

Collective Agreement

between

Ontario Public Service Employees Union
and its Local 260

AND

Grey Bruce Health Services
Full Time and Part Time Services ✓

Duration: October 1, 2001 TO: September 30, 2004

AUG 26 2004
COLLECTIVE BARGAINING
INFORMATION SERVICES



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| CERT. FILE | | |
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|---|----|
| ARTICLE 1 - PREAMBLE | 5 |
| 1.01 - Preamble..... | 5 |
| 1.02 - Feminine/Masculine Pronouns..... | 5 |
| 1:03 – Recognition | 5 |
| ARTICLE 2 - DEFINITIONS | 5 |
| 2.01 - Full-time Employees..... | 5 |
| 2.02 - Regular Part-Time Employees | 5 |
| 2.03 - Casual Employees | 6 |
| 2.04 - Students..... | 6 |
| 2.05 - Temporary Employees | 6 |
| ARTICLE 3 - RELATIONSHIP..... | 7 |
| 3.01 - No Discrimination | 7 |
| 3:02 – Access to Premises..... | 7 |
| 3:03 – Union Dues | 7 |
| 3.04 Notification to Union | 8 |
| 3.05 - Notification of Newly Hired Employees | 8 |
| 3.06 - Membership Information | 8 |
| 3.07 - New Employee Information | 8 |
| 3.08 - T4 Slips..... | 8 |
| 3.09 - No Other Agreements | 8 |
| ARTICLE 4 - STRIKES & LOCKOUTS..... | 9 |
| ARTICLE 5 –RESERVATION OF MANAGEMENT RIGHTS | 9 |
| ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES | 10 |
| 6.01 - Labour-Management Committee..... | 10 |
| 6.02 - Negotiating Committee..... | 11 |
| 6.03 - Union Stewards..... | 11 |
| 6.04 - Grievance Committee | 12 |
| 6:05 - Assistance of the Union | 12 |
| ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE | 13 |
| 7.01 Definition | 13 |
| 7.02 Right to Representation..... | 13 |
| 7.03 Grievance Process | 13 |
| Step No. 1 | 13 |
| Step No. 2 | 13 |
| 7.04 Policy Grievance | 14 |
| 7.05 Group Grievance..... | 14 |
| 7.06 Discharge/Suspension Grievances | 14 |
| 7.07 Mediation..... | 15 |
| 7.08 Arbitration..... | 15 |
| 7.09 Designation of Arbitrator..... | 15 |
| 7.10 Binding Nature of Agreements | 15 |
| 7.11 Process to Arbitrate..... | 15 |
| 7.12 Eligibility for Arbitration..... | 16 |
| 7.13 Limitations of Arbitration Board | 16 |
| 7.14 Binding Nature of Arbitration Decision..... | 16 |

| | |
|--|----|
| 13.03 - Payment Pending Determination of WSIB Claims (FT) | 48 |
| 13.04 - Reporting Illness | 49 |
| ARTICLE 14 - HOURS OF WORK | 49 |
| 14.01 - Daily & Weekly Hours of Work | 49 |
| 14.02 - Part-time Scheduling | 50 |
| 14.03(a) - Rest Periods | 55 |
| 14.03(b) - Rest Periods (PT) | 55 |
| 14.04 - Additional Rest Periods | 55 |
| 14.05 - Off Duty Telephone Response | 55 |
| 14.06 - Limit on Consecutive Working Days | 56 |
| ARTICLE 15 - PREMIUM PAYMENT | 56 |
| 15.01 - Definition of Regular Straight Time Rate of Pay | 56 |
| 15.02 - Overtime | 56 |
| 15.03 - Overtime Premium and No Pyramiding | 56 |
| 15.04 - Time Off in Lieu of Overtime | 56 |
| 15.05 - Reporting Pay | 57 |
| 15.06 - Call-Back | 57 |
| 15.07 - Standby | 57 |
| 15.08 - Temporary Transfer | 57 |
| 15.09 - Shift and Weekend Premium | 57 |
| 15.10 - Transportation Allowance | 58 |
| 15.11 - Travel on Hospital Business | 58 |
| 15.12 - Mobility of Employees Between Sites | 60 |
| ARTICLE 16 - HOLIDAYS | 60 |
| 16.01 - Number of Holidays | 60 |
| 16.02 - Definition of Holiday Pay and Qualifiers | 61 |
| 16.03(a) - Payment for Working on a Holiday | 62 |
| 16.03(b) - Payment for Working on a Holiday | 62 |
| 16.04 - Payment for Working Overtime on a Holiday | 62 |
| 16.05 - Christmas/New Year Scheduling | 62 |
| ARTICLE 17 - VACATIONS | 62 |
| 17.01(a) - Full-Time Vacation Entitlement, Qualifiers and Calculation of Payment | 62 |
| 17.01(b) - Part-Time Entitlement, Qualifiers and Calculation of Payment and Vacation Scheduling | 64 |
| 17.02 - Work During Vacation | 65 |
| 17.03 - Illness During Vacation | 65 |
| 17.04 - Bereavement During Vacation | 66 |
| 17.05 - Full and Part-time Vacation Scheduling | 66 |
| ARTICLE 18 - HEALTH & WELFARE | 67 |
| 18.01 - Insured Benefits | 67 |
| 18.02 - Change of Carrier | 68 |
| 18.03(a) - Pension | 68 |
| 18.03(b) Retirement Allowance | 68 |
| 18.04 - Part-time/Student In Lieu of Benefits | 69 |

