempt to resolve the grievance, and in any case, to provide the Union with a formal written response setting out the Hospital's position on the matter.
- (d) During the thirty (30) day resolution period referred to above, the parties will attempt to resolve the matter(s) in dispute through a meeting or a series of meetings which shall involve the individuals with authority to resolve the grievance. In all cases, the meeting(s) shall include the Union Grievance Committee.
- (e) Prior to the initial meeting date being established, the parties will provide document disclosure on a without prejudice basis to each other, with the purpose of providing both parties with the opportunity to understand the grievance and to prepare for the resolution meeting(s).

In determining a date for the meeting the parties will consider:

- (i) the time needed for research, consultation and preparation for the meeting(s) and,
- (ii) the time needed, after the meeting, and before the expiry of the thirty (30) day period, to conduct follow-up activities including the possibility of holding further meetings.

For these reasons the initial meeting will generally take place during the middle ten (10) days of the thirty (30) day period.

- (f) In resolving the dispute, the parties will hold the meeting, and any other meetings as may be agreed, to thoroughly consider the grievance and attempt to find a resolution. The governing principle will be that the parties have a mutual interest in their own solutions and avoiding, if at all possible, having the decision made by an arbitrator.

- (g) If the parties are unable to resolve the grievance, the Hospital will provide the Union with a written response to the grievance by the end of the thirtieth (30th) day following the date of the filing of the grievance.
- (h) The Union will then have a period of fourteen (14) calendar days from the date of the Hospital's response to determine if the response is acceptable, or will refer the matter to arbitration.
- (i) If the grievance is filed by the Hospital, the Union will provide a response by the end of the thirtieth (30th) day following the date the grievance was filed. The Hospital will have fourteen (14) calendar days from the date of the Union's response to determine if it will accept the Union's response or will refer the matter to arbitration.

8.04 Policy Grievance

A grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at the level of the CEO within fourteen (14) calendar days following the circumstances giving rise to the grievance.

It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which they could have instituted themselves and the regular grievance procedure shall not be thereby bypassed. Where the grievance is a Hospital grievance it shall be filed with the Local Union President or designate.

8.05 Group Grievance

Where a number of employees have identical grievances and each one would be entitled to grieve separately, they may present a group grievance in writing through the Local Union, signed by each employee who is grieving and the Local Union President, or designate, to the CEO, or their designate, within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated in the manner as set out for an individual grievance.

8.06 Discharge Grievance

The release of a probationary employee shall not be the subject of a grievance or arbitration.

The Hospital agrees that it will not discharge, without just cause, an employee who has completed their probationary period. A claim by an employee who has completed their probationary period that they have been unjustly discharged shall be treated as a grievance. Such grievance shall be submitted through the Local Union, signed by the grievor and the Local Union President, or designate, to the CEO of the Hospital, or designate within seven (7) calendar days after the date the discharge is effected. Such grievance may be settled by:

- (a) confirming the Hospital's action in dismissing the employee, or
 - (b) reinstating the employee with or without loss of seniority and with or without full compensation for the time lost, or
 - (c) any other arrangement which may be deemed just and equitable.
- 8.07 Failing settlement under the foregoing procedure, any grievance, including a question as to whether the grievance is arbitrable, may be submitted to arbitration as herein provided. If no written request for arbitration is received within fourteen (14) calendar days after the decision under the foregoing procedure is given, the grievance shall be deemed to have been abandoned.
- 8.08 All agreements reached under the grievance procedure between the representatives of the Hospital, the representatives of the Union and the grievor(s) will be final and binding upon the parties.
- 8.09 When either party requests that any matter be submitted to arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time appoint a nominee. Within seven (7) calendar days thereafter, the other party shall appoint its nominee, provided however, that if such party fails to appoint its nominee as herein required, the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees shall attempt to agree upon a Chair of the Arbitration Board. If they are unable to agree upon such Chair within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a Chair.
- 8.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance, except as herein provided.
- 8.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the grievance procedure.

- 8.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, or to alter, modify, add to or amend any part of this Agreement.
- 8.13 The proceedings of the Arbitration Board will be expedited by the parties. The decision of the majority, and where there is no majority, the decision of the Chair, will be final and binding upon the parties hereto and the employee(s).
- 8.14 Each of the parties will bear the expense of its nominee, and the parties will share equally the fees and expenses of the Chair of the Arbitration Board.
- 8.15 The time limits set out in this Article are mandatory and failure to comply strictly with such time limits, except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned.
- 8.16 The parties to this Agreement wish to encourage the settlement of grievances as soon as is possible and, wherever possible, without resort to arbitration. For these reasons:
- (a) The parties are encouraged to take advantage of the process for mediation/arbitration as provided for in S.50 of the *Labour Relations Act, 1995* (R.S.O. 1995 as amended) (the "Act).
 - (b) When the parties do not elect to use S.50 of the Act in the period immediately following the referral of a matter to arbitration, the parties will commence a period of review. During this time they will each seek informed opinion with respect to the matter in dispute and consider whether the issues involved are such that the assistance of a mediator, or some form of early intervention, may be helpful. It is expected that this will occur within the first sixty (60) calendar days following referral of the matter to arbitration, avoiding the delay and costs that result from this process occurring immediately prior to an established hearing date.
 - (c) By mutual agreement, the parties at the local level can create a list of arbitrators.
- 8.17 Where 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.
- 8.18 Notwithstanding the time limits as set out herein, in the interest of bringing the matter to an expeditious conclusion, where the decision or response is provided in

less than the number of days provided above, any subsequent response will measure from the receipt of the response.

ARTICLE 9 – LETTERS OF REPRIMAND AND ACCESS TO FILES

- 9.01 Any letter of reprimand or suspension will be removed from the record of an employee eighteen (18) months following the receipt by the employee of such letter or suspension provided that the employee's record has been discipline free for such eighteen (18) month period. Leaves of absence in excess of thirty (30) calendar days will not count towards the eighteen (18) month period.
- 9.02 Each employee shall have reasonable access to their file for the purposes of reviewing any evaluations, letters of counseling or formal disciplinary notations contained therein. Such review shall take place in the presence of the employer. A copy of the above documents will be provided to the employee on request. An employee is entitled to place a written response to letters of counseling in their file.

ARTICLE 10 – SENIORITY AND SERVICE

(The following clauses will appear in all collective agreements replacing any provision related to Effect of Absence that existed in the Hospital's collective agreement expiring 2019.)

10.01 Probationary Period

Newly hired employees shall be considered to be on probation for a period of ninety (90) tours worked from date of last hire (675 hours of work for employees whose regular hours of work are other than the standard work day). If retained after the probationary period, the employee shall be credited with seniority from date of last hire. With the written consent of the Hospital, the probationary employee and the President of the Local Union or their designate, such probationary period may be extended.

It is understood and agreed that any extension to the probationary period will not exceed an additional sixty (60) tours worked (450 hours of work for employees whose regular hours of work are other than the standard work day) or such lesser period as may be agreed by the parties. The release of a probationary employee shall not be the subject of a grievance or arbitration.

10.02 Seniority List

A seniority list will be maintained for each department. The Hospital shall post such list and provide the Union with a copy, indicating bargaining unit seniority, twice per year.

10.03 Seniority Accumulation

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

- (a) (i) Part-time employees shall have their seniority expressed on the basis of number of hours worked in the bargaining unit. (The foregoing is for clarity only and therefore does not modify an employee's level of seniority under this collective agreement or previous collective agreements.)
- (ii) Notwithstanding Article 10.03(a)(i) seniority shall accrue during a pregnancy leave or parental leave. Seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave. For parental leave, 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 if the employee did not take pregnancy leave.
- (iii) For the purposes of pregnancy leave and parental leave, seniority accrual shall be determined by multiplying the normal weekly hours times the number of weeks the employee is absent on such leave.
- (iv) Seniority for part-time employees shall accrue for absences due to a disability resulting in WSIB benefits, or illness or injury in excess of thirty (30) consecutive calendar days. The rate of accumulation will be based on the employee's normal weekly hours paid over the preceding qualifying twenty-six (26) weeks. A qualifying week is a week where the employee is not absent due to vacation, pregnancy/parental leave, WSIB, or illness or injury that exceed thirty (30) consecutive calendar days.
- (v) A part-time employee cannot accrue more than 1650 hours of seniority and service in a twelve (12) month period. The 12-month period shall be negotiated locally and shall be set out in the Local Appendix.

(Article 10.03 (b) and (c) are applicable to full-time employees only)

- (b) Full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, except as otherwise provided in the collective agreement or previous collective agreements. (The foregoing is for clarity only and therefore does not modify an employee's level of seniority under this collective agreement or previous collective agreements.)
- (c) In the application of seniority, no employee's seniority date may pre-date their start date.

10.04 Transfer of Seniority

Note: There will be no retroactive monetary adjustment as a result of the implementation of this clause. This means that service credits for the purposes of placement on the grid, vacation entitlement and any other service-based benefit will be adjusted, but no retroactive money, vacation days, or service-based benefit will be owing.

Seniority and service shall be retained by an employee in the event they are transferred from full-time to part-time or vice versa. An employee whose status is changed from full-time to part-time shall receive credit for their seniority and service on the basis of 1650 hours worked for each year of full-time seniority and service. 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 of seniority and service for each 1650 hours worked. Any time worked in excess of an equivalent shall be pro-rated at the time of transfer.

NOTE: Those Hospital contracts currently with a lesser hourly requirement shall continue.

10.05 Effect of Absence

(Article 10.05 is applicable to full-time employees only)

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increments, vacation, sick leave, or any other benefit under any provision of the Collective Agreement or elsewhere, shall be suspended; the benefits concerned appropriately

reduced on a pro rata basis and the employee's anniversary date adjusted accordingly.

- (c) During an unpaid absence under Article 10.05(b), the employee will become responsible for full payment of subsidized employee benefits in which they are participating for the period of the absence. The employee may arrange with the Hospital to prepay the full premium of any applicable subsidized benefits in which they are participating during the period of leave in excess of thirty (30) continuous days to ensure continuing coverage.
- (d) It is further understood that during such leave of absence, credit for seniority shall be suspended and not accrue during the period of absence. Notwithstanding this provision, seniority shall accrue if an employee's absence is due to disability resulting in WSIB benefits or LTD benefits including the period of the disability program covered by Employment Insurance.
- (e) Notwithstanding Article 10.05 (b), and (d), seniority and service shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave. For parental leave, seniority and service 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 if the employee did not take pregnancy leave.
- (e) During the period of an employee's pregnancy and/or parental leave vacation pay will be based on a percentage of their gross salary for work performed as set out in Article 19.01.
- (f) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits including pension, in which the employee is participating for a period from the commencement of the leave up to seventeen (17) weeks while an employee is on pregnancy leave and up to sixty-one (61) weeks while the employee is on parental leave (sixty-three (63) weeks if the employee did not take pregnancy leave), unless the employee does not intend to pay their contributions.
- (g) The Hospital agrees to provide, in response to an employee's request, the employee's service and/or anniversary date.

10.06 Application of Seniority on Layoff and Recall

For purposes of layoff and recall, seniority shall operate on a department-wide basis, i.e., laboratory, radiology or such other departments which exist in the individual hospitals where the employees are covered by this Agreement.

10.07 Layoff and Recall Rights

Seniority lists and layoff and recall rights for full-time employees shall be separate from seniority lists and layoff and recall rights for part-time employees, subject to Article 11.06 (e), (f) and (i).

10.08 Retention and Accumulation of Seniority on Transfer Outside the Bargaining Unit

- (a) An employee who is transferred to a position outside the bargaining unit for:
- (i) a period of less than eighteen (18) months or such longer period as the parties may agree upon or;
 - (ii) a specific term of appointment, including temporarily replacing an employee outside the bargaining unit

shall retain but not accumulate seniority held at the time of transfer. In the event the employee is returned to a position in the bargaining unit within the time periods noted in or (i) and (ii) above they shall be credited with the seniority held at the time of transfer and shall resume accumulation from the date of their return to the bargaining unit.

- (b) Notwithstanding the above, the parties recognize that there may be unique situations which arise where it may be appropriate for seniority and service to accrue for work outside the bargaining unit. Where such situations exist, the local parties have the authority to negotiate the accumulation of seniority for such periods of time. Where the local parties so agree, union dues will continue to be deducted.

10.09 Loss of Service and Seniority

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

- (a) leaves of their own accord;

- (b) is discharged and the discharge is not reversed through the grievance or arbitration procedure;
- (c) has been laid off without recall pursuant to Article 11.09 for twenty-four (24) months;
- (d) is absent from scheduled work for a period of three (3) or more consecutive working days, without notifying the Hospital of such absence and providing a reason satisfactory to the Hospital;
- (e) fails to return to work (subject to the provisions of (d)) upon termination of an authorized leave of absence without satisfactory reason or utilizes a leave of absence, without permission, for purposes other than that for which the leave was granted;
- (f) fails upon being notified of a recall to signify their intention to return within five (5) calendar days after they have received the notice of recall mailed by registered mail to the last known address according to the records of the Hospital and fails to report to work within ten (10) calendar days after they have received the notice of recall or such further period of time as may be agreed upon by the parties.

ARTICLE 11 – LAYOFF AND RECALL

Note: Article 11 applies to Full-Time and Regular Part-Time Employees only.

- 11.01 (a) For purposes of layoff under Article 11, the clinical laboratory department would include the sub-disciplines of laboratory medicine. For purposes of layoff under this Article, a discipline is a service function within a department.
- (b) Where an employee has their shift cancelled, the employee shall not be entitled to displace another employee.
- (c) For the purposes of layoff under Article 11, it is understood that the definition of a long-term layoff includes a permanent reduction of hours of a full-time employee.

11.02 Short Term Layoff (not greater than 13 weeks)

An employee who is subject to layoff for a period not greater than thirteen (13) weeks shall have the following entitlements:

- (a) Where the Hospital plans the reduction of a service on a short term basis that may lead to a short term layoff of staff, it will notify the affected employee(s) and the Union as soon as possible. The Hospital will allow affected staff to use vacation, other accrued time or unpaid leave to minimize the effect of the reduction.
- (b) Accept the layoff and be placed on a recall list for twenty-four (24) months. During this period of layoff the employee may elect to receive payment of some or all of their earned vacation credits up to a maximum of the period of the layoff. It is understood that their vacation bank and entitlement will be appropriately reduced for that vacation year; or
- (c) Displace an employee within their classification who has lesser bargaining unit seniority and who is the least senior employee within their classification, if the employee originally subject to layoff can perform the duties of the least senior employee in their classification in their discipline.
- (d) An employee who has the right to displace another employee shall have the right to the same training period as would typically be accorded to a new employee. Such training period may commence prior to the anticipated layoff.
- (e) If the employee cannot displace an employee in (c), the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in their discipline, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in their discipline.

11.03 Long Term Layoff (greater than 13 weeks)

The Hospital and the Union agree to work jointly to minimize any adverse effects of a long term or permanent layoff (greater than thirteen (13) weeks duration) on employees, and maximize creative approaches that meet the interests of both the Hospital and the employees. Accordingly, in the event of such a layoff the Hospital will:

- (a) provide the Union with no less than five (5) months' notice.
- (b) provide the Labour-Management Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit to allow the Committee to carry out its mandated role under this Article.

- (c) at the time that notice is given to the Union, and prior to the giving of written notice to the employees if possible, jointly evaluate, plan and review:
 - (i) the reason causing the layoff
 - (ii) the service the Hospital will undertake after the layoff
 - (iii) how the Hospital intends to effect the layoff, including areas where layoffs will occur, and which employees will be laid off
 - (iv) ways the Hospital can assist employees to find alternate employment
 - (v) ways and means of avoiding or minimizing the impact, including:
 - 1. identifying and reviewing possible alternatives to any action that the Hospital may propose taking;
 - 2. identifying and reviewing ways to address on-the-job retraining needs of employees;
 - 3. identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period;
 - 4. identifying Contracting in opportunities;
 - 5. mapping bumping options for affected employees, to the extent possible.
 - (d) Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the terms of this Agreement.
- 11.04 (a) Local Human Resource Plans will apply to Health Services Restructuring Commission directives. In other circumstances, the balance of Article 11.04 will apply.
- (b) Before issuing notice of long term layoff pursuant to Article 11.05(b), and following notice pursuant to Article 11.03(a), the Hospital will make offers of early retirement allowance in accordance with the following conditions:

- (i) The Hospital will first make offers in order of seniority in the department(s) and in classifications where layoffs would otherwise occur. The Hospital will offer the same number of early retirements as the number of layoffs it would otherwise make.
 - (ii) The Hospital will make offers to employees eligible for early retirement under the Hospital pension plan (including regular part-time, if applicable, whether or not they participate in the hospital pension plan).
 - (iii) If no employees on the unit affected accept the offer, the Hospital will then extend the offer to other employees in the same classification as that being affected in the bargaining unit in order of seniority.
 - (iv) The number of early retirements the Hospital approves will not exceed the number of employees in that classification who would otherwise be laid off.
 - (v) 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, to a maximum ceiling of fifty-two (52) weeks' salary. (See chart at Article 11.14)
- (c) 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.
- (v) 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. (See chart at Article 11.14)

- 11.05 (a) In the event of layoff, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that those employees who remain on the job have the qualifications and ability to perform the work.
- (b) Employees shall be entitled to three (3) months written notice of permanent or long term layoff. To assist the employee in this process, layoff notices will contain, where possible, specific information on bumping options. It is agreed and understood that Regulation 327, Section 7, of the *Employment Standards Act* applies. It is further agreed that notice to both the Union and the employees may run concurrently.
 - (c) After receipt of such written notice, affected employees will have a period of up to fourteen (14) calendar days to indicate to the Hospital their choice of options as outlined below. Where requested, the employee will have the opportunity to meet with the Hospital, and be provided with union representation to discuss the options. The Hospital agrees to meet with the affected employee(s) within seven (7) calendar days after it has received written notification of the employee's choice of entitlement, in order to verify their choice or to discuss alternatives.
 - (d) An employee who has the right to displace another employee shall have the right to the same training period as would typically be accorded to a new employee. Such training period may commence prior to the anticipated layoff.

11.06 An employee who is subject to permanent or long-term layoff shall have the following entitlements:

- (a) accept the layoff and be placed on a recall list for twenty-four (24) months from the date the actual layoff begins; or

- (b) accept the layoff, and thereafter, at the Hospital's option, receive pay in-lieu of notice and not be required to report for work during the notice period. It is agreed and understood that during the period of notice the employee's wages and benefits will be maintained as if they were at work, and that their layoff will be deemed to have commenced at the end of the notice period.
- (c) displace an employee who has lesser bargaining unit seniority and who is the least senior employee within their classification, identical paying classification, or lower paying classification in their discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee within their classification, identical paying classification, or lower paying classification in their discipline or department.
- (d) An employee who has the right to displace another employee shall have the right to the same training period as would typically be accorded to a new employee. Such training period may commence prior to the anticipated layoff.

NOTE: Article 11.06 (e) and (f) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist.

- (e) If the full-time employee cannot displace a full-time employee in (c), the employee may displace a part-time employee who has lesser bargaining unit seniority and who is the least senior employee in their classification, identical paying classification, or lower paying classification in their discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee in their classification, identical paying classification, or lower paying classification in their discipline or department.
- (f) If the part-time employee cannot displace a part-time employee in (c), the employee may displace a full-time employee who has lesser bargaining unit seniority and who is the least senior employee in their classification, identical paying classification, or lower paying classification in their discipline or department, if the employee originally subject to layoff can perform the duties of the least senior employee in their classification, identical paying classification, or lower paying classification in their discipline or department.
- (g) If the employee cannot displace an employee in their discipline or department, the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or

identical paying classification in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in a lower or identical paying classification in another department.

- (h) An employee who has the right to displace another employee shall have the right to the same training period as would typically be accorded to a new employee. Such training period may commence prior to the anticipated layoff.

NOTE: Article 11.06 (i) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist.

- (i) (i) If the full-time employee cannot displace a full-time employee in (e), the employee may displace a part-time employee who has lesser bargaining unit seniority and who is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in another department.
- (ii) If the part-time employee cannot displace a part-time employee in (f), the employee may displace a full-time employee who has lesser bargaining unit seniority and who is the least senior employee in another department, if the employee originally subject to layoff can perform the duties of the least senior employee in another department.
- (j) An employee who has the right to displace another employee shall have the right to the same training period as would typically be accorded to a new employee. Such training period may commence prior to the anticipated layoff.

11.07 Where an employee has received individual notice of long term layoff under Article 11.05 such employee may resign and receive a separation allowance as follows:

- (i) Where an employee resigns effective within thirty (30) days after receiving individual notice of long term layoff, 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 will be reimbursed for tuition fees up to a maximum of three thousand dollars (\$3000). (See chart at Article 11.14)

- (ii) Where an employee resigns effective later than thirty (30) days after receiving individual notice of long term layoff, 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 will be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty dollars (\$1250). (See chart at Article 11.14)

11.08 An employee who displaces an employee in a lower paying classification will be placed on the salary grid of the lower classification consistent with the level they would have achieved in the lower classification based on their service and experience with the Hospital.

11.09 Recall

An employee shall have opportunity of recall from a layoff to an available opening in their former classification, or an equal or lower paying classification than the one from which the employee was originally laid off, in order of seniority, provided they have the qualifications and ability to perform the work, before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the Collective Agreement shall not apply until the recall process has been completed. An employee who is recalled shall be credited with the seniority they had at the time of the layoff.

- 11.10 (a) An employee recalled to work in a different classification from which they were laid off, or an employee who has displaced an employee in a lower classification shall be entitled to return to the position they held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of their former position.

No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

NOTE: Article 11.10 (b) will only appear in those collective agreements where a combined full-time and part-time OPSEU paramedical bargaining unit exist.

- (b) (i) In addition to 11.10(a) a full-time employee who has displaced a part-time employee shall be entitled to return to the position they held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of their former position.

- (ii) In addition to 11.10(a) a part-time employee who has displaced a full-time employee shall be entitled to return to the position they held prior to the layoff should it become vacant within twenty-four (24) months of the layoff, provided that the employee remains qualified and able to perform the duties of their former position.

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

11.12 Where there is an available opening which has not been filled in accordance with Article 11.09, an employee who has either accepted a layoff or is under notice of layoff and is unable to displace any other employee will be given an opportunity for on-the-job retraining of up to six (6) months, subject to the staffing requirements of the Hospital, if, with the benefit of such retraining, the employee could reasonably be expected to obtain the qualifications and ability to perform the work. Such opportunities will be provided in order of seniority. During the period of on-the-job retraining the recall period will continue to apply from the original date of layoff. If, following the period of on-the-job retraining the employee has not obtained the qualifications and ability to perform the work, the employee will be returned to the recall list or will be terminated in accordance with Article 10.09(c).

NOTE: Article 11.13 will only appear in those collective agreements where both full-time and part-time employees are represented by OPSEU.

11.13 In the event that an employee who has been laid off and is placed on a recall list is assigned, by the Hospital, ad hoc shifts or to a temporary vacancy, they will retain, but not accumulate their seniority and service held at the time of layoff. Employees in such assignments will be treated as part-time. Where an employee is recalled pursuant to Article 11.09, they will receive credit for service and seniority for shifts worked under this provision. Any assignments under this provision will be offered on a voluntary basis.

11.14 The following will apply when calculating early retirement, voluntary exit and separation allowance for part-time employees:

Service =	One year of service for each 1650 hours worked
Weekly Salary =	The employee's regular hourly rate on their last day times their normal weekly hours
Normal Weekly Hours =	Average hours worked over the preceding 26 weeks

ARTICLE 12 – TECHNOLOGICAL CHANGE

NOTE: Article 12 applies to full-time and regular part-time employees only. It does not apply to casual part-time employees.

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

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

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

12.02 Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's previous educational background, during which they may perfect or acquire the skills necessitated by the newer method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.

ARTICLE 13 – JOB POSTING, PROMOTION AND TRANSFER

- 13.01 (a) Where a vacancy exists, or where the Hospital creates a new position in the bargaining unit, such vacancy shall be posted for a period of seven (7) calendar days. Applications for such vacancies shall be made in writing within the seven (7) day period referenced herein.
- (b) Notwithstanding the above, the Hospital may fill at its own discretion vacancies caused by:
- (i) illness;
 - (ii) accident;
 - (iii) pregnancy and parental leaves of absence;
 - (iv) leave of absence not expected to exceed twelve (12) months;
 - (v) vacation;
 - (vi) specific tasks not expected to exceed six (6) months;
 - (vii) where temporary vacancies occur as a result of special one-time funding, the parties may agree to extend the timeline.

In filling such temporary vacancies, the Hospital shall consider employees who have expressed an interest, in writing, in filling such vacancies, on the basis of the selection criteria as set out in Article 13.06.

- (c) Employees in bargaining units at the Hospital represented by OPSEU selected to fill such temporary vacancies agree not to apply for other temporary positions while filling the temporary vacancy, unless the start of the new assignment is after the expiration of the existing assignment. Where regular or casual part-time workers fill temporary full-time vacancies, such workers shall maintain their regular or casual part-time status, and shall be covered by the part-time terms of the collective agreement. Upon completion of the temporary vacancy, the bargaining unit employee will be returned to their former position. Such employees shall continue to accrue seniority while filling a temporary vacancy.
- (d) Employees newly hired to fill such temporary vacancy will not accrue seniority during the filling of such vacancy. For clarity, Article 10.01 (probationary period) does not apply to this group of employees during the period of the temporary assignment. If such employees successfully post into a permanent position within the bargaining unit, prior to the end of the non-posted vacancy, they will be credited with seniority from their last date of hire. The release or discharge of such employee at the completion of the temporary vacancy shall not be the subject of a grievance or arbitration.

- 13.02 Notices of vacancies referred to in Article 13.01 shall include, for informational purposes: department, classification, qualifications.
- 13.03 A copy of the posted notice will be sent to the local President or their designate, within the aforementioned seven (7) calendar days.
- 13.04 The name of the successful applicant will be posted and a copy sent to the local President or their designate.
- 13.05 The Hospital agrees to discuss with unsuccessful applicants ways in which they can improve for future postings, if requested.
- 13.06 In filling posted vacancies the selection shall be made based on skill, ability, experience, and relevant qualifications of the applicants. Where these factors are relatively equal, bargaining unit seniority shall be the governing factor.
- 13.07 In matters of promotion and staff transfer, a successful bargaining unit applicant shall be allowed a trial period of up to sixty (60) days (450 hours for employees whose regular hours of work are other than the standard work day) worked during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Hospital, to the position formerly occupied, without loss of seniority. Should the employee return or be returned to their former job, the filling of subsequent vacancies will be reversed.
- 13.08 An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that 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).
- The employee's anniversary date shall be adjusted.
- 13.09 An employee selected as a result of a posted vacancy need not be considered for a further vacancy for a period of up to six (6) months from their date of selection.
- 13.10 Where there are no successful applicants from within the bargaining unit for posted vacant positions, employees in other OPSEU Paramedical bargaining units at the Hospital will be considered for such staff transfers or promotions prior to considering persons outside OPSEU Paramedical bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article 13.01(a), and selection

shall be made in accordance with Article 13.06. All provisions of Article 13 will apply to employees selected in accordance with this provision.

- 13.11 (a) From time to time the job duties or scope of a bargaining unit position(s) may change in such a way as to represent a developmental opportunity, a specialization, or a broadening of duties for a limited number of employees within a department (or appropriate work unit), without increasing the complement of employees in the department.
- (b) When an opportunity under Article 13.11(a) occurs, the Hospital shall post this opportunity in the form of an information notice in the relevant department(s) for a period of at least seven (7) calendar days. A copy of the posted notice will be sent to the Local President or designate within the aforementioned seven (7) calendar days. Employees wishing consideration for these opportunities must express their interest, in writing, within the seven (7) day period referenced herein.
- (c) The Hospital shall consider employees for these opportunities on the basis of skill, ability, relevant qualifications and seniority. Notwithstanding the above, in order to address operational requirements and efficiencies and to distribute the opportunities amongst eligible employees, the final decision for selection will be at the discretion of the Hospital.
- (d) If requested, the Hospital will discuss with unsuccessful applicants reasons why they were not chosen for the opportunity.

ARTICLE 14 – LEAVES OF ABSENCE

NOTE: The provisions of Article 14, Leaves of Absence, apply to full-time and regular part-time employees but do not apply to casual part-time employees. Notwithstanding the foregoing, casual part-time employees are entitled to leaves of absence as prescribed by the *Employment Standards Act, 2000*, S.O. 2000 c.41.

(The following clauses will appear in all collective agreements replacing any provision related to Pregnancy and Parental Leave that existed in the Hospital's collective agreement expiring 2019.)

14.01 Personal Leave

- (a) Written requests for a personal leave of absence without pay will be considered on an individual basis by the employee's Department Head or their designate. Such requests are to be submitted as far in advance as

possible and a written reply will be given. Such leave shall not be unreasonably withheld.

- (b) Employees are entitled to unpaid Personal Emergency Leave or Family Medical Leave in accordance with the provisions of the *Employment Standards Act* as amended from time to time. In doing so, the employee must provide their immediate supervisor with the reason and duration of the time being requested under such provision. For additional information, employees may contact the Human Resources Department and/or Union Representative.

14.02 Union Business Leave

- (a) Local Union Business Leave

The Hospital agrees to grant leaves of absence without pay to local bargaining unit members for the purpose of attending Union seminars and/or attending to Union business. The cumulative total leave of absence will be determined locally, but shall not exceed sixty (60) days per year per hospital.

The amount of notice required and the number of employees who may be absent at any one time and from any one area shall be determined locally and will be set out in the Local Provisions Appendix.

- (b) Union Position Leave – F.T.

When an employee is elected as the Union's President or First Vice-President (Provincially) the Union will immediately following such election advise the Employer of the name of the employee so elected. Leave of absence shall be granted from the employee's place of employment for the duration of the current term of office. The Union shall reimburse the Employer the amounts paid on behalf of the employee, including pay and benefits.

- (c) Where an individual of the bargaining units represented centrally by OPSEU is elected or appointed as an Executive Board Member, Executive Officer, member of the Central Negotiating Committee, member of Hospital Professionals Division Executive or as a Membership Development Trainee, such individual shall be granted leave of absence for the time off required to exercise the duties of such appointment. The notice requirements to obtain such time off shall be governed in accordance with the leave of absence policy and procedure of the affected Hospital. Such

positions shall be limited to two (2) members from a Hospital with no more than one individual from within a section/division within a Department.

- (d) For leaves of absence without pay for Union business under the terms of this Agreement, including unpaid leave for members of the Central Negotiating Team, the employee's salary and applicable benefits will be maintained by the Hospital and the Union will reimburse the Hospital for the cost of salary and benefits. The Hospital will bill the Union within a reasonable period of time and the Union will reimburse the Hospital within a reasonable period of time. A copy of the bill will be forwarded to the Local at the same time it is sent to the Union. In addition, there shall be no loss of seniority during such leaves of absence.
- (e) The issue of paid time for Local President or designate to perform Union business shall be determined locally and shall be set out in the Local Provisions Appendix.

14.03 Bereavement Leave

- (a) Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for up to four (4) consecutive scheduled working days off without loss of regular pay from regularly scheduled hours within the nine (9) calendar day period commencing four (4) calendar days prior to the day of the funeral for a parent, spouse, child or spouse's child. "Spouse" for the purposes of bereavement leave will include a partner of the same sex.
- (b)
 - (i) Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for up to three (3) consecutive scheduled working days off without loss of regular pay from regularly scheduled hours within the seven (7) calendar day period commencing three (3) calendar days prior to the day of the funeral of a member of their other immediate family.
 - (ii) Immediate family, for the purposes of 14.03 (b)(i), shall mean sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law and grandparent of spouse.
- (c) An employee shall be granted one (1) day bereavement leave without loss of regular earnings to attend the funeral of, or a memorial service (or equivalent) for their aunt, uncle, niece or nephew.

- (d) If a burial or memorial service is not held within the seven (7) or nine (9) calendar day period referenced above, an employee can utilize one (1) day of their entitlement, as determined above, within six (6) months following the date of bereavement for the purposes of attending such burial or memorial service.
- (e) A part-time employee shall receive credit for seniority and service for such leave. For clarity, such credit shall only apply to bereavement leave with pay.
- (f) The Hospital, in its discretion, may extend such leave with or without pay. Furthermore, where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave.
- (g) Where an employee's scheduled vacation is interrupted due to bereavement, the employee will be entitled to bereavement leave in accordance with this Article. The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be charged to the employee's vacation credits provided the employee submits supporting evidence.

14.04 Jury and Witness Duty

- (a) If an employee is requested to serve as a juror in any court of law or is required by subpoena to attend as a witness in a court proceeding in which the Crown is a party, or is required to attend a coroner's inquest in connection with a case concerning the Hospital, the employee shall not lose regular pay because of necessary absence from work due to such attendance, and shall not be required to work on the day of such duty, provided that the employee:
 - (i) informs the Employer immediately upon being notified that the employee will be required to attend court or the coroner's inquest;
 - (ii) presents proof of service requiring the employee's attendance; and
 - (iii) promptly repays the Employer the amount (other than expenses) paid to the employee for such service as a juror or for attendance as such witness.

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

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

(c) (Applicable to part-time employees only)

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, she shall receive regular pay as if they had been scheduled to work the day.

14.05 (a) Pregnancy Leave

- (i) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this Agreement.

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

- (ii) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) plan, and retroactive to the date of confirmation by the Employment Insurance Commission, an employee who is on pregnancy leave as provided under this agreement and who is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the *Employment Insurance Act*, 1996, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of their regular weekly earnings and the sum of their weekly Employment Insurance pregnancy benefits during their leave and any other earnings. Such payment shall commence following completion of the Employment Insurance

waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that they are in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of fifteen (15) weeks for a pregnancy leave. The employee's regular 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.

In addition to the foregoing, effective January 1, 2018, the Hospital will pay the employee eighty-four percent (84%) of their regular weekly earnings during the first week of the leave while waiting to receive Employment Insurance benefits.

This provision only applies to employees with at least thirteen (13) weeks of continuous service at the Hospital prior to the commencement of the pregnancy leave.

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

(iii) Transfer of Pregnant Employees

Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if they so request, will be granted an unpaid leave of absence before commencement of the current contractual maternity leave provisions.

- (iv) The employer shall continue to pay the percentage in lieu of benefits for part-time employees based on the employee's normal weekly hours for the full duration (to a maximum of seventeen (17) weeks) of the Pregnancy Leave.

(b) Parental Leave

- (i) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this Agreement.

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

- (ii) Effective on confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) plan, and retroactive to date of confirmation by the Employment Insurance Commission, an employee who is on parental leave as provided under this Agreement and who is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, 1996, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of their regular weekly earnings and the sum of their weekly Employment Insurance parental benefits during their leave and any other earnings. Such payment shall commence following completion of the Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that they are in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits, for a maximum period of ten (10) weeks for a parental leave. The employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the parental leave times their normal weekly hours.

Effective January 1, 2018, where an employee elects to receive parental leave benefits pursuant to Section 12(3)(b)(ii) of the *Employment Insurance Act*, the total 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*.

In addition to the foregoing, effective January 1, 2018, the Hospital will pay the employee eighty-four percent (84%) of their regular weekly earnings during the first week of the leave while waiting to receive Employment Insurance benefits.

This provision only applies to employees with at least thirteen (13) weeks of continuous service at the Hospital prior to the commencement of the parental leave.

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

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

Where an employee has become a natural father or has qualified to adopt a child, such employee may be entitled to extend the parental leave up to an aggregate of six (6) months without pay. Such employee shall advise the Hospital as far in advance as possible of their qualifying to adopt, and shall request the leave of absence in writing upon receipt of confirmation of the pending adoption. Such request for an extension of the parental leave shall not be unreasonably withheld.

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

(iv) (Applicable to part-time employees only)

Where an employee has become a natural father or has qualified to adopt a child, such employee may be entitled to extend the parental leave up to an aggregate of six (6) months without pay. Such employee shall advise the Hospital as far in advance as possible of their qualifying to adopt, and shall request the leave of absence in writing upon receipt of confirmation of the pending adoption. Such request for an extension of the parental leave shall not be unreasonably withheld.

It is understood that during any such extension of the parental leave seniority and service do not accumulate.

(v) The employer shall continue to pay the percentage in lieu of benefits for part-time employees based on the employee's normal weekly

hours for a period of up to ten (10) weeks while the employee is on parental leave.

14.06 Education Leave

Where the Hospital directs and the employee agrees to take an educational course to upgrade or acquire new employment qualifications such employee shall not lose regular pay because of necessary absence from work due to participation in such course. The Hospital shall pay the full cost of such course in advance. The Employee may apply to the Hospital for a reasonable advance to cover additional costs associated with the course.

14.07 Professional College Leave

An employee shall be entitled to leave of absence without loss of earnings from their regularly scheduled working hours for the purpose of writing re-certification examinations set by the College according to its Quality Assurance Program.

14.08 Military Leave

- (a) An employee may be granted unpaid leave without loss of service or seniority for the purpose of fulfilling their minimum training requirements to maintain their status in the Canadian Reserve Force. Such leave shall not exceed two (2) weeks per calendar year. Requests must be made in writing and will be considered on an individual basis by the employee's Department Head or designate. Such requests are to be submitted as far in advance as possible.
- (b) Any requests for military leaves exceeding two (2) weeks may be considered on an individual basis and if approved, service and seniority will continue to accrue for the duration of the leave.

ARTICLE 15 – SICK LEAVE AND LONG-TERM DISABILITY

NOTE: Articles 15.01 – 15.09 apply to full-time employees only.