ARTICLE 1 - PREAMBLE

1.01 - Preamble

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

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

1.02 - Feminine/Masculine Pronouns

Wherever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa where the context so requires.

1.03 - Recognition

In accordance with the certificate issued by the Ontario Labour Relations Board, dated April 6, 1999, the Employer recognises the Ontario Public Service Employees Union as the bargaining agent of all the employees of the Grey Bruce Health Services save and except supervisors, persons above the rank of supervisor, professional medical staff, graduate and registered nursing staff, under-graduate nurses, employees in the Paramedical Bargaining Unit and employees in the Office and Clerical Bargaining Unit.

ARTICLE 2 - DEFINITIONS

2.01 - Full-time Employees

A "full-time" employee is an employee who works in excess of 24 regular and continuing hours per week.

2.02 - Regular Part-Time Employees

A "regular" part-time employee is one who makes a written commitment to the Employer to be available on a predetermined basis as required and determined by the Employer and who works not more than 24 regular and continuing hours per week.

ARTICLE 3 - RELATIONSHIP

3.01 - No Discrimination

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

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

3.02 – Access to Premises

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

3.03 – Union Dues

The Employer agrees to deduct Union dues from the earnings of each employee defined in Article 2 of the Agreement effective the first pay period following date of hire. These dues shall be remitted to OPSEU Head Office in North York, attention the Director of Finance, not later than the fifteenth of the month following the month in which the deduction was made, accompanied by a list of names of those from whom the dues have been deducted.

The Union must advise the Employer in writing of the amount of its dues for employees covered by this Article. The amount so advised shall continue to be deducted until changed by a further written notice to the Employer signed by authorized officials of the union.

The Union agrees to indemnify and save the Employer harmless from any liability arising out of the operation of this Article.

ARTICLE 4 - STRIKES & LOCKOUTS

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

ARTICLE 5 - RESERVATION OF MANAGEMENT RIGHTS

The Union acknowledges that it is the exclusive function of the Employer, subject to the terms of this Agreement:

- a) to manage and direct its operations and affairs in all respects and without limiting or restricting that function except that the exercise by the Employer of its rights and functions shall not be contrary to the express provisions of any other Article of this Agreement;
- b) to maintain order, discipline, and efficiency;
- c) to determine the number and location of the Hospital establishments, the services to be rendered, the methods, the work procedures, the kinds and locations of machines, tools, instruments and equipment to be used, to select, control and direct the use of all materials required in the operation of the Hospital, to schedule the work and services to be provided and performed, and to make, alter and enforce regulations governing the use of materials, equipment, and services as may be deemed necessary in the interests of the safety and well being of the Hospital's patients, and the public;
- d) to make, alter and enforce reasonable rules and regulations to be observed by the employees and not otherwise contrary to this Agreement; however, such rules shall not be discriminatory and shall be made available to the employee or the Union Representative upon request made to the Supervisor. The Hospital will provide the Union with a copy of any written Personnel policy changes pertaining to employees covered under this agreement;
- e) to hire, retire, classify, direct, promote, demote, transfer, discipline, suspend, and discharge employees, to increase or decrease the working forces and hours, providing that a claim of improper classification or claim of discriminatory promotion, demotion, transfer, discipline, or suspension and /or a claim by an employee who has completed his probationary period that he has been discharged without reasonable cause, may become subject of a grievance and be dealt with as hereinafter provided.
- f) The Employer agrees that the above rights shall not be exercised in a manner that is inconsistent with the terms of this Collective Agreement.