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

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

- 15.02 The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long-term disability plan (HOODIP or equivalent); employees shall pay the balance of the billed premiums through payroll deduction.
- 15.03 No sick pay benefit is payable under HOODIP for the first fifteen (15) hours of absence for the sixth (6th) and subsequent period(s) of absence in the same fiscal year (April 1st through March 31st).
- 15.04 (a) Any dispute which may arise concerning an employee's entitlement to short-term or long-term benefits under HOODIP may be subject to grievance and arbitration under the provisions of this Agreement.
- (b) If a claim for long-term disability is denied, the employee must fully comply with the carrier's Medical Appeal Process prior to filing a grievance, provided that the Process is completed within ninety (90) days of its inception, unless that time is extended by mutual agreement of the Hospital and OPSEU.
- 15.05 An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim for Workers' Compensation for a period longer than one complete shift may apply to the Hospital for payment equivalent to the lesser of the benefit the employee would receive from Workers' Compensation if the employee's claim was approved, or the benefit to which the employee would be entitled under the short-term sick portion of the disability income plan (HOODIP or equivalent plan). Payment will be provided only if the employee provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by the Workers' Compensation Board. If the claim for Workers' Compensation is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the short-term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.
- 15.06 Sick leave banks standing to the credit of an employee shall be utilized to supplement payment for sick leave days which would otherwise be paid at less than full wages, or for sick leave days at no wages.
- 15.07 Pay out of sick leave credits shall be made on termination of employment or, in the case of death, to the employee's estate. The amount of the payment shall be a cash settlement at the employee's then current salary rate for any unused sick credits to the maximum provided under the previous accumulating sick leave credit plan. The parties may agree to voluntarily cash out existing sick banks.

Clarity note: The agreement of the local parties is not subject to local interest arbitration.

15.08 Where an employee, employed as of the effective date of the transfer to HOODIP or equivalent, did not have the required service to qualify for pay out on termination, they shall be entitled to the same pay out provisions as set out in Article 15.07 above, providing they subsequently achieve the necessary service to qualify for pay out under those provisions.

15.09 Where an employee, with accumulated sick leave credits remaining, is prevented from working for the Hospital because of an occupational illness or accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the *Workers' Compensation Act* the Hospital, on application from the employee, will supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation of the Hospital, will equal one hundred percent (100%) of the employee's net earnings to the limit of the employee's accumulated sick leave credits. Employees may utilize such sick leave credits while awaiting approval of a claim for Workers' Compensation.

15.10 The Hospital shall pay for such medical certificate(s) as it may require from time-to-time to certify an employee's illness or ability to return to work.

ARTICLE 16 – HOURS OF WORK AND OVERTIME

16.01 Work Week and Work Day

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

The normal or standard work week shall be an average of thirty-seven and one-half (37 ½) hours, with a normal or standard work day of seven and one-half (7 ½) hours except in those Hospitals where agreements already provide a standard or normal work week of less than thirty-seven and one-half (37 ½) hours per week and seven and one-half (7 ½) hours per day. (Those Hospitals with the lesser required hours shall reflect in the salary rates a pro-rata lesser amount compared with salaries for other Hospitals based on the ratio that the standard or normal hours of work at the Hospital concerned are to thirty-seven and one-half (37 ½) hours and shall appropriately reflect such hours in this Article).

The length of time over which the hours of work per week are to be averaged shall be determined locally and shall be set out in the Local Provisions Appendix.

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

The normal or standard work day shall be seven and one-half (7 ½) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37 ½) hours per week except in those Hospitals where agreements already provide a normal or standard work day of less than seven and one-half (7 ½) hours and a normal or standard full-time work week of less than thirty-seven and one-half (37 ½) hours. (Those Hospitals with the lesser required hours shall reflect in the salary rates a pro-rata lesser amount compared with salaries for other Hospitals based on the ratio that the standard or normal hours of work at the Hospital concerned are to thirty-seven and one-half (37 ½) hours and shall appropriately reflect such hours in this Article).

Part-time employees shall be entitled to overtime pay at the rate of time and one-half (1 ½) their regular straight time hourly rate for all hours worked in excess of the normal or standard work day or in excess of the normal or standard full-time work week.

The length of time over which the hours of work per week are to be averaged shall be determined locally and shall be set out in the Local Provisions Appendix.

- (c) Where the Hospital and the Union agree, subject to the approval of the Ministry of Labour, other arrangements regarding hours of work may be entered into between the parties on a local level with respect to tours beyond the normal or standard work day in accordance with the provisions set out in Article 29.01 of the Collective Agreement.

16.02 Rest Periods

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

Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each half shift.

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

Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each full half shift.

16.03 Overtime Definition

Overtime shall be defined as being all hours worked in excess of the normal or standard work day, or in excess of the normal or standard work week. The overtime rate shall be one and one-half (1 ½) times the regular straight time hourly rate of pay.

16.04 Overtime/Call Back Accumulation

(Applicable to full-time employees only)

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) or has accumulated hours for Call Back up to a maximum, then such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where applicable rate is one and one-half (1 ½) times, then time off shall be at one and one-half (1 ½) times). Where an employee chooses the latter option, such time off must be taken within the period set out in the Local Provisions Appendix, or payment in accordance with the former option shall be made. Further, such time off must be taken at a time mutually agreeable to the Hospital and the employee.

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

16.05 Missed Meal Breaks

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

If an employee is authorized to work during the lunch break due to the requirements of patient care, they will be paid time and one-half (1 ½) their regular straight time hourly rate for all time worked in excess of their normal daily hours.

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

If an employee is authorized to work during the lunch break due to the requirements of patient care, they will be paid their regular straight time hourly rate for all hours worked. Notwithstanding this provision, they will be paid time and one-half (1 ½) their regular straight time hourly rate for all time worked in excess of the normal or standard work day.

ARTICLE 17 – PREMIUM PAYMENTS AND TRANSPORTATION / MEAL ALLOWANCE

17.01 Standby

An employee required to standby or remain available for call-back duty or telephone consultation on other than regular scheduled hours shall be paid at the rate of three dollars and thirty cents (\$3.30) per hour of standby time. Where such standby falls on any of the designated holidays listed in the Collective Agreement, the employee shall be paid at the rate of four dollars and ninety cents (\$4.90) per hour of standby time. Hours worked for call-back or telephone consultation shall be deducted from hours for which the employee receives standby pay. However, an employee shall be entitled to a minimum of five dollars (\$5.00) for each eight-hour period on standby even if called back to work.

For purposes of Article 17.05(b), a weekend on which an employee is required to standby or remain available for call-back duty or telephone consultation is not a weekend “off”, a weekend on which an employee is scheduled to standby or remain available for call-back duty or telephone consultation is not a weekend “scheduled off”, and a weekend on which an employee is required or scheduled to standby or remain available for call-back duty or telephone consultation but is neither called back nor consulted by telephone is not a weekend “worked”.

17.02 Telephone Consultation

Employees who are required to provide professional services over the telephone while on standby (without returning to the hospital) shall be entitled to a minimum of

fifteen (15) minutes’ pay for a call received between 0700 hours and 2300 hours, and
thirty (30) minutes’ pay for a call received between 2300 hours and 0700 hours,

at time and one-half (1 ½) their regular straight time hourly rate, or equivalent time in lieu, per call, regardless of the duration of the call. Any additional time spent on the call over and above the initial minimum time shall be compensated at the same rate but in minimum fifteen (15) minute increments. The employee will complete a record of calls on a form following the period of the call. A call received during a period for which one of the aforesaid minimums is payable as a result of an earlier call will be treated for these purposes as a continuation of that earlier call.

17.03 Call Back

(Applicable to full-time and regular part-time employees only)

- (a) An employee who is called to work after leaving the Hospital premises and outside of their regular scheduled hours, shall be paid a minimum of no less than four (4) hours' pay at time and one-half (1 ½) their regular straight time hourly rate for work performed on each call-back.
- (b) In the event that the four (4) hour periods for successive call-backs overlap, the employee will not be entitled to more than time and one-half (1 ½) their regular straight time hourly rate in respect to the period(s) of overlap.
- (c) In the event that such four (4) hour period overlaps and extends into their regular shift they will receive the four (4) hour guarantee payment at time and one-half (1 ½) and their regular hourly rate for the remaining hours of their regular shift. The reference to leaving the Hospital premises referred to above will not be applicable where an employee remains in the Hospital on standby arrangement with the Hospital.
- (d) (Applicable to part-time employees only)

For purposes of clarification, Article 17.03 does not apply to prescheduled hours of work. Article 17.03 does not apply where the employee elects to work additional unscheduled hours made available by the Hospital.

17.04 Shift Premium

An employee shall be paid a shift premium of one dollar and ninety-five cents (\$1.95) per hour for each hour worked which falls within the normal hours of the evening shift and two dollars and thirty-five cents (\$2.35) for each hour worked which falls within the normal hours of the night shift provided that such hours exceed two (2) hours if worked in conjunction with the day shift. For purposes of this provision, the normal or standard evening and night shift each consist of seven and one-half (7 ½) hours. For those hospitals with lesser required hours as

provided for in Article 16.01, the length of the evening and night shift will be adjusted accordingly. Shift premium will not form part of the employee's straight time hourly rate.

17.05 Weekend Premium

- (a) An employee shall be paid a weekend premium of two dollars and fifty cents (\$2.50) per hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other 48-hour period that the Hospital may establish. If an employee is in receipt of premium payment pursuant to a local scheduling regulation with respect to consecutive weekends worked, they will not receive weekend premium under this provision.
- (b) (Applicable to full-time employees only. Where the local parties have language that applies to part-time employees then their language will continue to apply to part-time employees.)

The Hospital will endeavour to provide at least _____ weekend(s) off in _____. If an employee is required to work a _____ consecutive weekend, the employee will be paid at the overtime rate for all hours worked on a _____ consecutive weekend and any subsequent weekend until a weekend is scheduled off, save and except where:

- (i) such weekend has been worked by an employee to satisfy specific days off requested by such employee, or
- (ii) such employee has requested weekend work, or
- (iii) such weekend is worked as a result of an exchange of shifts with another employee, or
- (iv) any other reason as negotiated by the local parties and set out in the Local Provisions Appendix.

17.06 Meal Allowance

An employee who continues to work more than two (2) hours of overtime immediately following their scheduled hours of work, shall be provided with a meal voucher valued at a maximum of four dollars (\$4.00) or four dollars (\$4.00) if the Hospital is unable to provide a meal voucher.

17.07 Transportation Allowance

When an employee is required to travel to the Hospital, or to return to their home, as a result of being called back to work outside their regularly scheduled hours, the Hospital will pay transportation costs either by taxi or by their own vehicle at the rate of (amounts to be determined locally and will be set out in the Local Provisions Appendix) or such greater amount that the Hospital may in its discretion determine for each trip. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

17.08 Responsibility Pay

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification in or out of the bargaining unit, for one full shift or more, they shall be paid a premium of one dollar and forty cents (\$1.40) per hour for the duration of the assignment.

17.09 Time Off Between Shifts

- (a) Failure to provide the minimum number of hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 ½) times the employee's regular straight time hourly rate for only those hours which reduce the minimum hour period.
- (b) 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.
- (c) The minimum number of hours for purposes of this Article shall be determined locally and will be set out in the Local Provisions Appendix.

17.10 Change of Schedule

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

Where an employee's schedule is changed by the Hospital with less than twenty-four (24) hours' notice, they shall receive time and one-half (1 ½) of their regular straight time hourly rate for all hours worked on their next shift.

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

Where a regular part-time employee's scheduled shift is cancelled by the Hospital with less than twenty-four (24) hours' notice, they shall receive time and one-half (1 ½) of their regular straight time hourly rate for all hours worked on their next shift.

17.11 No Pyramiding

Premium payment (including both overtime and holiday premium payment) shall be calculated and paid under one provision of this Agreement only, even though hours worked may be premium payment hours under more than one provision. In such circumstances the highest premium will be applied. The provision of this clause will not negate any entitlement to shift premium, call-back, standby, or weekend premium.

ARTICLE 18 – PAID HOLIDAYS

(The following central provision will be appropriately reflected in the collective agreements as Article 18.01. The holidays designated will also be set out in this Article.)

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

The collective agreement shall provide twelve (12) paid holidays with appropriate payment to all employees, provided that the employee fulfils the qualifying conditions, if any, set out in the respective collective agreements. It is understood that the list of paid holidays may include a combination of designated and non-designated days such as float days, anniversary days, and birthdays.

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

The collective agreements shall list twelve (12) holidays for purposes of payment for work performed on such holidays.

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

An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 ½) their regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, they will receive a lieu day off with pay in the amount of their regular straight time hourly rate of pay times seven and one-half (7 ½) hours, except in those hospitals which have a standard

work day of less than seven and one-half (7 ½) hours in which case holiday pay will be based on the standard daily hours in that hospital. The scheduling of lieu days shall be determined locally and shall be set out in the Appendix of Local Provisions.

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

An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 ½) their regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03.

18.03 Where the employee is required to work on a paid holiday for which they are paid at the rate of time and one-half (1 ½) their regular straight time hourly rate and is required to work additional hours following the full shift on that day (but not including hours on a subsequent regularly scheduled tour for such employee) they shall receive two (2) times their regular straight time hourly rate for such additional hours worked.

18.04 (Applicable to full-time employees only)

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

ARTICLE 19 – VACATION

19.01 (Applicable to full-time employees only)

- (a) All employees who have completed less than one (1) year of continuous service shall be entitled to a vacation on the basis of one and one-quarter (1.25) days per month for each completed month of service with pay in the amount of six percent (6%) of gross earnings.
- (b) All employees shall receive three (3) weeks' vacation after one (1) year of continuous service.
- (c) All employees shall receive four (4) weeks' vacation after three (3) years of continuous service.
- (d) All employees shall receive five (5) weeks' vacation after twelve (12) years of continuous service.

- (e) All employees shall receive six (6) weeks' vacation after twenty-one (21) years of continuous service.
- (f) All employees shall receive seven (7) weeks' vacation after twenty-seven (27) years of continuous service.
- (g) An employee who is on an unpaid leave of absence in excess of thirty (30) continuous calendar days will receive vacation pay based on a percentage of their gross salary for work performed during the vacation year as follows:

- 3 week entitlement – 6%
- 4 week entitlement – 8%
- 5 week entitlement – 10%
- 6 week entitlement – 12%
- 7 week entitlement – 14%

NOTE: Any vacation schedule improvements shall be determined in accordance with whatever system is in place in the individual hospital for determining vacation entitlement. In other words, those hospitals that determine vacation entitlement by a uniform date for all employees shall continue to do so, and those that determine vacation entitlement by an anniversary date, or by some other means, shall continue to do so.

19.02 (Applicable to regular part-time employees only)

- (a) All regular part-time employees shall be entitled to vacation pay based upon the applicable percentage provided below in accordance with the vacation entitlement of full-time employees of their gross salary for work performed in the preceding year. Scheduling of vacations shall be in accordance with local scheduling provisions.

Full-Time		Part-Time	
Increment	Vacation Entitlement	Increment	Vacation Pay
Less than 1 year continuous service	1.25 days per month	Less than 1,650 hours of continuous service	6%
After 1 year of continuous service	3 weeks (1.25 days per month)	After 1,650 hours of continuous service	6%
After 3 years of continuous service	4 weeks (1.67 days per month)	After 4,950 hours of continuous service	8%
After 12 years of continuous service	5 weeks (2.08 days per month)	After 19,800 hours of continuous service	10%
After 21 years of continuous service	6 weeks (2.5 days per month)	After 34,650 hours of continuous service	12%
After 27 years of continuous service	7 weeks (2.92 days per month)	After 44,550 hours of continuous service	14%

- (b) Equivalent years of service shall be used to determine vacation pay entitlement. Equivalent years of service shall be calculated on the basis of one (1) year of service for each 1650 hours worked.
- (c) Notwithstanding Article 19.02(b), the calculation of service for purposes of vacation entitlement will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03(a)(ii) of the agreement.
- (d) Part-time employees have the option of requesting all or part of their equivalent unpaid vacation entitlement as time off in calendar weeks, unless the local parties agree to an arrangement that permits the use of individual days.* There will be no carry-over of unpaid vacation time.

* Should existing local scheduling provisions provide unpaid time off for part-time employees, this language shall be maintained but not altered, unless the local parties agree to delete the language and move to the Central Language.

NOTE: Article 19.03 is applicable to full-time employees only.

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

19.04 Should an employee terminate with less than two (2) weeks' notice of termination, the vacation pay requirements of the *Employment Standards Act* will apply.

ARTICLE 20 – HEALTH AND WELFARE BENEFITS

NOTE: The provisions of Articles 20.01 and 20.02 with respect to Health and Welfare Benefits apply to full-time employees only.

- 20.01 (a) The Hospital agrees to contribute towards the premium coverage of participating eligible employees in the active employ of the Hospital under

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

(b) Semi-Private Hospital Insurance

The Hospital agrees to pay one hundred percent (100%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Liberty Health Plan or comparable coverage with another carrier.

(c) Extended Health Care

The Hospital shall contribute on behalf of each eligible employee seventy-five percent (75%) of the billed premium under the Extended Health Care Plan (Liberty Health) provided the balance of the monthly premium is paid by employees through payroll deduction. Any hospital currently paying more than seventy-five percent (75%) of the premium shall continue to do so. The Extended Health Care Plan will include:

- (i) \$22.50 (single) and \$35.00 (family) deductible;
- (ii) hearing aids with a maximum of the cost of acquisition once in every thirty-six (36) months per person;
- (iii) vision care with a maximum of three hundred and fifty dollars (\$350) every twenty-four (24) months per person with the option to use coverage toward the cost of laser surgery;
- (iv) one (1) optometry exam every twenty-four (24) months (up to a one hundred-dollar (\$100) maximum);
- (v) chiropractic, massage therapy and physiotherapy to a maximum of three hundred dollars (\$300) per insured person annually for each service;
- (vi) a prescription drug dispensing fee cap of nine dollars (\$9) per prescription;

- (vii) mandatory generic drug substitution;
- (viii) drug formulary as defined by Liberty Health Formulary Three.

(d) Dental

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

- (i) recall oral examination once every nine (9) months;
- (ii) orthodontic coverage for participating employees on a 50/50 co-insurance basis, with a lifetime maximum of \$1,500 per insured person;
- (iii) complete and partial dentures at 50/50 co-insurance to \$1,000 maximum per person annually;
- (iv) crowns, bridge work and repairs at 50/50 co-insurance to \$1,500 maximum per person annually.

(e) Group Life Insurance

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

(f) Same Sex Partner Coverage

Coverage will be available to an employee and their same sex partner, and their dependents in accordance with the terms and conditions of the plans.

20.02 Change of Carrier

It is understood that the Employer may at any time substitute another carrier for any Plan (other than OHIP) provided the benefits are equivalent and are neither

reduced or increased. The Employer shall provide to the Union full specifications of the benefit programs contracted for before implementation of any change.