6.02 - Negotiating Committee

The Hospital agrees to recognise a Negotiating Committee comprised of hospital employee representatives of the Union for the purpose of negotiating a renewal agreement. The Negotiating Committee will consist of not more than six (6) employees. There shall not be more than one (1) employee on the Union Negotiating Committee from any one department at each work site. The Hospital agrees to pay members of the negotiating committee for straight time wages lost from their regularly scheduled working hours spent in direct negotiations for a renewal agreement, up to but not including arbitration. Nothing in this provision is intended to preclude the Union Negotiating Committee from having the assistance of any representatives of the Ontario Public Service Employees Union (OPSEU) when negotiating with the Hospital.

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

6.03 - Union Stewards

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

A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.

The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments. The Hospital agrees to recognise up to forty (40) shop stewards within the Service bargaining unit across all GBHS work sites.

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

ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE

7.01 Definition

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

7.02 Right to Representation

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

7.03 Grievance Process

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

Step No. 1

The employee may submit a written grievance signed by the employee to his Departmental Manager in the case of the Owen Sound work site or the Site Director in the case of the other work sites. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Departmental Manager or Site Director will deliver his decision in writing within nine (9) calendar days following the day on which the grievance was presented to him. Failing settlement, then:

Step No. 2

Within nine (9) calendar days following the decision under Step No. 1, the employee may submit the written grievance to the Director of Human Resources, who will have a meeting arranged with the Union Grievance Committee to

7.07 Mediation

At the request of either party a discussion concerning the possibility of using mediation to resolve grievances left unresolved at Step No. 2 may take place. The parties may agree to extend time limits for referral to arbitration in order to facilitate this discussion.

7.08 Arbitration

Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.

7.09 Designation of Arbitrator

Except as otherwise agreed between the parties, no person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.

7.10 Binding Nature of Agreements

All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.

7.11 Process to Arbitrate

When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

7.18 OPSEU Representative Assistance

The Union shall have the right to have the assistance of a representative of the Ontario Public Service Employees Union (OPSEU) who may have access to Hospital premises.

ARTICLE 8 - ACCESS TO FILES

8.01 - Access to Personnel File

Each employee shall have reasonable access to his/her personnel file for the purpose of reviewing anything contained therein, in the presence of a member of the Human Resources Department, in the case of the Owen Sound work site, or the Site Director or designate, in the case of the other work sites. An employee has the right to request copies of anything in this file.

8.02 - Clearing of the Record

Any letter of reprimand, suspension or other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such employee's record has been discipline free for one "working year". Any leaves of absences exceeding 30 calendar days within the above one "working year" would extend the one year by a period of time equal to the length of that leave.

ARTICLE 9 - SENIORITY AND SERVICE

9.01 - Probationary Period

A new employee will be considered on probation until he has completed forty-five (45) days of work (or 337.5 hours of work for employees whose regular hours of work are other than the standard work day), within any twelve (12) calendar months. Upon completion of the probationary period he shall be credited with seniority equal to forty-five (45) working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration.

9.02 - Definition of Seniority and Service

a) Seniority

Seniority is based upon the length of unbroken continuous service with the Employer and is used to determine "relative rights" between employees on

c) Seniority List

i) Status

It is agreed that employees will have full-time status on the full and part-time seniority list if they work more than 24 regular and continuing hours per week in a single position.

It is agreed that employees will have *part-time status* on the full and part-time seniority list if they work 24 regular and continuing hours of work per week or less in a single position. If an employee works more than 24 regular and continuing hours per week in more than one part-time position, that employee shall be treated as a part-time employee for seniority purposes and therefore accumulate seniority as a part-time employee in each position.

ii) Posting of the Seniority List

A hospital-wide seniority list covering both full and part-time employees within the Service unit shall be prepared by the Hospital prior to the end of January and July of each year, and posted in locations where they will be accessible to all members of the Union. Copies of this seniority list shall be mailed to the Union's Regional Office as soon as they are posted as well as being provided directly to the Site Vice-President and the Chief Steward.

If an employee does not challenge her/his position on the seniority list within the first thirty (30) calendar days from the date the list was posted or within five (5) calendar days from the date of return to work, having been off when the list was posted, then the employee shall be deemed to have proper seniority standing. It is agreed that following the appeal period for the first post-representation vote seniority list, disputes regarding seniority shall be limited to the proper amount of seniority accruing since the last seniority list was posted.

iii) Updating of List Prior To Next Posting

Notwithstanding the above, should the Hospital find it necessary to provide notice of layoff under clause 9.08 to any member of the bargaining unit, the Hospital agrees that prior to taking any such action it will update the seniority of all employees receiving such notice, as well as all employees below them on both seniority lists, to end of pay period closest to the end of the month prior to the month in which the notice is to be served. Such updated list shall be made available to all affected employees and copies provided to the Site Vice-President and the Chief Steward.