20.03 Pension

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

20.04 Divisible Surplus

The parties agree that any surplus, credits, refunds or reimbursements excluding sick leave and/or pension credits, under whatever name accrue to and for the benefit of the Hospital.

20.05 Part-Time Benefits

A part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or in part by the hospitals, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call-in pay, responsibility pay, jury and witness duty, bereavement leave, and pregnancy and parental supplemental unemployment benefits) an amount equal to fourteen percent (14%) of their regular straight time hourly rate for all straight time hours paid. For part-time employees who are members of the Hospital's pension plan the percentage in lieu of fringe benefits is twelve percent (12%).

20.06 Benefits on Lay-off

Employees who have been laid off are entitled to the Extended Health and Dental benefits. Employees will be able to buy those benefits at one hundred percent (100%) employee cost. The employee will be responsible for making appropriate arrangements with the Hospital for payment of both the employer and employee portions of the premium costs. The employee will be able to access these benefits for a maximum of twelve (12) months from the date of their actual lay-off.

20.07 Benefits on Sick Leave

The Hospital will pay the employer portion of the benefit premiums while an employee is on sick leave, including the EI period prior to the commencement of

long-term disability and LTD, to a maximum of thirty (30) months from the date the absence began.

20.08 Benefits for Early Retirees

- (a) The Hospital will provide to all employees who are 55-56 years of age who retire (including disability retirements) and have not yet reached age sixty-five (65) and who are in receipt of the Hospital's pension plan benefits, semi-private, extended health care and dental benefits on the same basis as is provided to active employees, as long as the retiree pays the Hospital the full amount of the monthly premiums in advance.
- (b) The Hospital will provide to all full-time employees who reach age fifty-seven (57) and retire (including disability retirements) and have not yet reached age sixty-five (65) and who are in receipt of the Hospital's pension plan benefits, semi-private, extended health care and dental benefits on the same basis as is provided to active employees as long as the retiree pays the Hospital their share of the monthly premiums in advance. The Hospital will contribute fifty percent (50%) of the billed premiums of these benefit plans.

20.09 Benefits Information

- (a) The Hospital shall provide each employee with access to information booklets outlining all of the current provisions in the benefit plans defined in Article 20.01. Upon request, the Hospital will make the Plan(s) available to the Union for inspection.
- (b) The Hospital shall notify the Union of the name(s) of the carrier(s) which provide the benefit plans defined in Article 20.01. The Hospital shall also provide the Union with access to all current information booklets provided to the employees.

20.10 Benefits Age 65 and Older

Semi-Private Hospital Insurance and Extended Health Care benefits will be extended to active full-time employees from the age of sixty-five (65), and up to the employee's seventieth (70th) birthday, on the same cost share basis as those employees under the age of sixty-five (65).

ARTICLE 21 – MODIFIED WORK

- 21.01 In order to facilitate a safe return to work, in compliance with the *Workplace Safety and Insurance Act*, the *Ontario Human Rights Code*, the Collective Agreement and other applicable legislation, the parties will provide fair and consistent practices to accommodate employees who are ill, injured or permanently disabled.
- 21.02 Where the Hospital and the Union agree, the Hospital may implement modified/rehabilitative work programs in order to assist employees returning to work following illness or injury. To facilitate these programs, it is understood and agreed that provisions of the collective agreement may, where agreed, be varied. The specific terms of the program will be signed by the Hospital and the Union.
- 21.03 The parties agree that the issue of education on the topics of accommodation and modified work are appropriate agenda items for the Labour-Management Committee.

ARTICLE 22 – CONTRACTING OUT

- 22.01 The Hospital shall not contract out work currently performed by members of this bargaining unit if, as a result of such contracting out, a layoff of any bargaining unit employees occurs. This clause will not apply in circumstances where the Hospital no longer provides particular services as a result of the rationalization or sharing of services between hospitals in a particular geographic district, or as a result of the withdrawal of the Hospital's license to perform such services.

ARTICLE 23 – WORK OF THE BARGAINING UNIT

- 23.01 Supervisors or Managers excluded from the bargaining unit shall not perform duties normally performed by members in the bargaining unit which shall directly cause or result in the layoff, loss of seniority or service or reduction in benefits to members in the bargaining unit.

ARTICLE 24 – CONTINUING EDUCATION

- 24.01 The Hospital and the Union recognize that continuing education is important for all employees and that they have shared interests and responsibilities in ensuring equitable access to it. Therefore:
- (i) The Local Parties will endeavour to maximize internal opportunities for training and development which may include but are not limited to: lunch hour programs, guest lecturers, trained employees training other employees, teleconferences, and access to in-house programs/seminars.

- (ii) Continuing education opportunities will be communicated within the department(s). Where access to an opportunity is limited, the Hospital will identify pertinent selection criteria, terms of payment, etc. Decisions about continuing education opportunities will be made at the departmental level within the context of employee, Hospital, and department/program needs.
- (iii) Where the employee requests it, the Hospital and the employee will jointly create an Annual Development Plan outlining continuing education goals and objectives.
- (iv) In the event of dissatisfaction with the way in which continuing education decisions are made at the departmental level, the issue will be considered by a continuing education sub-committee of the Labour-Management Committee. This sub-committee will consider opportunities, employee needs, Hospital needs and department/program requirements. The sub-committee may make recommendation(s) to the Hospital.

ARTICLE 25 – COMPENSATION

- 25.01 (a) When a new classification in the bargaining unit is established by the Hospital, or the Hospital makes a substantial change in the job content of an existing classification, the Hospital shall advise the Union of such new or substantially changed classification and the rate of pay which is established. If so requested within thirty (30) calendar days of such advice, the Hospital agrees to meet with the Union to permit the Union to make representations with respect to the appropriate rate of pay, providing any such meetings shall not delay the implementation of the new or substantially changed classification. Where the Union challenges the rate established by the Hospital and the matter is not resolved following the meeting with the Union, the matter may be referred to arbitration in accordance with the arbitration provisions contained in this collective agreement, it being understood that any arbitration board shall be limited to establishing an appropriate rate based on the relationship existing among other classifications within the Hospitals and the duties and responsibilities involved. It is further understood and agreed that when determining the appropriate rate, primacy must be given to the relationship between job classifications covered by this Collective Agreement and that such relativity must be maintained. Each change in the rate established by the Hospital either through meetings with the Union or by a Board of Arbitration shall be retroactive from the time at which the new or substantially changed classification was first filled.

(b) Notwithstanding the forgoing, if a Participating Hospital makes a substantial change to a Central classification, then the matter may be dealt with at a Central level. Where the parties agree to deal with such change at the Central level, any agreement or award shall be binding on all Participating Hospitals and bargaining units.

(i) No classification will be considered under this process where there is no grievance filed pursuant to Article 25.01 (a) in relation to that classification. The retroactive application of a decision will be determined by the central parties as a condition of agreement in this process.

(ii) Effective the date of the award/settlement of this Collective Agreement, or where the central parties have otherwise agreed, where one central party alleges there has been a substantial change to the job content of a central classification it may be the subject of this process.

For clarity a central classification shall be defined as any job listed in the OPSEU Central Wage Rates.

(iii) The central party who has identified the substantial change to the job content of a central classification must notify the other central party in writing within twelve (12) months of the date of the change.

(iv) Once the parties have reviewed the above, the central parties will meet to determine:

(1) whether the classification is a central classification; and

(2) whether the change is occurring across multiple Participating Hospitals.

(v) If the central parties agree the classification is central and that the change is occurring in multiple Participating Hospitals, this process will be engaged.

(vi) The failure to agree to engage this process will not be the subject of a grievance.

(vii) If the central parties cannot agree that this process is engaged, it is understood that there will be no timeline objections from either party

with respect to the continuance of grievance(s) filed under Article 25.01 (a).

- (viii) If the process is not engaged due to the lack of occurrence at multiple hospitals, a request from a new hospital for the same classification in the future may allow either party to include the previous requests.
- (ix) If the process is engaged the central parties will:
 - (1) Identify the classification that has been the subject of an alleged substantial change.
 - (2) Identify the change that has been alleged.
 - (3) Review a job description for the position prior to the change.
 - (4) Collect standardized job information questionnaires which are completed by individuals in the classification for each Participating Hospital which has the affected classification in their bargaining unit. The questionnaires will be approved by the respective managers. Furthermore, it is understood that the parties will receive the questionnaires as completed by the employees with the manager's comments.
 - (5) Identify a timeframe for when the change occurred.
 - (6) Review the current rate(s) of pay.

If any disagreement arises between the parties in (1) – (6) above, this process will be disengaged and the issue will be returned to the local(s) for resolution under Article 25.01(a) with no time line objections from either party.

- (x) Following the review above, the central parties will meet to determine whether there has been a substantial change to the job content of a central classification and whether the rate of pay is appropriate.
- (xi) Where the parties cannot agree either that there has been a substantial change to the job content of a central classification or to an appropriate rate of pay the matter may be referred to arbitration, it being understood that any arbitration board shall be limited to establishing whether there has been a substantial change to the job content of a central classification and an appropriate rate based on

the relationship existing among other classifications within the central wage grid and the duties and responsibilities involved. It is further understood and agreed that when determining the appropriate rate, primacy must be given to the relationship between job classifications covered by the central wage grid and that such relativity must be maintained.

(xii) Any resolution through this process will resolve any outstanding grievances related to the alleged changed central classification and will be binding on all Participating Hospitals and bargaining units.

- 25.02 (a) Claim for recent related experience, if any, shall be made in writing by the employee at the time of hiring on the application for employment form or otherwise. The employee shall cooperate with the Hospital by providing verification of previous experience.
- (b) Prior experience shall be credited at the rate of one (1) increment on the salary scale for every one (1) year of recent, related, full-time experience, as determined by the Hospital.
- (c) For the purposes of the above clause, as it applies to part-time employees, part-time experience will be calculated on the basis of 1650 hours worked equaling one (1) year of experience.

NOTE: Where existing collective agreements have provisions for recent related experience credit superior to the above provisions, such provisions shall continue to be in effect.

25.03

(Applicable to part-time employees only)

Part-time employees will accumulate service for purposes of progression on the salary grid, on the basis of one (1) year of service for each 1650 hours worked.

Notwithstanding this provision, the calculation of service for purposes of progression on the salary grid will include service accrued during a pregnancy leave or parental leave on the basis of seniority accrual during such leaves in accordance with Article 10.03(a)(ii) of the agreement.

25.04 Wage grids for those job classifications not covered by the Central wage grids are an appropriate subject matter for Local Negotiations. Notwithstanding the foregoing, those non-standard job classifications will receive general wage increases in accordance with the centrally negotiated agreement.

ARTICLE 26 – SUPERIOR BENEFITS

26.01 The Central Parties wish to encourage non-Participating Hospitals and Bargaining Units to join the central OPSEU and Participating Hospitals bargaining process.

26.02 The following language applies to hospitals and locals entering central bargaining following the 2006 round of bargaining and thereafter:

- (i) Prior to becoming a new participant in the central bargaining process, the local parties will hold negotiations to determine the content, if anything, of a superior condition appendix to the collective agreement. After these negotiations have concluded, the local parties will send a joint letter to the central parties with a copy of the expiring agreement and the newly negotiated superior condition appendix.
- (ii) Existing rights, privileges, practices, terms or conditions of employment which may be considered to be superior to those contained in the central agreement shall be deemed not to continue in effect unless specifically retained by the superior condition appendix.
- (iii) The local parties must agree to adopt central language in their collective agreement with the exception of the agreed upon superior conditions set out in their superior condition appendix.
- (iv) The content of the superior conditions appendices are appropriate subject matter for both local and central negotiations. For clarity, the scope of these negotiations is only to reduce or eliminate the superior condition(s).
- (v) The local parties have only one opportunity to join the central process with the protection of their superior conditions. Should they leave the central process and later rejoin, they will not have access to this same opportunity.

ARTICLE 27 – MULTI-SITE ISSUES

27.01 (a) Where multi-site/location operations currently exist, or are anticipated, either party may bring forward issues for local bargaining in accordance with the Memorandum of Conditions for Joint Bargaining. Where a new multi-site or location operation arises after the signing of the collective agreement,

at the request of either party, the parties will enter into negotiations to effect an agreement to address multi-site/location issues.

- (b) An agreement under Article 27.01(a) may encompass issues that have traditionally been deemed to be Central, subject to approval by the Central Parties. The issues appropriate for local negotiation may include, but are not restricted to: the process used to determine who works where and when, transportation allowance, cost of transportation (including parking), travel time, definition of headquarters, job posting procedure, health and safety, union committees, standby, call back, and scheduling. The Local Parties may wish to use the Flexible Tours Model Agreement to address Hours of Work. Issues that are not appropriate for local negotiation are: Layoff and Recall, Hours of Work and Overtime (unless amended through the Model Agreement with respect to Innovative Scheduling/Flexible Scheduling Agreement).
- (c) Where the Local Parties are unable to negotiate an agreement on language that modifies central issues, the Central Parties will be invited to provide assistance. Where assistance from the Central Parties does not result in an agreement, and where the outstanding issues are only local in nature, the dispute will be resolved by mediation/arbitration. Where the matters in dispute are Central in nature, the manner of dispute resolution will be determined by the Central Parties.

ARTICLE 28 – JOB REGISTRY

- 28.01 (a) A Central Repository of Job Openings in Participating Hospitals will be maintained and updated by OPSEU and posted on its Web Site. The Participating Hospitals will inform OPSEU, by way of e-mail or fax, of these job opportunities at the same time as they are posted at the hospital. This information will include the job requirements so employees viewing the listing can ascertain whether or not to make application. OPSEU members who are on layoff, or are in receipt of notice of layoff may apply to those vacancies.

These applications will be considered after the normal job posting procedure has been completed and no internal applicant has been selected.

- (b) If such an employee who applies through this process is selected, and accepts the position, such employee will transfer her accumulated service to the receiving Hospital for the purposes of placement on the wage grid and for vacation entitlement only. Placement on the wage or vacation grid means that the employee shall be placed at the same step in the grid the

employee held in her previous position and shall progress through the grid thereafter on the basis of their service date from their former Hospital. It is understood that service for the purposes of determining seniority, and notice/severance under the *Employment Standards Act*, will be based upon the first day of employment with the receiving Hospital and will be governed by the terms of the receiving Hospital's collective agreement.

- (c) An employee changing Hospitals under this provision will be subject to the normal probationary period as outlined in the hiring Hospital's collective agreement (Article 10.01). During this probationary period the employee retains any right of recall they might have to their former Hospital. If for any reason the new employment relationship ceases during the probationary period the employee will return to their former status as a laid off employee of the former Hospital.

After the successful completion of the probationary period the employee forfeits any right of recall to their former Hospital. Any monies that may be owing to the employee as a result of their termination from their former place of employment will be the responsibility of the former Hospital.

ARTICLE 29 – MODEL SCHEDULING AGREEMENTS AND PRE-PAID LEAVE

29.01 Extended Tours

Where the Hospital and the Union agree, subject to the approval of the Ministry of Labour, other arrangements regarding hours of work may be entered into between the parties on a local level with respect to tours beyond the normal or standard work day. The model agreement with respect to extended tour arrangements is set out below:

MODEL AGREEMENT WITH RESPECT TO EXTENDED TOUR ARRANGEMENTS

MEMORANDUM OF AGREEMENT

Between: The Hospital –

And: The Ontario Public Service Employees Union
(and its Local)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 – Hours of Work

2.01 The normal or standard extended work day shall be ____ hours per day.

2.02 (Detailed description with an attached schedule where appropriate.)

2.03 Failure to provide (____) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1 ½) times the employee's regular straight time hourly rate for only those hours which reduce the (____) hour period. Where the (____) hour period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

Article 3 – Overtime

- 3.01 Overtime shall be defined as being all hours worked in excess of the normal or standard extended work day, as set out in Article 2.01 of the Model Agreement or in excess of the normal or standard work week as set out in Article 16.01 of the collective agreement.
- 3.02 For purposes of overtime the hours of work per week shall be averaged over _____ weeks.

Article 4 – Rest Periods

- 4.01 Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each three and three-quarters (3.75) hours worked.

Article 5 – Meal Periods

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

Article 6 – Sick Leave and Long-Term Disability

(Applicable to full-time employees only)

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

Article 7 – Paid Holidays

(Applicable to full-time employees only)

- 7.01 Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the number of hours for a normal or standard work day as set out in Article 16.01(a).
- 7.02 An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 ½) their regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, they will receive a lieu day off with pay in the amount of their regular straight time hourly rate of pay times seven and one-half (7 ½) hours, except in those hospitals which have a standard work day of less than seven and

one-half (7 ½) hours in which case holiday pay will be based on the standard daily hours in that hospital.

Article 8 – Vacation

8.01 (Applicable to full-time only)

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

8.02 (Applicable to part-time only)

As set out in Article 19.02 of the collective agreement.

Article 9 – Local Provisions

(Local Provisions related to extended tours are to be set out in this Article and numbered in sequence)

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (days, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this _____ day of _____ 20_____.

For the Union

For the Hospital

29.02 Innovative/Flexible Scheduling

Where the Hospital and the Union agree, arrangements regarding Innovative/Flexible Scheduling, including shifts of less than seven and one-half (7.5) hours, but not less than four (4) hours, may be entered into between the parties on a local level. Such agreement will not be unreasonably withheld.

Whenever a shift schedule of less than seven and one-half (7.5) hours but not less than four (4) hours is proposed by either party, the following will apply:

- (i) The party proposing the change will provide the details of its proposal, including the rationale, in writing, to the other party.
- (ii) The proposal must be department/area/employee specific.
- (iii) Unless they agree otherwise, the parties will then schedule a meeting to discuss the proposal within seven (7) calendar days of providing details of the proposal.
- (iv) If the Union does not agree to the proposal, it must provide its reasons in writing within twenty-one (21) calendar days of the Hospital's written request.

The model agreement with respect to such scheduling arrangements is set out below:

MODEL AGREEMENT WITH RESPECT TO INNOVATIVE SCHEDULING/FLEXIBLE SCHEDULING

MEMORANDUM OF AGREEMENT

Between: The Hospital –

And: The Ontario Public Service Employees Union
(and its Local)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 – Hours of Work

(Scheduling arrangement to be set out in this Article.)

Article 3 – Agreed Variation from the Collective Agreement

(Collective Agreement provisions to be varied.)

Article 4 – Rest Periods

4.01 Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of fifteen (15) minutes for each three and three-quarters (3.75) hours worked.

Article 5 – Meal Periods

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

Article 6 – Local Provisions

(Local provisions related to these scheduling arrangements are to be set out in this Article and numbered in sequence.)

Term

This Agreement shall be (Specify Term).

Either party may, on written notice of (days, weeks) to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this _____ day of _____ 20_____.