2. During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which he/she is participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to eighteen (18) months while an employee is in receipt of WSIB benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in WSIB benefits.
3. It is further understood that during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall continue to accrue if an employee's absence is due to a disability resulting in WSIB or LTD benefits, or if an employee's unpaid absence is due to an illness.
4. Part-time employees shall accrue seniority if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.
5. Part-time employees shall accrue *service* for fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

9.05 - Job Postings

1. Permanent Positions

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

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

Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive working days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) working day period referred to herein.

When the Hospital decides to fill a temporary part-time or full time vacancy which is expected to exceed three (3) months, such opportunity will be communicated in writing within the work unit at the site. Employees from within the work unit may express their interest in such opportunities in writing to the manager. In the event that two (2) or more employees who have expressed an interest are relatively equal to perform the required work, in terms of skill, qualifications, and ability, seniority shall be the deciding factor.

9.06 - Transfer and Seniority Outside the Bargaining Unit

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

9.07 - Transfer of Seniority and Service

Effective date of ratification, (June 25th, 2002): for application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (including meeting any waiting period or other entitlement requirements) for purposes of vacation entitlement, HOODIP or equivalent, health and welfare benefit plans, and wage progression.

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

The above-noted employee shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily

the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

h) Redeployment Committee

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

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

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

3. opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 18.03(b); or
4. displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08.

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

- l) Employees who are consequentially affected by the displacement decision of another employee will receive a secondary notification in writing stating that if and when they are displaced by another employee they would, at that time, be entitled to select an option as identified in 9.09 (a) through (d) above. The five (5) month notice period triggered by the receipt of notice in Article 9.08 continues to apply.

As soon as an employee who has received a secondary notice can no longer be displaced by another employee on notice, the Employer shall provide that employee with a written confirmation that the original notice served by the Employer has been rescinded. This written confirmation shall also confirm that any future layoff activity affecting that employee would be the result of a new five (5) month notice being subsequently issued.

Notes:

1. An employee must have first exhausted her right to displace another employee in the same job classification in the same status at the same work site before exercising any other displacement rights under (d) above.
2. For purposes of the operation of clause (d), an identical-paying classification shall include any classification where the straight-time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.
3. In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority who is the least senior employee in the classification and where the straight-time hourly rate at the level of service corresponding to that of the employee is within 7% of the laid-off employee's straight-time hourly rate.

n) Ability to Perform the Work and Displacement/Recall Rights

In determining the ability of an employee to perform the work for the purposes of the paragraphs d) to g) above, the Hospital shall not act in an arbitrary or unfair manner. Displacement or recall into a position shall be based upon the employee's ability to perform the requirements of the position.

o) Splitting of Full-time Positions Into Part-time Pieces

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

p) Benefits While On Notice of Layoff

In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the six-month notice period provided for in Article 9.08.

9.10 - Benefits on Layoff

(The following clause is applicable to full-time employees only)

In the event of a lay-off of an employee, the Hospital shall pay its share of insured benefits premiums up to the end of the month in which the lay-off occurs.

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium cost of a benefit or benefits for up to three (3) months following the end of the month in which the lay-off occurs. Such payment can be made through the payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule."

9.11 - Retraining

1. Retraining for Positions within the Hospital

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

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is

9.13 - Portability of Service

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

9.14 - Technological Change

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

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

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

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

11.02 – Volunteers

Owen Sound Site

The use of volunteers to perform bargaining unit work, as covered by this agreement, shall not be expanded beyond the extent of existing practice as of December 31, 1992.

Effective October 1, 1990, the Hospital shall submit to the Union figures indicating the number of volunteers as of September 20, 1990. Thereafter, the Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked.

All Other Sites

The use of volunteers to perform bargaining unit work, as covered by this agreement, shall not be expanded beyond the extent of existing practice as of January 1, 2000.

Effective January 1, 2000, the Hospital shall submit to the Union figures indicating the number of volunteers as of January 1, 2000. Thereafter, the Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked.