For the Union

For the Hospital

29.03 Job Sharing Arrangements

Where the Hospital and the Union agree, job sharing arrangements may be entered into between the parties on a local level. Job sharing is defined as an arrangement whereby two employees share the hours of work of what would otherwise be one full-time position. Subject to the provisions of Article 11, the position involved in the job sharing arrangement will be maintained as a full-time position in the Hospital’s staffing complement.

The model agreement with respect to job sharing is set out below:

MODEL AGREEMENT WITH RESPECT TO JOB SHARING

MEMORANDUM OF AGREEMENT

Between: The Hospital –

And: The Ontario Public Service Employees Union
(and its Local)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 – Hours of Work

(Scheduling and coverage arrangements to be set out in this Article.)

Article 3 – Status of Employees

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

Article 4 – Introduction

(Introduction provisions to be set out in this Article.)

Article 5 – Discontinuance

(Discontinuance provisions to be set out in this Article. In preparing discontinuance language, the parties shall make provisions for a full-time employee who has transferred to a regular part-time position as part of a job sharing arrangement to have the first option of returning to that full-time position on the collapse of the arrangement.)

Dated this ____ day of _____ 20____.

For the Union

For the Hospital

NOTE: Employees presently covered by a job sharing arrangement shall be subject to its terms and conditions until such job sharing arrangement is discontinued.

29.04 Pre-Paid Leave

(a) Purpose

The Pre-Paid Leave Plan is a plan developed to afford employees the opportunity to take a one (1) year leave of absence, funded solely by the employee through the deferral of salary over a defined period, in accordance with Part LXVIII of the *Income Tax Regulations*, Section 6801 (as may be amended from time to time).

(b) Application

Eligible employees must make written application to the Department Head, with a copy to the Director of Human Resources/Personnel, at least six (6) months prior to the intended commencement date of the salary deferral portion of the Pre-Paid Leave Plan. Such application will outline the reason the leave is being requested.

Priority will be given to applicants intending to use the leave to pursue formal education related to their profession. As between two (2) or more candidates, from the same department, with the same intended purpose, seniority shall govern. The employee will be informed of the disposition of their application as soon as is reasonably possible after the closing date for applications.

(c) The total number of employees that may be accepted into the Pre-Paid Leave Plan in any one plan year as defined in Article 29.04(l) and from any one department shall be (number subject to local negotiations). Where there are more applications than spaces allotted, seniority shall govern subject to 29.04(b) above.

(d) Nature of Final Agreement

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

- (i) A statement that the employee is entering the plan in accordance with Article 29.04 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.
- (iv) The letter of application to enter the plan will be appended to, and form part of, the written agreement.

(e) Deferral Plan

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

(f) Deferred Earnings

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

Interest which is accumulated during each year of the deferral period shall be paid out to the employee in accordance with Part LXVIII of the *Income Tax Regulations*, Section 6801.

(g) Health and Welfare Benefits

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

Full-Time Employees Only

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

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

(h) Seniority and Service

Full-Time Employees Only

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

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

(i) Assignment on Return

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

(j) Withdrawal Rights

(i) A participant may withdraw from the plan at any time up to a date three (3) months prior to the commencement of the leave. Deferred salary, and accrued interest will be returned to the participant within a reasonable period of time.

(ii) On Leaving Employment

If a participant resigns, or is terminated, prior to the commencement of the leave, deferred salary plus interest will be returned to the participant within a reasonable period of time. In the event of the

death of a participant, such funds will be paid to the participant's estate.

(k) Replacement Employees

The Hospital will endeavour to find a temporary replacement for the employee, as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. If, after a period of postponement, a suitable temporary replacement cannot be found, the Hospital will have the option of considering a further postponement or of collapsing the plan. The employee, subject to such a postponement, will have the option of remaining in the plan and rearranging the leave at a mutually agreeable time, or of withdrawing from the plan as outlined in Article 29.04(j).

(l) Plan Year

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

(m) Status of Replacement Employee

- (i) Only the original vacancy resulting from an absence due to pre-paid leave will be posted.
- (ii) Employees in bargaining units at the Hospital represented by OPSEU, selected to fill vacancies resulting from replacing an employee on a pre-paid leave need not be considered for other vacancies while replacing such employee. Upon completion of the leave, the replacing employee will be returned to their former position, and the filling of subsequent vacancies will likewise be reversed.
- (iii) Employees newly hired to fill vacancies resulting from replacing an employee on pre-paid leave will not accrue seniority during the filling of such vacancies. Furthermore, such employees need not be considered for other vacancies. If such employees do post into permanent positions they will be credited with seniority from their last date of hire. The release or discharge of such employees will not be subject of a grievance or arbitration.

ARTICLE 30 – EMERGENCY SITUATIONS – LOCAL CONSULTATION

30.01 The parties agree to develop and establish a local consultation process to deal with future emergency situations of an unexpected nature that challenges the Hospital's ability to deliver safe health care and requires a temporary change to the Hospital's normal operating procedures. Such consultation shall include, but is not limited to, issues of redeployment and reassignment of staff (including voluntary reassignment of staff), planning of additional sessions of consultation, personal protective equipment, and the temporary waiver of terms and conditions of the Collective Agreement, as agreed to by the parties.

There shall be no loss of earnings, service or benefits for committee members attending the committee meetings. The total number of committee members shall be established at the local level.

ARTICLE 31 – COST OF PRINTING

31.01 The cost of printing the Collective Agreement will be shared equally by the Hospital and the Union. The Collective Agreement will be printed within sixty (60) days of its signing.

ARTICLE 32 – DURATION AND RENEWAL

32.01 This Agreement shall continue in effect until the 31st day of March, 2022 and shall continue automatically thereafter for annual periods of one year each unless either party notifies the other in writing that it intends to amend or terminate this Agreement in accordance with the following:

- (i) In the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party may give notice to the other of its desire to bargain for the renewal of this Agreement within one hundred and twenty (120) days prior to the termination date of this Agreement. Negotiations on local matters shall take place during the period from one hundred and twenty (120) to sixty (60) days prior to the termination date of this Agreement. It is understood and agreed that "local matters" means those matters which have been determined by mutual agreement between the central negotiating committees representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures as may be determined by mutual agreement between the central negotiating committees referred to above.

- (ii) In the event the parties to this Agreement do not agree to negotiate for its renewal through the process of central bargaining, either party may notify the other within the period from ninety (90) days to sixty (60) days preceding the expiry date of this Agreement that it desires to amend or terminate this Agreement. If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiations within thirty (30) days after the giving of notice, if so requested.
- (iii) It is further understood that the central negotiating committees will meet in the sixth month prior to the termination of this Agreement to convey the intentions of their principals as to participation in central negotiations, if any, and to determine the conditions for such central bargaining.
- (iv) Proposals on central issues shall be exchanged by the central negotiating committees on a date set out in the Memorandum of Conditions for Joint Bargaining. Negotiations on central matters shall take place during the period commencing ninety (90) days prior to the termination of this Agreement.

ARTICLE 33 – RETROACTIVITY OF WAGES

33.01 Current employees on staff, from the date of either ratification of the settlement or interest arbitration award, will be paid retroactivity, within four (4) full pay periods, from the date of ratification of the settlement or date of interest arbitration award, on the basis of hours paid.

Retroactivity shall be paid on wage increases, including any payments based on the wage rate (for example, the percentage in lieu of benefits, vacation pay, and SUB).

The Hospital will contact former employees at their last known address on record with the hospital, within four (4) full pay periods from the date of ratification of settlement or date of interest arbitration award, to advise them of their entitlement to retroactivity.

Former employees will have a period of four (4) full pay periods from the date of the notice to claim such retroactivity and, if they fail to make a claim within the four (4) full pay periods, their claim will be deemed to be abandoned.

OPSEU CENTRAL WAGE RATES
April 1, 2019 – March 31, 2022

Settlement

April 1, 2019 – 1.75%

April 1, 2020 – 1.75%

April 1, 2021 – 1.75%

Medical Laboratory Technologist Medical Radiation Technologist, Biomedical Technologist				
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Ultrasound Technologist, Echocardiographer, MRI Technologist, Respiratory Therapist				
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	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	31.32	31.87	32.43	32.99
1 yr	32.53	33.10	33.68	34.27
2 yr	33.89	34.48	35.09	35.70
3 yr	35.24	35.86	36.48	37.12
4 yr	36.59	37.23	37.88	38.54
5 yr	37.93	38.59	39.27	39.96
6 yr	39.28	39.97	40.67	41.38
7 yr	40.62	41.33	42.05	42.79
8 yr	41.98	42.71	43.46	44.22

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	31.32	31.87	32.43	32.99
1 yr	32.53	33.10	33.68	34.27
2 yr	33.89	34.48	35.09	35.70
3 yr	35.24	35.86	36.48	37.12
4 yr	36.59	37.23	37.88	38.54
5 yr	37.93	38.59	39.27	39.96
6 yr	39.28	39.97	40.67	41.38
7 yr	40.62	41.33	42.05	42.79
8 yr	43.25	44.01	44.78	45.56

Senior Medical Laboratory Technologist Medical Radiation Technologist, Biomedical Technologist				
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Senior Ultrasound Technologist, Echocardiographer, MRI Technologist, Respiratory Therapist				
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	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	35.91	36.54	37.18	37.83
1 yr	37.34	37.99	38.66	39.33
2 yr	38.80	39.48	40.17	40.87
3 yr	40.19	40.89	41.61	42.34
4 yr	41.66	42.39	43.13	43.89
5 yr	43.05	43.80	44.57	45.35
6 yr	44.51	45.29	46.08	46.89

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	35.91	36.54	37.18	37.83
1 yr	37.34	37.99	38.66	39.33
2 yr	38.80	39.48	40.17	40.87
3 yr	40.19	40.89	41.61	42.34
4 yr	41.66	42.39	43.13	43.89
5 yr	43.05	43.80	44.57	45.35
6 yr	45.84	46.64	47.46	48.29

Charge Medical Laboratory Technologist Medical Radiation Technologist, Biomedical Technologist				
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Charge Ultrasound Technologist, Echocardiographer, MRI Technologist, Respiratory Therapist				
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	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	37.96	38.62	39.30	39.99
1 yr	39.46	40.15	40.85	41.57
2 yr	40.98	41.70	42.43	43.17
3 yr	42.49	43.23	43.99	44.76
4 yr	44.02	44.79	45.57	46.37
5 yr	45.49	46.29	47.10	47.92
6 yr	47.04	47.86	48.70	49.55

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	37.96	38.62	39.30	39.99
1 yr	39.46	40.15	40.85	41.57
2 yr	40.98	41.70	42.43	43.17
3 yr	42.49	43.23	43.99	44.76
4 yr	44.02	44.79	45.57	46.37
5 yr	45.49	46.29	47.10	47.92
6 yr	48.45	49.30	50.16	51.04

Dietitian, BSW, Kinesiologist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	33.29	33.87	34.47	35.07
1 yr	35.10	35.71	36.34	36.98
2 yr	36.94	37.59	38.24	38.91
3 yr	38.77	39.45	40.14	40.84
4 yr	40.59	41.30	42.02	42.76
5 yr	42.41	43.15	43.91	44.68

Perfusionist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	36.53	37.17	37.82	38.48
1 yr	38.56	39.23	39.92	40.62
2 yr	40.55	41.26	41.98	42.72
3 yr	42.56	43.30	44.06	44.83
4 yr	44.56	45.34	46.13	46.94
5 yr	47.97	48.81	49.66	50.53

Pharmacist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	40.98	41.70	42.43	43.17
1 yr	43.23	43.99	44.76	45.54
2 yr	45.52	46.32	47.13	47.95
3 yr	47.76	48.60	49.45	50.31
4 yr	50.05	50.93	51.82	52.72
5 yr	53.89	54.83	55.79	56.77

Psychologist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	52.28	53.19	54.13	55.07
1 yr	55.15	56.12	57.10	58.10
2 yr	58.02	59.04	60.07	61.12
3 yr	60.89	61.96	63.04	64.14
4 yr	63.77	64.89	66.02	67.18
5 yr	66.63	67.80	68.98	70.19

Occupational Therapist, Physiotherapist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	33.01	33.59	34.18	34.77
1 yr	35.29	35.91	36.54	37.18
2 yr	37.58	38.24	38.91	39.59
3 yr	39.87	40.57	41.28	42.00
4 yr	42.14	42.88	43.63	44.39
5 yr	45.76	46.56	47.38	48.20

Audiologist, Psychometrist, MSW, Speech Pathologist

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	37.97	38.63	39.31	40.00
1 yr	40.04	40.74	41.45	42.18
2 yr	42.12	42.86	43.61	44.37
3 yr	44.21	44.98	45.77	46.57
4 yr	46.29	47.10	47.92	48.76
5 yr	48.38	49.23	50.09	50.96

Technician 1 – Lab Aide/Clerk, Audio-Visual Assistant, Darkroom Technician

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	21.88	22.26	22.65	23.05
1 yr	22.69	23.09	23.49	23.90
2 yr	23.53	23.94	24.36	24.79
3 yr	24.36	24.79	25.22	25.66
4 yr	25.19	25.63	26.08	26.54

Technician 2 – Phlebotomist, Medical Records Technician, Orthotic/Prosthetic Technician, Media Maker, OR Technician, OT/PT Aide

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	24.28	24.70	25.14	25.58
1 yr	25.19	25.63	26.08	26.54
2 yr	26.11	26.57	27.03	27.50
3 yr	27.03	27.50	27.98	28.47
4 yr	27.95	28.44	28.94	29.44

Technician 3 – Non-Certified EEG/EMG/ENG/ECHO Technician, ECG Technician, Lab Assistant, Morgue Attendant/Technician, Pharmacy Technician/Assistant

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	25.92	26.37	26.84	27.30
1 yr	26.93	27.40	27.88	28.37
2 yr	27.90	28.39	28.89	29.39
3 yr	28.89	29.40	29.91	30.43
4 yr	29.88	30.40	30.93	31.48

Technician 4 – Non-Registered Technologist, Audio-Visual Technician, Dental Technician/Assistant, Technician (Cardio-Pulmonary, Audiology, Ophthalmic, Orthopaedic, Doppler Flow, Retinal Photographer)

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	28.85	29.35	29.87	30.39
1 yr	29.93	30.45	30.99	31.53
2 yr	31.02	31.56	32.12	32.68
3 yr	32.15	32.71	33.29	33.87
4 yr	33.22	33.80	34.39	34.99

Technician 5 – Autopsy Master, Certified EEG/EMG/ENG Technician, Physical Fitness/Health Maintenance Worker

	1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Start	30.55	31.08	31.63	32.18
1 yr	31.72	32.28	32.84	33.41
2 yr	32.87	33.45	34.03	34.63
3 yr	34.02	34.62	35.22	35.84
4 yr	35.17	35.79	36.41	37.05

The following Letters of Understanding will be appended to all collective agreements:

Letter of Understanding #1 – Part-time Voluntary 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 20.01. It is understood and agreed that the part-time employees would pay the Hospital the full amount of the monthly premiums, in advance.

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

Signed in Toronto this 13th day of July, 2016.

For Ontario Public Service
Employees Union

For the Participating Hospitals

Sandi Blancher

Jason Fitzsimmons

Betty Palmieri

Angela Hodgson

Brock Suddaby

Letter of Understanding #2 – Integration for the Delivery of Health Services

The Participating Hospitals and OPSEU are determined to minimize the adverse impact of integration on employees. The parties agree that a standardized approach to Human Resources Adjustment Planning should be used. For this reason, OPSEU and the Participating Hospitals support the development of provincial standards or principles as described in the Joint Hospital Industry Labour Management Council letter to the Ministers of Health and Labour, dated March 23, 2006.

For the purposes of this letter of understanding, the parties agree that “integrate”, “integration” and “health service provider” have the same meaning as defined in Bill 36, an *Act to Provide For The Integration Of The Local System For The Delivery Of Health Services*. Throughout this document, the words rationalization, consolidation or integration may be used interchangeably.

In the event of a rationalization of any part of the services of the Hospital with those of another hospital or hospitals, the Hospital and the Union agree to be guided by the following principles:

- (a) the Hospital shall notify affected employees and the Union as soon as a formal decision to rationalize or integrate is taken;
- (b) the Hospital shall provide the Union with pertinent financial and staffing information and a copy of any reorganization plans which impact on the bargaining unit related to the rationalization of services;
- (c) the Hospital and the Union shall begin discussions concerning the specifics of the rationalization forthwith after a decision to rationalize is taken;
- (d) as soon as possible in the course of developing a plan for the implementation of the rationalization, the Hospital shall notify affected employees and the Union of the projected staffing needs, and their location, which are anticipated to result; notice to affected employees and the Union shall include the estimated number and types of positions anticipated to be available, and their location, as the result of the rationalization;
- (e) if services in the Hospital are to be reduced or eliminated as the result of a rationalization, or if the employment of employees is otherwise to be affected, the Hospital shall prepare a list of the affected employees in order of seniority by jobs for which it considers such employees are eligible. This list will be updated to reflect any changes due to employees leaving or entering the unit;

- (f) if a rationalization is anticipated to result in a loss of employment for employees at another hospital by reason of the establishment of a new unit or department or the enlargement or extension of services at the Hospital:
- (i) in the period before a rationalization takes place, where a permanent vacancy occurs and has not been filled after Article 13.01 has been complied with, the vacancy shall be filled by the senior qualified employee of the other hospital who wishes to make an early transfer. An employee taking such a position shall be treated as a transferring employee and not as a new hire;
 - (ii) when the rationalization takes place, and when employees formerly employed by the other hospital or hospitals involved are transferred to the Hospital, such employees shall maintain their seniority dates and shall be placed on seniority lists at the Hospital accordingly. Thereafter they shall exercise seniority rights in accordance with this agreement. Following implementation of the rationalization, no employee who has been transferred to the Hospital shall suffer a reduction in wages. If the wage grid in effect at the Hospital does not correspond to the grid in effect at the hospital at which such employees were formerly employed, employees whose wages were not identical to a wage step on the Hospital's grid shall be moved to the next higher step. Where the transferring employee's salary exceeds the range maximum, the employee's salary will be red circled;
 - (iii) employees who have been transferred to the Hospital shall be subject to the benefit plans of the Hospital in the manner provided under the collective agreement. The retention, modification or abandonment of pre-existing grandfathered benefits and the provisions of the sick leave plans, to which employees who have been transferred to the Hospital were formerly subject, shall be negotiated between the Union and the Hospital. Employees who have been transferred to the Hospital shall retain their former level of vacation entitlement or shall be entitled to the level provided by this agreement, whichever is greater;
 - (iv) hours of work shall be those of the Hospital;
 - (v) an employee who has been transferred to the Hospital and who has not completed their probationary period at the Hospital where they were formerly employed shall receive credit for their service during such probationary period, and shall complete the balance of the probationary period required by this agreement. No new probationary period shall be served by an employee who has been transferred to the Hospital.

- (g) Employees who are relocated or transferred to another employer by the Hospital will retain their seniority and service at their original hospital for a twenty-four (24) month period. Employees relocated or transferred shall have the right to post for vacancies that arise, prior to or subsequent to the relocation or transfer, at their originating Hospital for that twenty-four (24) 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 or transferred to another employer.
- (h) Nothing in the foregoing shall be deemed to limit or restrict the parties' rights and obligations under the *Labour Relations Act, 1995* or the *Act To Provide For The Integration Of The Local System For The Delivery Of Health Services* (Bill 36), as may be amended from time to time.
- (i) The parties may also wish to refer to the Service Rationalization/Employee Transfer Guidelines established by the Ontario Hospital Industry Labour Management Committee in 1986.

Signed in Toronto this 13th day of July, 2016.

For Ontario Public Service
Employees Union

For the Participating Hospitals

Sandi Blancher

Jason Fitzsimmons

Betty Palmieri

Angela Hodgson

Brock Suddaby

Letter of Understanding #3 – Additional Issues Appropriate for Local Bargaining

The parties agree that the issue of vacation payouts to part-time employees on pregnancy or parental leaves may be raised during local bargaining.

The parties agree that the matter of backfilling absences is an appropriate topic for discussion at the local level.

Signed in Toronto this 13th day of July, 2016.

For Ontario Public Service
Employees Union

For the Participating Hospitals

Sandi Blancher

Jason Fitzsimmons

Betty Palmieri

Angela Hodgson

Brock Suddaby

**Letter of Understanding #4 – Communication and Education to
OPSEU Representatives Regarding Application of 29.02**

OPSEU will send the following letter to the Chief Negotiations Officer of the Ontario Hospital Association:

During bargaining we committed and undertook to communicate to and educate the locals that due consideration will be given to requests for short shifts pursuant to Article 29.02.

It is understood that the Hospitals may grieve any unreasonable refusal.

Signed in Toronto this 29th day of May, 2016.

For Ontario Public Service
Employees Union

For the Participating Hospitals

Sandi Blancher

Jason Fitzsimmons

Betty Palmieri

Angela Hodgson

Brock Suddaby



Appendix "A": Workload Alert Notification

In accordance with Article 6.07 and Article 6.08 of the collective agreement

Please be advised that the undersigned has cause to believe that they are being asked to perform more work than is consistent with proper patient care. A written response to this request is requested.

Section 1: General Information			
Name of Employee(s) Reporting:	_____	_____	_____
	_____	Steward:	_____
Employer/site:	_____	Unit/Area/Program:	_____
Date of Occurrence:	_____	Time:	_____
Name of Supervisor:	_____	Date/Time Submitted:	_____

Section 2: Details of Occurrence	
Provide a concise summary of the occurrence (attach additional pages if necessary)	

Check One:	<input type="checkbox"/> Is this an isolated incident? <input type="checkbox"/> An ongoing problem?

Section 3: Contributing Factors

- Staffing Shortages _____
- Patient/Work Preparation Concerns _____
- Patient/Work Volume _____
- Equipment Concerns _____
- Other _____

Section 4: Identify the specific risk issues to staff/patient care

- Emergency Situation (will result in serious impact on patient in the immediate future)
- Urgent Situation (will result in serious impact on patient in future)
- Pressing Situation (could result in serious impact on patient in the immediate/foreseeable future)

Section 5: Employee Signatures

Signature: _____	Phone No.: _____
Signature: _____	Phone No.: _____
Signature: _____	Phone No.: _____
Date Submitted: _____	

Note to Members and Stewards: Copies of any completed form should be retained by the member, their steward and further copies forwarded to the Department Manager, and Human Resources.

APPENDIX “B” – Participating Hospitals
50 PARTICIPATING HOSPITALS AND 63 BARGAINING UNITS
OPSEU CENTRAL BARGAINING – 2019


<u>Local</u>	<u>Employer Name</u>	<u>Location</u>	<u>Unit Type</u>
106	Alexandra Hospital	Ingersoll	FT/PT
106	London Health Sciences Centre	London	FT
106	London Health Sciences Centre	London	FT
106	London Health Sciences Centre	London	PT
106	London Health Sciences Centre	London	PT
106	London Health Sciences Centre	London	FT/PT
106	South Huron Hospital Association	Exeter	FT/PT
106	St. Joseph's Health Care	London	FT/PT
132	Chatham-Kent Health Alliance	Chatham	FT/PT
141	Huron Perth Healthcare Alliance	Huron Perth	FT/PT
145	Bluewater Health	Sarnia	FT/PT
159	St. Thomas-Elgin General Hospital	St. Thomas	FT/PT
206	Joseph Brant Hospital	Burlington	FT/PT
206	Joseph Brant Hospital	Burlington	FT/PT
206	St. Joseph's Healthcare Hamilton	Hamilton	FT/PT
215	Hotel Dieu Shaver Health and Rehabilitation Centre	St. Catharines	FT/PT
215	Niagara Health System	Niagara	FT/PT
227	Headwaters Health Care Centre	Orangeville	FT/PT
231	Guelph General Hospital	Guelph	FT/PT
239	Cambridge Memorial Hospital	Cambridge	FT/PT
260	Grey Bruce Regional Health Services	Owen Sound	FT/PT
275	South Bruce Grey Health Centre	Walkerton	FT/PT
275	Hanover & District Hospital	Hanover	FT/PT

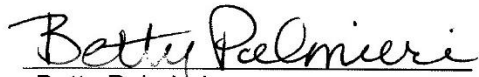
309	Ross Memorial Hospital	Lindsay	FT/PT
344	Northumberland Hills Hospital	Cobourg	FT/PT
346	Royal Victoria Regional Health Centre	Barrie	FT
346	Royal Victoria Regional Health Centre	Barrie	PT
346	Royal Victoria Regional Health Centre	Barrie	FT/PT
347	Collingwood General & Marine Hospital	Collingwood	FT/PT
348	Lakeridge Health Corporation	Oshawa	FT/PT
348	Markham Stouffville Hospital/Uxbridge	Markham	FT/PT
367	Georgian Bay General Hospital	Georgian Bay	FT/PT
373	Peterborough Regional Health Centre	Peterborough	FT/PT
380	Muskoka-Algonquin Healthcare	Huntsville/Bracebridge	FT/PT
383	Orillia Soldiers' Memorial Hospital	Orillia	FT/PT
387	Southlake Regional Health Centre	Newmarket	FT/PT
388	Mackenzie Health	Vaughn	FT/PT
402	Cornwall Community Hospital	Cornwall	FT/PT
425	Brockville General Hospital	Brockville	FT/PT
425	Kemptville District Hospital	Kemptville	FT/PT
442	Kingston Health Sciences	Kingston	FT/PT
444	Kingston Health Sciences	Kingston	FT/PT
461	Hawkesbury & District General Hospital	Hawkesbury	FT/PT
466	Perth & Smiths Falls District Hospital	Perth and Smith Falls	FT
479	Royal Ottawa Health Care Group/ Services de Santé Royal Ottawa	Ottawa	FT/PT
480	Quinte Healthcare Corp.	Belleville	FT/PT
480	Quinte Healthcare Corp.	Belleville	FT/PT
570	Mount Sinai Hospital	Toronto	FT/PT
570	Bridgepoint Hospital	Toronto	FT/PT

583	Baycrest Centre for Geriatric Care	Toronto	FT/PT
620	Sault Area Hospital – Unit A	Sault Ste. Marie	FT
620	Sault Area Hospital – Unit A	Sault Ste. Marie	PT
620	Sault Area Hospital – Unit B	Sault Ste. Marie	FT/PT
643	MICS Group of Health Services	Iroquis Falls/Cochrane/Matheson	FT/PT
643	Timmins & District Hospital	Timmins	FT/PT
646	Temiskaming Hospital	New Liskeard	FT/PT
646	Kirkland & District Hospital	Kirkland	FT/PT
659	Manitoulin Health Centre	Little Current	FT/PT
659	Health Sciences North/Horizon Santé-Nord	Sudbury	FT/PT
662	North Bay Regional Health Centre	North Bay	FT/PT
662	West Nipissing General Hospital	Sturgeon Falls	FT/PT
715	Thunder Bay Regional Health Sciences	Thunder Bay	FT/PT


FOR ONTARIO PUBLIC
SERVICE EMPLOYEES UNION



Sara Labelle
Lakeridge Health


Sandi Blancher
London Health Sciences Centre



Betty Palmieri
St. Joseph's Healthcare, Hamilton


Marc Casey
OPSEU


Steve Saysell
OPSEU


Smokey Thomas
OPSEU

FOR THE PARTICIPATING
HOSPITALS


David Brook
Ontario Hospital Association


David McCoy
Ontario Hospital Association

Signed at Toronto, Ontario the 1st of AUGUST, 2019

APPENDIX “C” – LOCAL WAGE RATES

OPSEU LOCAL 159 - PARAMEDICAL BARGAINING UNIT

LOCAL WAGE RATES

April 1, 2019 - 1.75%

April 1, 2020 - 1.75%

April 1, 2021 - 1.75%

Role		1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Registered Technologist MRT Technologist Nuclear Medicine Technologist	Start	\$ 31.32	\$ 31.87	\$ 32.43	\$ 32.99
	1 year	\$ 32.53	\$ 33.10	\$ 33.68	\$ 34.27
	2 year	\$ 33.89	\$ 34.48	\$ 35.09	\$ 35.70
	3 year	\$ 35.24	\$ 35.86	\$ 36.48	\$ 37.12
	4 year	\$ 36.59	\$ 37.23	\$ 37.88	\$ 38.54
	5 year	\$ 37.93	\$ 38.59	\$ 39.27	\$ 39.96
	6 year	\$ 39.28	\$ 39.97	\$ 40.67	\$ 41.38
	7 year	\$ 40.62	\$ 41.33	\$ 42.05	\$ 42.79
	8 year	\$ 41.98	\$ 42.71	\$ 43.46	\$ 44.22
Registered Technologists Ultrasound Technologist Echocardiographer ECHO Technician Respiratory Therapist	Start	\$ 31.32	\$ 31.87	\$ 32.43	\$ 32.99
	1 year	\$ 32.53	\$ 33.10	\$ 33.68	\$ 34.27
	2 year	\$ 33.89	\$ 34.48	\$ 35.09	\$ 35.70
	3 year	\$ 35.24	\$ 35.86	\$ 36.48	\$ 37.12
	4 year	\$ 36.59	\$ 37.23	\$ 37.88	\$ 38.54
	5 year	\$ 37.93	\$ 38.59	\$ 39.27	\$ 39.96
	6 year	\$ 39.28	\$ 39.97	\$ 40.67	\$ 41.38
	7 year	\$ 40.62	\$ 41.33	\$ 42.05	\$ 42.79
	8 year	\$ 43.25	\$ 44.01	\$ 44.78	\$ 45.56
Senior Technologists Medical Lab Technologist Medical Radiation Technologist	Start	\$ 35.91	\$ 36.54	\$ 37.18	\$ 37.83
	1 year	\$ 37.34	\$ 37.99	\$ 38.66	\$ 39.33
	2 year	\$ 38.80	\$ 39.48	\$ 40.17	\$ 40.87
	3 year	\$ 40.19	\$ 40.89	\$ 41.61	\$ 42.34
	4 year	\$ 41.66	\$ 42.39	\$ 43.13	\$ 43.89
	5 year	\$ 43.05	\$ 43.80	\$ 44.57	\$ 45.35
	6 year	\$ 44.51	\$ 45.29	\$ 46.08	\$ 46.89
Senior Technologists Ultrasound Echocardiographer ECHO Technician Respiratory Therapist	Start	\$ 35.91	\$ 36.54	\$ 37.18	\$ 37.83
	1 year	\$ 37.34	\$ 37.99	\$ 38.66	\$ 39.33
	2 year	\$ 38.80	\$ 39.48	\$ 40.17	\$ 40.87
	3 year	\$ 40.19	\$ 40.89	\$ 41.61	\$ 42.34
	4 year	\$ 41.66	\$ 42.39	\$ 43.13	\$ 43.89
	5 year	\$ 43.05	\$ 43.80	\$ 44.57	\$ 45.35
	6 year	\$ 45.84	\$ 46.64	\$ 47.46	\$ 48.29

Role		1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Charge Technologist Nuclear Medicine	Start	\$ 37.96	\$ 38.62	\$ 39.30	\$ 39.99
	1 year	\$ 39.46	\$ 40.15	\$ 40.85	\$ 41.57
	2 year	\$ 40.98	\$ 41.70	\$ 42.43	\$ 43.17
	3 year	\$ 42.49	\$ 43.23	\$ 43.99	\$ 44.76
	4 year	\$ 44.02	\$ 44.79	\$ 45.57	\$ 46.37
	5 year	\$ 45.49	\$ 46.29	\$ 47.10	\$ 47.92
	6 year	\$ 47.04	\$ 47.86	\$ 48.70	\$ 49.55
Charge Technologists MRT Technologist	Start	\$ 37.96	\$ 38.62	\$ 39.30	\$ 39.99
	1 year	\$ 39.46	\$ 40.15	\$ 40.85	\$ 41.57
	2 year	\$ 40.98	\$ 41.70	\$ 42.43	\$ 43.17
	3 year	\$ 42.49	\$ 43.23	\$ 43.99	\$ 44.76
	4 year	\$ 44.02	\$ 44.79	\$ 45.57	\$ 46.37
	5 year	\$ 45.49	\$ 46.29	\$ 47.10	\$ 47.92
	6 year	\$ 48.45	\$ 49.30	\$ 50.16	\$ 51.04
Dietitian BSW	Start	\$ 33.29	\$ 33.87	\$ 34.47	\$ 35.07
	1 year	\$ 35.10	\$ 35.71	\$ 36.34	\$ 36.98
	2 year	\$ 36.94	\$ 37.59	\$ 38.24	\$ 38.91
	3 year	\$ 38.77	\$ 39.45	\$ 40.14	\$ 40.84
	4 year	\$ 40.59	\$ 41.30	\$ 42.02	\$ 42.76
	5 year	\$ 42.41	\$ 43.15	\$ 43.91	\$ 44.68
Pharmacist	Start	\$ 40.98	\$ 41.70	\$ 42.43	\$ 43.17
	1 year	\$ 43.23	\$ 43.99	\$ 44.76	\$ 45.54
	2 year	\$ 45.52	\$ 46.32	\$ 47.13	\$ 47.95
	3 year	\$ 47.76	\$ 48.60	\$ 49.45	\$ 50.31
	4 year	\$ 50.05	\$ 50.93	\$ 51.82	\$ 52.72
	5 year	\$ 53.89	\$ 54.83	\$ 55.79	\$ 56.77
Occupational Therapist Physiotherapist	Start	\$ 33.01	\$ 33.59	\$ 34.18	\$ 34.77
	1 year	\$ 35.29	\$ 35.91	\$ 36.54	\$ 37.18
	2 year	\$ 37.58	\$ 38.24	\$ 38.91	\$ 39.59
	3 year	\$ 39.87	\$ 40.57	\$ 41.28	\$ 42.00
	4 year	\$ 42.14	\$ 42.88	\$ 43.63	\$ 44.39
	5 year	\$ 45.76	\$ 46.56	\$ 47.38	\$ 48.20
Psychometrist MSW Speech Pathologist	Start	\$ 37.97	\$ 38.63	\$ 39.31	\$ 40.00
	1 year	\$ 40.04	\$ 40.74	\$ 41.45	\$ 42.18
	2 year	\$ 42.12	\$ 42.86	\$ 43.61	\$ 44.37
	3 year	\$ 44.21	\$ 44.98	\$ 45.77	\$ 46.57
	4 year	\$ 46.29	\$ 47.10	\$ 47.92	\$ 48.76
	5 year	\$ 48.38	\$ 49.23	\$ 50.09	\$ 50.96

Role		1-Apr-18	1-Apr-19	1-Apr-20	1-Apr-21
Technician 1 Lab Aide/Clerk	Start	\$ 21.88	\$ 22.26	\$ 22.65	\$ 23.05
	1 year	\$ 22.69	\$ 23.09	\$ 23.49	\$ 23.90
	2 year	\$ 23.53	\$ 23.94	\$ 24.36	\$ 24.79
	3 year	\$ 24.36	\$ 24.79	\$ 25.22	\$ 25.66
	4 year	\$ 25.19	\$ 25.63	\$ 26.08	\$ 26.54
Technician 2 Phlebotomist	Start	\$ 24.28	\$ 24.70	\$ 25.14	\$ 25.58
	1 year	\$ 25.19	\$ 25.63	\$ 26.08	\$ 26.54
	2 year	\$ 26.11	\$ 26.57	\$ 27.03	\$ 27.50
	3 year	\$ 27.03	\$ 27.50	\$ 27.98	\$ 28.47
	4 year	\$ 27.95	\$ 28.44	\$ 28.94	\$ 29.44
Technician 3 ECG Technician Lab Assistant	Start	\$ 25.92	\$ 26.37	\$ 26.84	\$ 27.30
	1 year	\$ 26.93	\$ 27.40	\$ 27.88	\$ 28.37
	2 year	\$ 27.90	\$ 28.39	\$ 28.89	\$ 29.39
	3 year	\$ 28.89	\$ 29.40	\$ 29.91	\$ 30.43
	4 year	\$ 29.88	\$ 30.40	\$ 30.93	\$ 31.48
Technician 4 Behavioural Therapist Communicative Disorders Assistant Non-Registered Technologist	Start	\$ 28.85	\$ 29.35	\$ 29.87	\$ 30.39
	1 year	\$ 29.93	\$ 30.45	\$ 30.99	\$ 31.53
	2 year	\$ 31.02	\$ 31.56	\$ 32.12	\$ 32.68
	3 year	\$ 32.15	\$ 32.71	\$ 33.29	\$ 33.87
	4 year	\$ 33.22	\$ 33.80	\$ 34.39	\$ 34.99
Technician 5 Recreation Therapist	Start	\$ 30.55	\$ 31.08	\$ 31.63	\$ 32.18
	1 year	\$ 31.72	\$ 32.28	\$ 32.84	\$ 33.41
	2 year	\$ 32.87	\$ 33.45	\$ 34.03	\$ 34.63
	3 year	\$ 34.02	\$ 34.62	\$ 35.22	\$ 35.84
	4 year	\$ 35.17	\$ 35.79	\$ 36.41	\$ 37.05

APPENDIX “D” – LOCAL PROVISIONS

Local Provisions Article 1 - Scope and Recognition

Local Prov. 1.01 The Hospital recognizes the Union as the exclusive bargaining agent for all Paramedical employees at St. Thomas Elgin General Hospital, in the city of St. Thomas, save and except supervisors, persons above the rank of supervisor, service leaders and biomedical specialists.