ARTICLE 12 - LEAVES OF ABSENCE

12.01 - Personal Leave

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

In the case of unpaid approved absences in excess of thirty calendar days, an employee may arrange with the Employer to prepay the full premium of the subsidised employee benefits for the entire period of the leave to ensure coverage.

12.02 - Union Business

The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes and other Union business in connection with the administration of the collective agreement provided that such

of days of absence identified above. Such part-time or casual employee will be credited with seniority for the number of hours of such leave to a maximum of thirty-seven and one-half (37.5) hours per week. The Union will advise the Hospital of the number of such hours for January to June by July 1st for each year and hours for July to December by January 1st.

12.03(a) Full-Time Position with the Union

(This clause is applicable to full-time employees only)

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

Seniority shall accumulate for employees during such leave on the basis of what his normal regular hours of work would have been. Service shall accumulate for employees during such leave to the maximum provided, if any, under the provisions of the collective agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

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

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

12.03(b) Full-Time Position with the Union

(The clause is applicable to part-time employees only)

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

Seniority shall accumulate for part-time employees during such leave on the basis of 22.5 hours per week.

spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

Where the Hospital is unable to reschedule the employee and, as a result, he is required to attend during other than his regularly scheduled paid hours, he shall be paid for all hours actually spent at such hearing at his straight time hourly rate subject to (a), (b) and (c) above.

12.05(b) - Jury & Witness Duty

(This clause is applicable to part-time employees only)

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

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

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

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

In addition to the foregoing, where 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 his regularly scheduled day off, he shall be paid for all hours actually spent at such hearings at his regular straight time hourly rate subject to (a), (b) and (c) above.

12.06(a) - Pregnancy Leave

(The following clause is applicable to full-time employees only)

1. Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
2. The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.

12.06(b) - Pregnancy Leave

(The following clause is applicable to part-time employees only)

1. Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
2. The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
3. The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
4. Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

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

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

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

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

- w) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 22 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Employment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- x) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.
- y) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which a full-time employee is participating for a period of up to thirty-five (35) weeks after the parental leave began, if the full-time employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began, otherwise, while the full-time employee is on parental leave.

and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

6. Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.
7. The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which a full-time employee is participating for a period of up to thirty-five (35) weeks after the parental leave began, if the full-time employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began, otherwise, while the full-time employee is on parental leave.
8. Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

12.08 - Education Leave

If required by the Hospital, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his or her employment qualifications. Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.

9. An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
10. If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
11. The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
12. The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
13. Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
 - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
 - (ii) The period of salary deferral and the period for which the leave is requested.
 - (iii) The manner in which the deferred salary is to be held.

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

The employer will pay to the employee or his personal representative fifty percent (50%) of his/her accumulated sick leave, which shall not exceed sixty-five (65) days, on normal retirement or death, or after five years of consecutive service, if his/her employment is terminated for any other reason.

- 3) Where, as of the effective date of transfer, an employee does not have the required service to qualify for pay-out on termination, his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out under the conditions relating to such pay-out.
- 4) An employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & Insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.
- 5) GBHS sites which have already fixed a dollar value for any previously existing sick leave credits, those banks will be converted to days based upon the wage rate that was used in the original conversion. If an employee elects to use a sick bank credit to top-up sick leave or WSIB benefits, an equivalent deduction shall be made from accumulated sick leave credits for all days absent.

The employer will pay to these employees, or their personal representatives, 100% of the value of the days remaining in the bank, based upon the employee's wage rate at the time of termination, in the event of normal retirement or death, or after five years of consecutive service, if his/her employment is terminated for any other reason.

4. There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
5. The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two (2) days of the fourth and subsequent period of absence in any calendar year.

13.04 - Reporting Illness

Any employee who, because of injury or sickness, is unable to report for work, must notify the Department Supervisor or designate at least one (1) hours prior to the start of the shift except in emergency situations and in the case of absence for more than three (3) working days because of injury or illness, the employee will, if requested to do so, provide a doctor's certificate certifying that such employee is unable to carry out his duties due to such cause.

Employees are required to notify their supervisor or designate the day before they return to work from an injury or illness.

ARTICLE 14 - HOURS OF WORK

14.01 - Daily & Weekly Hours of Work

1. The Hospital does not guarantee to provide a minimum number of hours of work in one day, week or month.
2. Schedules will be posted two (2) weeks in advance and cover a period of at least four (4) weeks. In the event of a change to the posted schedule the employer will provide sixteen (16) hours advance notice to the employee. Where such notice is not provided the employee will be paid the overtime rate for the next scheduled shift. Such premium shall not apply where the change is requested by the employee and the Hospital has consented.
3. Advance requests for specific days off shall be submitted, in writing, to the Supervisor at least two (2) weeks in advance of the day requested except in cases where it is not practicable to do so. The supervisor will reply in writing to such request within seven (7) days of receiving such request.
4. Where it is practical to do so, the Employer shall develop schedules that are based upon a regular and predicable shift rotation and shall consult with affected employees prior to implementing any changes to the structure of the posted schedule.

(The following applies to full-time employees only)

5. When an employee is required to change shifts, sixteen (16) hours shall be allowed to change shifts, except for employees working in Nutrition and Food Services, where the period shall be twelve (12) hours. If, however, an employee is required to report on a second shift in any less time than sixteen (16) hours, after finishing the first shift, the employee will be paid at overtime rates for the period worked before the sixteen (16) hours time allowed for shift change has expired.

ii) Regular Part-time Commitment

3. A regular part-time employee shall be available to work on the following basis:

- 1) available to work a minimum of three (3) shifts per week;
- 2) available to work all three (3) tours of duty;
- 3) available to work as scheduled on any tour of duty on either:

December 25 and December 26; or
December 31 and January 1.

It is understood that an employee working Christmas Day/Boxing Day one year will, if scheduled to work the following year, work New Years' Eve/New Years' Day and vice versa.

- 4) available four (4) paid holidays in a calendar year in addition to 14.02 ii (c) above.

4. Before any shifts are assigned to, or scheduled for, casual part time employees who are cost-centered in a department or unit, the Hospital will endeavour to schedule regular part time employees in the department or unit shifts totaling 22.5 hours per week if such work is available in the department or unit. For the purpose of this paragraph, shifts will be at least four hours in duration. Such hours may be averaged over a 2 week pay period.
5. f) All available full shifts will be scheduled to regular part-time employees up to 22.5 hours per week. Available part shifts will then be scheduled to regular part-time employees to make up for any shortfall in hours, up to 22.5 hours per week. For the purposes of this Article, a full shift is 7.5 hours or 11.5 hours and a part shift is less than 7.5 hours.
6. Any remaining available full or part shifts may be offered to casual part-time employees or students at the discretion of the manager up to one shift per week (whether full or part shift). Shifts offered under this clause will be on a rotational basis.
7. Any other available shifts will be distributed in accordance with paragraphs (e) and (f), until the requirements of (e) and (f) have been met. Thereafter, shifts will be distributed equitably amongst all part time employees in the department or unit, in accordance with paragraph (h).

1. Equitable distribution will be achieved by following a rotational roster in each department or unit, based on the most recent seniority list.

offered in the order that the cancellations occurred as listed sequentially, within the present and next pay period.

13. There will be no split shifts.

14. Shift Exchanges

Employees may request an exchange of scheduled shifts provided such exchange does not result in any additional cost to the Hospital and the request is submitted, in writing, to the immediate supervisor, co-signed by the employees in advance of the requested date of exchange. It is understood that such requests shall not be unreasonably denied.

Where employees exchange scheduled shifts, the employees originally scheduled for such shifts shall have the originally scheduled shifts counted as part of their commitment.

15. Short Shifts

The number of shifts of less than 7.5 hours in duration shall not be increased beyond the number presently in existence without the Employer first notifying the Union and providing the Union with an opportunity to discuss the proposed increase. The Employer will provide the Union with a list of the short shifts that are presently in existence at all work sites by December 15, 2001.

16. Compressed Work Week

1. Provided a workable schedule can be approved, a compressed work week shall be introduced into any unit when:

a) sixty-six and two-thirds percent (66-2/3%) of the affected employees in the unit or department so indicate by secret ballot in a Union-run vote; and

b) the Hospital agrees to implement the compressed work week. Such agreement shall not be withheld in an unreasonably arbitrary manner.

2. A compressed work week may be discontinued in any unit when:

a) the union, on behalf of its members, gives written notice of discontinuance; or

b) the Hospital gives such notice because of:

i) adverse effects on patient care,

ii) inability to provide a workable staffing schedule.

Bereavement Leave

An employee shall be granted up to three (3) consecutive working days off without loss of regular pay for the scheduled hours.

Probationary Period

Any employee who has completed 337.5 hours shall be considered to have completed their probationary period.

Holiday Pay

Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times 7.5.

Additional Extended Tour Arrangements

The parties will meet to discuss amendments required to any of the above rules, in the event that an extended tour day of other than 9.38 or 11.25 hours is agreed to.