Local Provisions Article 2 - Management Rights

- Local Prov. 2.01 The Union acknowledges that it is the exclusive function of the Employer to:
- a) Maintain order, discipline, and efficiency and to establish and enforce reasonable rules and regulations governing the conduct of employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement.
 - b) Hire, discharge, classify, direct, assign, transfer, promote, demote or discipline employees, provided that a claim of discriminatory promotion, demotion, or transfer or a claim that an employee within the Bargaining Unit who has completed his probationary period has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with in accordance with the grievance procedure.
 - c) To operate successfully, the Hospital as a public institution intends to provide adequate Hospital and clinical services to patients in a manner consistent with the obligation of the Hospital to the general public in the area, which will not be interfered with by this Agreement.
- Local Prov. 2.02 It is understood that these provisions will not be exercised in a manner inconsistent with the other provisions of this Agreement.

Local Provisions Article 3 - Definitions

Local Prov. 3.01 A full-time employee is an employee who is regularly scheduled to work the normal full-time hours referred to in Article 16.

Local Prov. 3.02 A regular part-time employee is an employee who regularly works less than the normal full-time hours referred in Article 16 and makes a commitment to be available for work on a regular pre-determined basis, as required and determined by the Employer and in respect of whom there is a pre-determined schedule.

A casual part-time employee is defined as an employee, whose work is not on a pre-determined basis (schedule), but is scheduled on a relief basis only, to fill in for illness, vacations and other short-term emergency staff shortages. Casual employees are expected to accept a minimum of one (1) shift every month in order to maintain their knowledge, skills and competencies in order to provide safe patient care.

Local Prov. 3.03 A temporary employee is defined as a newly hired employee filling a position/vacancy caused by illness, accident, pregnancy/parental leave, and leaves of absence that are not expected to exceed twelve (12) months. They may be assigned either full-time or part-time status as defined in this agreement. Temporary positions that extend beyond one year shall be posted in accordance with the Job Posting Provisions of this Collective Agreement unless otherwise mutually agreed. The termination of a temporary employee shall not be the subject of a grievance or arbitration where such termination is as a result of the expiry of the temporary position. Temporary employees are not eligible for Layoff and Recall rights as per Article 11, but are entitled to *Employment Standards Act* notice and severance provisions.

Local Provisions Article 4 - Union Security

Local Prov. 4.01 The employer agrees that for the duration of the Agreement it will not enter into any other agreement or contract with any of the employees in the Bargaining Unit, either individually or collectively, which will not conform to the provisions of this Agreement.

Local Prov. 4.02 T-4 slips issued annually to employees shall show deductions made for union dues.

Local Provisions Article 5 - Representation and Committees

Local Prov. 5.01 Any employees participating in Union business have their regular duties and responsibilities to perform and should advise their manager of such participation. They will not leave their regular

duties without first obtaining permission from their immediate supervisor. Such permission shall not be unreasonably withheld.

Local Prov. 5.02

Union Stewards

The Hospital agrees to recognize union stewards to be elected or appointed from amongst employees in the bargaining unit for the purpose of handling grievances as provided under this Collective Agreement.

If, in the performance of his grievance duties, a union steward is required to enter an area within the Hospital in which he is not ordinarily employed, he shall report his presence to the supervisor in the area immediately upon entering it. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

Local Prov. 5.03

Grievance Committee

The Hospital will recognize a grievance committee comprising of three (3) members to be elected or appointed from the bargaining unit. One member shall be chairman. The purpose of the committee is to deal with grievances as set out in this Collective Agreement.

Local Prov. 5.04

Labour-Management Committee

The parties mutually agree that there are matters that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement. The Committee shall be comprised of three (3) representatives of each party and shall meet at a time and place mutually satisfactory. The Committee shall meet quarterly unless agreed otherwise. A request for a meeting hereunder will be made in writing at least fourteen (14) days prior to the date proposed and accompanied by an agenda of matters proposed to be discussed.

The Hospital undertakes to notify the Union in advance so far as practicable of any renovations or construction projects that will affect bargaining unit employees.

Terms of Reference will be created by the Labour Management Committee and will be reviewed yearly.

Local Prov. 5.05

Negotiating Committee

The Hospital agrees to recognize a negotiating committee comprised of four (4) members to be elected or appointed from the

bargaining unit. The purpose of the negotiating committee shall be to negotiate a renewal of this Collective Agreement. The Hospital agrees that the members of the negotiating committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending negotiating meetings with the Hospital up to, and including, conciliation.

Local Prov. 5.06

Union Activity on Premises and/or Access to Premises

The Union agrees that it will not hold any meetings or any other Union activities on Hospital premises or on Hospital time without the prior approval of the Human Resources, except as specifically provided for in this Agreement. Such approval will not be unreasonably denied.

Local Provisions Article 6 - Leaves of Absence

Local Prov. 6.01

Local Union Business Leave

The Employer shall grant one (1) Local Officer, Union President or designate, the release of seven and one-half (7.5) hours off per month (twelve (12) days per year), with pay for each pay period without loss of credits for the purpose of conducting business between the Employer and the Bargaining Unit. Such hours will not result in the payment of overtime. The Union will provide the dates and times of their office hours for Union Business to Human Resources at the start of each month.

Provided they possess the qualifications for the remaining jobs, the Hospital agrees to retain either the bargaining unit President or the Chief Steward at work during any layoff or cutback in employment during their respective term of office.

The Employer agrees to provide one voicemail account to the Union office. The Employer will provide appropriate access to the Hospital computer network. The email system will not be used in a derogatory manner against the Hospital. The Employer will provide one computer to the Union, which is to remain on the Employer's premises. The Union must be in full compliance with the current Hospital computer policy. The Employer will provide one (1) office space to be shared by all OPSEU bargaining units. It is understood that Union representatives have regular duties and responsibilities to perform and will not leave their regular duties and responsibilities to perform union business without first notifying their manager/designate.

Local Provisions Article 7 – Hours of Work

Local Prov. 7.01 **Work Week and Work Day**

- (a) *(Applicable to full-time employees only)*
The normal or standard work week shall be an average of thirty-seven and one-half (37½) hours, with a normal or standard work day of seven and one-half (7½) hours.

- (b) *(Applicable to part-time employees only)*
The normal or standard work day shall be seven and one-half (7½) hours per day and the normal or standard full-time work week shall be an average of thirty-seven and one-half (37½) hours per week.

- (c) Where the Hospital and the Union agree, subject to the approval of the Ministry of Labour, when required, other arrangements regarding hours of work may be entered into between parties on a local level with respect to tours beyond the normal or standard work day in accordance with the provisions set out in Article 29.01 of the collective agreement.

- (d) Weekend Definition
A weekend shift is between 2400 hours on Friday night to 2400 hours on Sunday night. The majority of the shift must fall between these hours to be considered working a weekend.

- (e) Employees must be available two (2) out of three (3) weekends as per weekend definition Article 7.01 (d).

The Hospital will endeavour to provide all employees at least one (1) weekend off in three (3). If an employee is pre-scheduled to work a third consecutive weekend, the employee will be paid at the overtime rate for all hours worked on the third consecutive weekend and any subsequent weekend until a weekend is scheduled off, save and except where:

- i) such weekend has been worked by an employee to satisfy specific days off requested by such employee, or
- ii) such employee has requested weekend work, or
- iii) such weekend is worked as a result of an exchange of shifts with another employee, or

iv) any other reason as negotiated by the local parties.

If an employee has been offered and accepted a third consecutive weekend shift after the schedule has been posted, the Hospital will pay overtime rates for the third consecutive weekend agreed to be worked by the employee; however the employee will not be entitled to overtime pay for any subsequent consecutive weekend shifts that had been pre-scheduled prior to the acceptance of the third consecutive weekend.

It is further understood that regular part-time and casual part-time employees may waive their right to only be pre-scheduled for two (2) weekends in three (3) and their right to premium pay by providing their Manager and the Scheduling Resource Office notice one month in advance of the next booking period.

Regular part-time and casual part-time employees who wish to be scheduled for greater than two consecutive weekends will provide written notice that states the following, *“I agree to waive my rights under Article 7.01 (e) and be scheduled more than two (2) weekends in a row. I will submit my non-availability as per Article 8.04, while still maintaining my right to update my non-availability after the schedule has been posted.”*

Any written submission received by the Scheduling Resource Office and the Manager will be in effect for all subsequent booking periods until a further written request to retract the waiver is submitted one month in advance of the next booking period.

By waiving their right to be scheduled for only two out of three weekends, the employee also waives their right to overtime pay for any pre-scheduled weekend shifts. For greater clarity, the employee agrees that for the duration of the time that the waiver is in place, overtime rates will not be paid for consecutive weekend shifts, regardless of the number of pre-scheduled consecutive weekends assigned.

Local Prov. 7.02

Shift Schedules

Shift schedules shall be posted four (4) weeks prior to the commencement of the period covered by the schedule. Posted schedules will cover a minimum of a six (6) week time frame and may include, but not be limited to, an eight (8) or twelve (12) week

period. The duration of the schedule will be mutually agreed to between the Union and the Employer and will support the operating requirements of the Hospital.

Where either party wishes to propose a change in the duration of the schedule, notice of twelve (12) weeks prior to the commencement of the changed schedule shall be given to the other party.

After the posting of the current schedule, all requests for time off including Statutory Days and Time Owing, within a given scheduling period will be approved or denied within thirty (30) days of the request.

Local Prov. 7.03

Regular Part-time & Casual Hours of Work

All Part-time employees will be given the same consideration as full-time employees for break/rest/meal periods as outlined above.

Part-time employees who are interested in being available to work outside their scheduling unit, within their classification and who hold the bona fide qualifications and ability to perform the work as assessed by the Manager or their designate will do so in writing. The Employer will offer on an equitable basis any additional shifts to the Part-time employees within the scheduling unit where the shift needs to be filled. Should no Part-time employees within the scheduling unit be available to work, the Employer will offer the shifts to those Part-time employees who have made themselves available to the scheduling unit.

- (a) Regular Part Time and Casual employees will submit their non-availability by 1500 hours on the Friday, four (4) weeks prior to the posting of the schedule into the Time and Attendance System. A regular part time or casual employee, must indicate their non-availability for all shifts. If their non-availability is not submitted, the employee will be scheduled on the premise that they are available.
- (b) Regular part time employees will be expected to be available for the following:
 - (i) Minimum of four (4) shifts per each two (2) week pay period of the posted schedule; and
 - (ii) Available to work all rotational shifts as required by the hospital; and
 - (iii) Twelve (12) months per year, less any unpaid vacation entitlement; and

- (iv) To work two (2) entire weekends in three (3); and
- (v) To work alternating Christmas periods (includes Christmas Day and Boxing Day or New Years' Day)

- (c) In the event the employee's availability changes and they are not currently scheduled to work, it is the employee's responsibility to maintain their non-availability in the Time and Attendance System.
- (d) A shift will be deemed offered, for needs that are less than two weeks out, when a call is placed to an employee. If an employee accepts or declines the offer, the offer will be recorded as a shift worked. Needs that are greater than two weeks out will be assigned based on the employee's non-availability. If an employee has indicated in the Time & Attendance System that they are not available, there is no obligation on the Employer to try to contact the employee. It is expected that an employee will work all scheduled shifts. An employee who accepts an offered shift from the Employer will work the shift offered by the Employer, unless arrangements satisfactory to the Employer are made.
- (e) New employees hired between seniority list postings, will be placed at the bottom of the call-in list.

Local Prov. 7.04

- (a) Prior to Posting of the Schedule:
Regular part-time hours will be distributed equitably by seniority, through rotation, based on the employee's non-availability, up to full time hours.
- (b) Additional available shifts prior to the schedule being posted will be offered on a rotational basis by seniority as follows:
 - (i) To Job Share employees in the unit/department/classification
 - (ii) To the casual employees in the unit/department/ classification.

Local Prov. 7.05

After Posting of the Schedule (Shifts Greater than two (2) weeks)

- (a) After the schedule has been posted, additional shifts that become available greater than two (2) weeks from the date of the request/need, will be assigned, by seniority through rotation as follows:

- (i) To RPT employees from the unit/department/classification up to full-time hours based on the employees submitted non availability;
 - (ii) To Job Share employees in the unit/department/classification based on the employees submitted non-availability;
 - (iii) To Casual employees in the unit/department/classification based on the employees submitted non-availability;
- (b) Employees who are assigned a shift, following collective agreement language, will be notified by phone.
 - (c) Once a shift is assigned, it becomes the responsibility of the employee to which it was assigned.
 - (d) After the posting of the schedule, if a shift is cancelled within that schedule and an additional shift becomes available, the additional shift will be offered back, in the order of cancelled shifts based on the employee's availability, prior to the shift being offered by seniority.

Local Prov. 7.06 After Posting of the Schedule (Shifts Less than two (2) weeks)

- (a) A shift that becomes available less than two (2) weeks from the commencement of the shift will be offered to employees, by seniority on rotation in the following order:
 - (i) To RPT employees from the unit/department/classification up to full-time hours based on the employees submitted non availability;
 - (ii) To Job Share employees in the unit/department/classification based on the employees submitted non-availability;
 - (iii) To Casual employees in the unit/department/classification based on the employees submitted non-availability;

Local Prov. 7.07 Shift Swap/Trades

- (a) Requests for change in posted time schedules must be submitted, accepted and approved through the time and Attendance System at least forty-eight (48) hours in advance. Swaps of less than forty-eight (48) hours will not be processed unless the employee (s) seek prior approval from the manager.

- (b) It is understood that such a shift initiated by the employees shall not result in overtime and such shift swaps must be completed within the posted scheduling booking period. Notwithstanding, full time employees may be permitted to initiate a trade with another full time employee outside the booking period, within four (4) months.
- (c) Employees who accept shifts through trades are expected to work the shifts accepted. Subsequent swaps will not occur until the original swap has been submitted, accepted and approved. Employees are expected to ensure swaps initiated and accepted are in compliance with the Employment Standards Act.
- (d) For those employees who trade into all nights and evenings, it is understood that the Hospital reserves the right to require the employee to work certain shifts for the purpose of training, education and appraisal.
- (e) Trades must be full shift and be hour for hour. Only with manager approval will trades of differing shift length occur. Requests for trades of differing shift length will not be unreasonably denied.
- (f) Trades should consider appropriate skill mix and experience to provide appropriate patient care and service.
- (g) Trades can only occur with employees in the same classification within the same department/unit. Cross-classification trades may only be permitted with manager approval.

Local Prov. 7.08 A maximum of one (1) external phone number may be provided to assist the Hospital in contacting the employee for scheduling related discussions.

Local Prov. 7.09 **Individual Special Circumstance Arrangements**
Notwithstanding Article 2.02, the Hospital and the Union may agree in certain circumstances, the schedule of an individual full-time employee may be adjusted to enable an average weekly work assignment of 37.5 to 30 hours.

- (a) Such an arrangement shall be established by mutual agreement of the Hospital and the Union and the employee affected. The parties agree that the arrangement applies to an individual and not to a position.

- (b) The parties shall determine the introduction of a special circumstance arrangement. Issues related to vacation, paid holidays and benefit coverage will be determined by the Hospital and the Union. The employee will retain full-time status, including but not limited to seniority and service.
- (c) Any party may discontinue the special circumstance arrangement with notice as determined within the agreement. In the event that the employee affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.

Model Agreement with Respect to Innovative Scheduling/Flexible Scheduling
 Memorandum of Agreement
 Between
 St.Thomas Elgin General Hospital
 (Hereinafter known as “the Hospital”)
 and
 Ontario Public Service Employees Union - Local 159
 (Hereinafter known as “the Union”)
 and
 EMPLOYEE NAME
 (Hereinafter known as “the Employee”)

Re: Individual Special Circumstance Arrangement

This Agreement is made in accordance with Article 7.09 of the local collective agreement and the model agreement with respect to innovative scheduling/flexible scheduling of the central collective agreement and will be subject to any amendments arising out of the collective bargaining process.

The individual Special Circumstance arrangement will be implemented on the following terms:

Article 1 – Work Unit and Employees Covered

This agreement applies to NAME, POSITION, TITLE in the DEPARTMENT.

Article 2 – Hours of Work

The parties agree that the reduced full time work week for the Employee shall be an average of thirty (30) hours, with a normal or standard work day of seven and one-half (7½) hours. If the Employee works extended tours, the reduced full-time work week

shall be an average of sixty (60) hours biweekly, with a normal or standard work day of eleven point two five (11.25) hours.

The balance of the full-time hours shall remain a part of the scheduled line and will be offered in accordance with Article 8.04 of the local collective agreement.

Article 3 – Agreed Variations from the Collective Agreement

Article 16.01 (a) of the OPSEU full-time central collective agreement will NOT apply to the Employee.

The following provisions will apply to the above-named individual during the duration of this agreement:

3.01 Rate of Pay

The Employee will continue to be paid at their CLASSIFICATION rate of pay during their regularly scheduled hours worked. Eligibility for overtime will be in accordance with the overtime definition in Article 16.03 of the OPSEU Paramedical Central collective agreement.

3.02 Vacation

Vacation entitlement will continue to be earned in accordance with Article 19 of the OPSEU Paramedical Central collective agreement. Vacation entitlement shall be prorated and based on the number of hours regularly scheduled in a week (i.e. if the work week is 30 hours, then a week of vacation earned is equal to 30 hours) during the term of this agreement.

3.03 Seniority & Service

Seniority and Service will continue to accrue as a full-time employee in accordance with Article 10 of the OPSEU Collective Agreement.

In the event of a layoff, this position will be considered full-time and the full-time layoff language would apply.

3.04 Health & Welfare Benefits

During the term of this agreement, the Employee's entitlement to Short Term Disability (STD) hours shall be prorated and equal the number of hours regularly scheduled in a week (i.e. if the work week is 30 hours, then the STD eligibility is also 30 hours). The Employee is still entitled to fifteen (15) weeks of the benefit.

Similarly, Long Term Disability (LTD) and Group Life Insurance benefits will be prorated based on the number of hours regularly scheduled per week.

The remaining Health and Welfare benefits (Semi-Private, Extended Health and Dental) for full-time bargaining unit members will continue in accordance with Article 20 of the OPSEU Paramedical collective agreement.

3.05 Hospitals of Ontario Pension Plan (HOOPP)
The Employee's contribution to HOOPP will be based on the earnings from the reduced hours worked in a week.

3.06 Paid Holidays
Eligibility for paid holidays shall be in accordance with the collective agreement. Where the employee is not required to work on the day the holiday falls, but would otherwise be scheduled to work, holiday pay is earned to a maximum of 7.5 hours.

Article 4 – Rest Periods

Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

Article 5 – Meal Periods

Employees shall be entitled, subject to the exigencies of patient care, to an unpaid meal period during the shift in accordance with the OPSEU Paramedical Local collective agreement.

Article 6 – Term

6.01 This agreement will commence on DATE and will continue in effect up to and including DATE (one-year term). The Union and the Hospital agree to review this agreement two (2) months prior to the end of the term.

6.02 Any party may discontinue the special circumstance arrangement by providing the other party with sixty (60) days written notice of such discontinuation. In the event that the employee affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.

6.03 The Employee will notify the Hospital and Union should a change occur in the circumstances which necessitated the reduction in hours of work. The parties may meet to discuss the effect of the change in circumstances to this agreement.