14.03(a) - Rest Periods

(The following clause is applicable to full- time employees only)

The Hospital will schedule one fifteen (15) minute rest period for each full scheduled half shift.

14.03(b) - Rest Periods (PT)

(This clause is applicable to part-time employees only)

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

14.04 - Additional Rest Periods

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

14.05 - Off Duty Telephone Response

The parties agree that employees will be paid at one and one-half (1-1/2) times their regular rate of pay for all hours spent on telephone consultation during off duty time, provided the procedure for "Priority of Calls" is followed as outlined in the Departmental Policy and Procedure Manual, where applicable.

rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within sixty (60) calendar days.

15.05 - Reporting Pay

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work.

15.06 - Call-Back

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

15.07 - Standby

A full-time or regular part-time employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.00 per hour for all hours on standby.

Effective October 1, 2002, increase premium to \$2.50 per hour.

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

15.08 - Temporary Transfer

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (1/2) of a shift, he shall be paid the rate in the higher salary range immediately above his current rate from the commencement of the shift on which he was assigned the job.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit for a period in excess of one-half (1/2) of one shift, the employee shall receive an allowance of \$4.00 for each shift from the time of the assignment."

15.09 - Shift and Weekend Premium

travel allowance to all kilometres between the home and the alternate site, the travel allowance shall be applied to all kilometres travelled from the employee's place of residence to the alternate site and return.

3. For employees in classifications who regularly work in more than one site, and where such employee is assigned by the Employer to work at a site other than his/her home site to perform the duties of his/her classification, the following shall apply:
 - a) Except as provided in (b), employees are required to use their own vehicle and will receive mileage between the sites from the Hospital at the rate of \$.372 per kilometre or at five cents (\$.05) greater than the corporation rate, whichever is higher; or
 - b) where the employee is to transport large equipment or other items that cannot easily be accommodated in the employee's own vehicle the Hospital will provide the means of transportation.
 - c) Where such assignment occurs after commencing his shift the employee will receive travel time between sites.
 - d) Where an employee is travelling to a site other than his home site under this sub-clause and that employee's place of residence is closer to the alternate site than his home site, it is agreed that instead of applying the travel allowance to all kilometres between the home and the alternate site, the travel allowance shall be applied to all kilometres travelled from the employee's place of residence to the alternate site and return.
4. The distance between sites, which may include the Hospital's locations and/or other locations (i.e. patients homes, fire stations, etc.) shall be based on the established practice of the Hospital.
5. When an employee under 1) or 2) or 3) above is assigned by the Hospital to go to another site prior to the start of his shift, and/or leaves a site other than his home site under Article 17.08 at the end of the shift with the effect of travelling outside his assigned shift time, mileage will be paid at the applicable rate and, when cumulative kilometers traveled before and/or after such a shift is 80 kilometers or more, the employee will be paid one half (1/2) hour at his straight time hourly rate.
6. Employees who use their own vehicle for travel on Hospital business under 1) or 2) or 3) above will not be required to increase their automobile insurance for such travel and the Hospital will be responsible for any additional automobile insurance during such periods. The Hospital will provide employees with the documentation of such additional insurance that the

16.01.1 - When Shift Deemed To Be On A Holiday

Where a regular shift commences the night prior to a designated holiday and continues into the holiday, or where a regular shift commences on a designated holiday and continues into the next day, the employee shall be paid for work performed as follows:

1. Where the majority of hours worked fall within the holiday all hours worked in the shift shall be for payment purposes, considered to be the holiday.
2. Where the majority of hours worked fall outside the holiday, all hours worked in the shift shall be paid at straight time rates.

(The following clause is applicable to full-time employees only)

16.01.2

When a holiday falls on an employee's day off and the employee qualifies for payment of the holiday subject to (a) of this Article, the employee will be granted another day off with pay at a mutually agreeable time.

(The following clause is applicable to full-time employees only)

16.01.3

An employee who is entitled to a lieu day off with pay under the provisions of Article 16.03 may elect either of the following:

- (a) holiday pay; or
- (b) a lieu day off at his straight time rate of pay to be taken on a day to be mutually arranged between the employee and his supervisor. The employee may accumulate to a maximum of five (5) lieu days.

The employee must notify the employer no less than two (2) weeks prior to the holiday of his desire to have the time off in lieu of the holiday.

16.02 - Definition of Holiday Pay and Qualifiers

(The following clause is applicable to full-time employees only)

Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

1. An employee who has completed one (1) year but less than two (2) years of continuous service shall be entitled to two (2) weeks annual vacation, with pay.
2. An employee who has completed two (2) years but less than five (5) years of continuous service shall be entitled to three (3) weeks annual vacation, with pay.
3. An employee who has completed five (5) years but less than fifteen (15) years of continuous service shall be entitled to four (4) weeks annual vacation, with pay.
4. An employee who has completed fifteen (15) years but less than twenty-five (25) years of continuous service shall be entitled to five (5) weeks annual vacation, with pay.
5. An employee who has completed twenty-five (25) years or more of continuous service shall be entitled to six (6) weeks annual vacation, with pay. As of the 2003 vacation year an employee who has completed 23 years or more of continuous service shall be entitled to six (6) weeks annual vacation with pay.
6. Supplemental vacation: The following supplementary vacation is banked on the employee's anniversary date and taken prior to the next supplementary vacation date:
7. An employee who has completed thirty (30) years of continuous service shall be entitled to an additional five (5) days vacation, with pay.
8. An employee who has completed thirty-five (35) years of continuous service shall be entitled to an additional five (5) days vacation, with pay.

To clarify, every employee who attained their 30th and 35th anniversary date as of the effective date of this provision shall be entitled to have the full five days vacation banked.

Vacation pay shall be calculated on the basis of the employee's regular straight time rate of pay times their normal weekly hours of work, subject to the application of Article 9.04, Effect of Absence.

3. A regular part time employee who has completed 3450 hours as of December 31 shall be granted three (3) weeks unpaid vacation time off annually if desired.
4. A regular part time employee who has completed 8625 hours as of December 31 shall be granted four (4) weeks unpaid vacation time off annually if desired.
5. A regular part time employee who has completed 25875 hours as of December 31 shall be granted five (5) weeks unpaid vacation time off annually if desired.
6. A regular part time employee who has completed 43125 hours as of December 31 shall be granted six (6) weeks unpaid vacation time off annually if desired.

17.02 - Work During Vacation

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

17.03 - Illness During Vacation

Where an employee's scheduled vacation is interrupted due to serious illness, which either commenced prior to or during the scheduled vacation period, the period of such illness shall be considered sick leave.

Serious illness is defined as an illness which requires the employee to receive ongoing medical care and/or treatments resulting in either hospitalisation or which would confine the employee to their residence or to bed rest for more than three days.

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.

Part-time employees will have unpaid vacation leave that is interrupted by verified serious illness rescheduled at a mutually agreeable time.

6. For the purpose of an extended vacation, an employee may carry over from one vacation year to the next, a maximum of one week of vacation at the rate of pay such employee was receiving when the week to be carried over was earned.
7. This clause is only applicable when an employee submits the request for the extension in accordance with clause (c) above.
8. Employees shall have the right to take vacation leave in single day entitlements.

ARTICLE 18 - HEALTH & WELFARE

18.01 - Insured Benefits

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

- a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or comparable coverage with another carrier.
- b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums is paid by the employee through payroll deductions. Vision care maximum \$90.00 every 24 months and hearing aid allowance \$500.00 lifetime maximum.

Effective August 1st, 2002 increase vision care to a maximum of \$ 150.00 every 24 months, and hearing aid allowance provided to cover full cost of acquisition every 36 months.

- c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September 28, 1993 or such other group life insurance plan currently in effect.
- d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the

number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.08(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of 26 weeks' salary, and, in addition, full-time employees shall receive a single lump-sum payment equivalent to \$1,000 for each year less than age 65 to a maximum of \$5,000 upon retirement.

18.04 - Part-time/Student In Lieu of Benefits

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

ARTICLE 19 - HEALTH & SAFETY

19.01 - Work site/Health & Safety Committees

- a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of each of its Accident Prevention - Health and Safety Committees, at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- c) Such Committees shall identify potential dangers and hazards, institute means of improving health and safety programs recommend actions to be taken to improve conditions related to safety and health, and carryout all duties as specified in the Occupational Health and Safety Act R.S.O. 1990.
- d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committees to fulfil their functions.

g) 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.

h) Influenza Vaccinations

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:

- (1) Employees shall, subject to the following, be required to be vaccinated for influenza.
- (2) 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.
- (3) The Hospital recognises that employees have the right to refuse any required vaccination.
- (4) If an employee refuses to take the vaccine required under this provision, she or he may be placed on an unpaid leave of absence during any influenza outbreak in the Hospital until such time as the employee is cleared to return to work. If an employee is placed on unpaid leave, she or he can use banked lieu time or