6.04 The terms of this agreement have been made on a without prejudice basis as to the respective positions of the parties and the understanding that it shall not constitute a precedent in any other matter.

Dated this _____ day of _____, 20____.

For Union:

For the Hospital:

The Employee:

Local Provisions Article 8 - Premium Payments & Transportation/Meal Allowance

Local Prov. 8.01 **Transportation Allowance**
 When an employee is required to travel to the Hospital, or to return to his home, as a result of being called back to work outside of his regularly scheduled hours, the Hospital will pay transportation costs either by taxi or by his own vehicle at the rate of forty-five cents (45¢) a kilometre, or Hospital policy, whichever is greater. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

Local Prov. 8.02 **Overtime Definition**
 Overtime will be offered first to the most senior full-time employee through to the least senior full-time employee. If no full-time employee is available, the shift will then be offered to the most senior regular part-time employee through to the least senior regular part-time employee. If no regular part-time employee is available, the shift will then be offered to the most senior job share employee through to the least senior job share employee. Casuals will not be offered overtime until both the full-time and regular part-time and job share employees have been offered the opportunity to perform the work.

Local Prov. 8.03 **Time Off Between Shifts**
 An employee working an eight (8) hour shift shall receive eight (8) hours off from the end of their shift to the commencement of their next shift. An employee working a twelve (12) hour shift shall receive twelve (12) hours off from the end of their shift to the commencement of their next shift.

Failure to provide the minimum number of hours between the end of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1½) times the employee's regular straight time hourly rate for only those hours which reduce the minimum number of hours period.

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

Local Prov. 8.04

Overtime/Call Back Accumulation

Full-time Employees:

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) or has accumulated hours for Call Back up to a maximum of forty-five (45), then such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where applicable rate is one and one-half times, then time off shall be at one and one-half times). Further, such time off must be taken at a time mutually agreeable to the Hospital and employee.

Regular Part-time Employees:

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) or has accumulated hours for Call Back, they may bank such hours up to a maximum of thirty-seven and one-half (37½) hours. Further the request for payment must be made at least two (2) weeks in advance for the hours to be paid out.

Call Back

Further to Article 17.03, all call-ins will first be offered to full-time staff followed by regular part-time staff, followed by job share employees, followed by casual in order of seniority provided they have the ability to perform the work. It is further agreed that this will not apply to call-ins as a result of being on stand-by under 17.03

Local Prov. 8.05

Christmas Language

Full-time and regular part-time employees are required to be available to work either on Christmas Day/Boxing Day or New Year's Day on a rotational basis.

Both the Hospital and the Union agree to waive the normal scheduling procedures between December 15th and January 15th

each year. Self-scheduling (for those who participate) may be applied during the Christmas time set out by the Collective Agreement and does not require a letter of understanding. Self-scheduling over the Christmas period will encompass all units and departments covered by the Collective Agreement. Schedules must be submitted to the Departmental Manager or designate four (4) weeks prior to the posting date for review to ensure that they are workable. A workable schedule is one which includes appropriate skill mix, addresses unit staffing needs and consideration for both full-time and part-time staff. Workable schedules during this period created by unit staff will not be unreasonably denied. The Employer and the Union will develop a policy at Labour Management which will include time lines to allow the employer and the employees' ample time to develop a workable schedule. The policy will also include guidelines to ensure fairness in developing the schedule. Casuals may also be pre-scheduled during this period by mutual agreement.

It is agreed that scheduling assignments will be alternated from year to year for Christmas Day, Boxing Day or New Year's Day.

Full-time and part-time are expected to work and/or be on-call either Christmas or New Years. Employees will not be scheduled for the other holiday nor for the same holiday two years in a row unless the employee and the Departmental Manager or designate mutually agree otherwise. For the purpose of this Article:

- (i) Christmas is deemed to be Christmas Day and Boxing Day commencing at 2300 hours on December 24 and ending at 2300 hours on December 26 for those on eight (8) hour shifts and commencing at 1900 hours on December 24 and ending at 1900 on December 26 for those on twelve (12) hour shifts.
 - (ii) New Years is deemed to be New Year's Eve and New Year's Day commencing at 2300 hours on December 30 and ending at 2300 hours on January 1 for those on eight (8) hour shifts and commencing at 1900 hours on December 30 and ending at 1900 on January 1 for those on twelve (12) hour shifts.
- (b) After Posting of the Schedule:
Additional available shifts after the schedule has been posted will be offered on a rotational basis by seniority as follows:

- (i) To RPT employees from the unit/department/ classification up to full-time hours
 - (ii) To Job Share employees in the unit/department/ classification
 - (iii) To Casuals in the unit/department/classification.
- (c) After the schedule has been posted, employees who are assigned a shift, following collective agreement language, will be notified by phone and by hospital email.

Local Provisions Article 9 - Vacations

Local Prov. 9.01 All vacation entitlements are calculated as of May 1st each year.

Local Prov. 9.02 **Vacation Planner**

- (a) The Hospital will post the vacation planners twice per year. The first planner will be posted no later than January 15th of each year which will cover the period of May 1st – April 30th. The second planner will be reposted in September and will cover the period of January 15th – April 30th.

Vacation planners will be approved on the basis of seniority. Vacation requests submitted after February 15th will be allotted on a "first-come first-served" basis.

- (b) Employees will submit their vacation requests on the first (January) vacation planner by February 15th. Finalized vacation schedules will be posted no later than April 1st of each year.
- (c) Individual days may not be considered until the block booking has been reviewed. A block is defined as two (2) or more consecutive shifts. In addition, only full shifts will be considered on the planner.
- (d) Employees shall submit their vacation requests for the prime time vacation period of June 15th – September 15th of the first (1st) vacation planner. Vacation approval during the prime time period will be limited to a maximum of three (3) calendar weeks per employee. Additional requests may be approved during prime time if operationally practical.
- (e) The original vacation planner will be reposted by September 1st of each year. Vacation requests for such remaining days shall be submitted on this planner by October 1st to cover the

period of January 15th – April 30th. Finalized vacation planners will be reposted no later than November 1st of each year.

Vacation requested should not be submitted in the Time and Attendance System for the period of January 15th – April 30th, until after the September vacation planner has been completed and approved.

- (f) Vacation requests submitted on the second (September) vacation planner will not impact vacation that was previously approved on the January vacation planner.
- (g) Where an employee has not requested vacation period in writing by October 1st, the Department Head and Employee shall meet to discuss and mutually schedule such vacation. There shall be no carry over of vacation from one vacation year to the next vacation year without the permission of the Department Head. Such permission shall not be unreasonably denied for special circumstances.

Local Prov. 9.03

Vacation Cancellation

After the schedule has been posted, approved vacation cannot be cancelled by an employee except under exceptional circumstances as mutually agreed by the Hospital and Union.

Local Provisions Article 10 – Paid Holidays

Local Prov. 10.01

Paid Holidays:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day

Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
Civic Holiday

Should the Hospital be required to observe an additional paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall be established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide for twelve (12) paid holidays remains unchanged.

Local Prov. 10.02

Lieu days for paid holidays under Local Prov. Article 10.01 will be allowed at such time as requested by the employee and approved

by the Employer, and will not accumulate beyond thirty-seven and one-half (37½) hours.

Local Prov. 10.03 When statutory holidays fall on a regularly scheduled master rotation shift, the full-time employee will be expected to work their regularly scheduled shift.

In areas where a reduction of services may occur on a statutory holiday, not all full-time employees may be required to work. In these cases, the shift will be scheduled based on the master rotation by seniority. Full-time employees maintain the right to request the statutory holiday.

Local Prov. 10.04 In order for a full-time employee to qualify for holiday pay, an employee must have completed twenty (20) working days of employment and must work their last full scheduled shift immediately preceding and the first full shift immediately following the holiday, unless excused from doing so by the Hospital, or, in cases of absence due to sickness or accident, confirmed by a medical certificate.

Any employee scheduled to work on a paid holiday and who fails to do so shall lose their entitlement to holiday pay unless the employee provides a reason for such absence which is reasonable.

Local Provisions Article 11 - General

Local Prov. 11.01 **Bulletin Boards**
The Employer agrees to provide suitable bulletin boards for the Union.

Local Prov. 11.02 **Lab Coats**
Where required by the Employer to be worn, the Employer shall provide an adequate supply of lab coats or other protective clothing for all employees which, at the expense of the Employer, shall be laundered and maintained, and replaced when their condition warrants it.

Local Prov. 11.03 **Uniform Allowance**
Where the Hospital requires a full-time employee to wear a hospital issued uniform, such uniforms will be of such texture, colour and number as may be designated by the Hospital. Where a hospital issued uniform is required, the Hospital will pay an annual uniform allowance of ninety dollars (\$90.00) to each employee, forty-five (\$45.00) of which is to be paid the first week of January of each

year and forty-five (\$45.00) of which is to be paid the first week of July.

Where the Hospital requires a part-time employee to wear a hospital issued uniform, such uniforms will be of such texture, colour and number as may be designated by the Hospital. Where a hospital issued uniform is required, the Hospital shall either supply or launder the uniforms or provide a uniform-allowance of five cents (\$0.05) per hour paid to each employee required to wear the uniform.

Local Prov. 11.04 **Lockers**

The Employer agrees to provide a locker as close the location as possible to where the employee works so that the employee is able to secure their personal belongings while at work.

Local Prov. 11.05 **Printing of the Collective Agreement**

The parties shall share equally the cost of printing of the Collective Agreement, and distribute sufficient copies to the employees.

Local Prov. 11.06 **Posting of Seniority Lists**

Seniority lists will be posted electronically on STEGH net and will be revised in accordance with Article 10.03 of the Central Agreement.

Signed at _____, Ontario this _____ day of _____, 2020.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

Letter of Understanding #1

Between
St. Thomas Elgin General Hospital "The Hospital"
and
Ontario Public Service Employees Union
Local 159 "The Union"

Staffing Complement

The intent of this Letter of Understanding is to ensure that we have the appropriate staff complement to meet patient care needs. Whereas the employer agrees that providing consistent quality care is important, the parties agree to the following:

1. Upon request, to a maximum of twice per year, the employer will provide written documentation containing a summary of all part-time hours and full-time hours in each department or unit, to include the current staffing pattern by shift. To the best of the employer's ability, this document will contain a breakdown of hours including all backfilling, regularly scheduled, and any temporary assignments.
2. The Labour Management Committee will then jointly discuss the information.

Signed at _____, Ontario this _____ day of _____, 2020.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

Letter of Understanding #2

Between
St. Thomas Elgin General Hospital "The Hospital"
and
Ontario Public Service Employees Union
Local 159 "The Union"

Re: Innovative Scheduling/Flexible Scheduling Article 29.02

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

1.1 This agreement shall apply to regular part-time and casual employees only.

Article 2 – Hours of Work

2.1 This agreement will be for all shifts of less than 7.5 hours with a minimum of 4 hours.

Article 3 – Agreed Variation from the Collective Agreement

3.1 When required to pre-schedule staff to attend meetings, planned workload increases, educational opportunities or to accommodate requests for time off of less than 7.5 hours, the Hospital may schedule regular part-time and casual staff to work less than 7.5 hours at their starting time hourly rate unless other collective agreement articles apply.

When required to pre-schedule regular part time and casual employees, the Hospital may schedule part-time staff to work less than 7.5 hours at their straight time hourly rate unless other collective agreement articles apply. This will be in addition to the normal staffing pattern.

Article 4 – Rest Periods

4.1 Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

Article 5 – Meal Periods

5.1 As outlined in Local Prov. Article 8 of the Collective Agreement or as required by the Employment Standards Act.

Article 6 – Local Provisions

Not applicable.

Article 7 – Term

7.1 This Agreement shall be reviewed in conjunction with the expiry of the collective agreement. Either party may, on written notice of sixty (60) days to the other party, terminate this Agreement notwithstanding the above-specified term. The parties further agree that any concerns/disputes or resolutions regarding the implementation of this agreement will first be discussed at the Joint Labour Management Committee.

Term

This Agreement shall be reviewed in conjunction with the expiry of the collective agreement. Either party may, on written notice of sixty (60) days to the other party, terminate this Agreement notwithstanding the above-specified term. The parties further agree that any concerns/disputes or resolutions regarding the implementation of this agreement will first be discussed at the Joint Labour Management Committee.

Dated this _____ day of _____, 20__.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

The parties agree that all job sharing arrangements will be applied to the template as follows and negotiated at Labour Management meetings.

Letter of Understanding #3

Between
St. Thomas Elgin General Hospital "The Hospital"
and
Ontario Public Service Employees Union
Local 159 "The Union"

Re: Model Agreement with respect to Job Sharing Article 29.03

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

(Detailed and specific description of department and employees covered.)

Article 2 – Hours of Work

- 2.1 Both employees will prepare and agree upon a time schedule with an equitable 50/50 distribution of hours. They will submit their schedule to the Departmental Manager or designate for approval and posting.
- 2.2 The job sharers involved will have the right to determine between themselves which partner will work on the scheduled paid holidays subject to the conditions of the Collective Agreement. If an agreement cannot be reached, the division of paid holidays shall be equalized.

Article 3 – Status of Employees

- 3.1 The employees involved in a job sharing arrangement will be classified as regular part-time and will be covered by the provisions of the applicable Collective Agreement, unless otherwise specified.
- 3.2 Job Sharers will be expected, on a reasonable basis to cover leaves of absence including vacation and sick leave of their partner, up to full time hours. If the partner is unable to cover the entire leave, they must inform the Departmental Manager or designate.
- 3.3 Job Sharers will not be eligible for temporary full time positions, unless the regular part time and casual pool of employees has been exhausted.

Article 4 – Introduction

- 4.1 Job Sharing, for the purpose of this Agreement, shall be defined as the sharing of the hours and the responsibilities of a full time position as defined in Article 29.03.

An incumbent full time employee who wishes to share their full time position must make application to the Hospital. Where this is approved, it is agreed that their half of the position will not be posted; however, the other half of the job shared must be posted and the selection based on the criteria set out in Article 13. The full time employee will then become the "owner" of the job share line.

- 4.2 The Departmental Manager or designate will determine the number of job sharing positions allowable in the department or unit and will approve such job sharing requests based on operational requirements of the department or unit.
- 4.3 The Hospital will consider regular part time and casual applicants from the same classification within the department or unit as stipulated in the job share position posted, based on the seniority provisions in this agreement and their ability to perform the job.

Article 5 – Discontinuance

- 5.01 In the event the former full time employee leaves the current position, the position shall be posted as a full time position and the part-time employee reverts to their previous position.
- 5.02 In the event the regular part time employee leaves the position, the former full time partner has the option of reverting to full time or remaining as a job sharer. If they choose job sharing, the part time component of the job share position shall be posted in accordance with Article 13.
- 5.03 Discontinuation
- (a) It is understood and agreed that either job share partner or the Departmental Manager or designate may discontinue the job sharing arrangement with eight (8) weeks written notice to the other party.
 - (b) Any transfers or changes of status of an employee resulting from a job sharing arrangement reverting to a full time position shall not constitute a layoff under the terms of the Collective Agreement.
 - (c) In the event of a layoff, it is agreed that job sharers from the full time will be listed on the full time seniority list and likewise, the regular part time on the part time seniority list.

Dated this _____ day of _____, 20__.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

Letter of Understanding #4

MODEL AGREEMENT WITH RESPECT TO EXTENDED TOUR ARRANGEMENTS

MEMORANDUM OF AGREEMENT

Between: St. Thomas Elgin General Hospital ("The Hospital")

And: The Ontario Public Service Employees Union
(and its Local 159)

Re: Extended Tours – Model Agreement (Specify Department)

This Model Agreement shall be part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

Article 1 – Work Unit and Employees Covered

- 1.1 This scheduling agreement will apply to the Classification in the Department.

Article 2 – Hours of Work

- 2.1 The normal or standard extended workday shall be eleven and one-quarter (11.25) hours per day. Employees working extended tours shall not be required to work more than four (4) consecutive shifts, unless mutually agreed by the employee and the Hospital.
- 2.2 An employee working an extended tour, shall receive twelve (12) hours off from the end of their shift to the commencement of their next shift, unless otherwise mutually agreed to by the Hospital and the Employee in accordance with Article 17.01 of the Central Collective Agreement.

Failure to provide twelve (12) hours between the commencement of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1½) times the employee's regular straight time hourly rate for only those hours which reduce the twelve (12) hour period.

Where the 12-hour period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

- 2.3 Where it is not possible to schedule off an entire third (3rd) weekend due to the extended tour master rotation, a full time employee, RPT/CPT

employee who is covering a temporary full time line or a job share partnership will not receive premium payment for such weekend worked.

Article 3 – Overtime

- 3.01 Overtime shall be defined as being all authorized time worked in excess of the normal or standard extended work day, as set out in Article 2.1 of the Model Agreement or in excess of the normal or standard work week as set out in Article 16.01 of the collective agreement.
- 3.02 For purposes of overtime the hours of work per week shall be averaged over two (2) weeks.

Article 4 – Rest Periods

- 4.01 Employees shall be entitled, subject to the exigencies of patient care, to relief periods during the shift on the basis of 15 minutes for each 3.75 hours worked.

Article 5 – Meal Periods

- 5.01 Employees shall be entitled, subject to the exigencies of patient care, to an unpaid meal period of forty-five (45) minutes for each 11.25 hours worked

Article 6 – Sick Leave and Long-Term Disability

(Applicable to Full-Time Employees Only)

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

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

- 7.01 Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the number of hours for a normal or standard work day as set out in Article 16.01(a).
- 7.02 An employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1½) her regular straight time rate of pay for all hours worked on such holiday, subject to Article 18.03. In addition, she will receive a lieu day off with pay in the amount of her regular straight time hourly rate of pay times seven and one-half (7½) hours, except in those hospitals which have a standard

work day of less than seven and one-half (7½) hours in which case holiday pay will be based on the standard daily hours in that hospital.

Article 8 – Vacation

8.01 (Applicable to full-time only)
Vacation entitlement as set out in Article 19.01 (a) will be converted to hours on the basis of the employee’s normal work week.

8.02 (Applicable to part-time only)
As set out in Article 19.01 (b) of the collective agreement.

Term This Agreement shall be reviewed annually.

Either party may, on written notice of sixty (60) days to the other party, terminate this Agreement notwithstanding the above specified term.

Dated this _____ day of _____, 20__.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

Letter of Understanding #5

MEMORANDUM OF AGREEMENT

Between: St. Thomas Elgin General Hospital ("The Hospital")

And: The Ontario Public Service Employees Union
(and its Local 159)

Re: Model Agreement with Respect to Master Schedules

1. The Hospital and the Union agree to meet to explore the possibility of "master line" creation for regular part-time employees in each department within the bargaining unit.

Dated this _____ day of _____, 20__.

For the Ontario Public Service
Employees Union:

For the St. Thomas Elgin General
Hospital:

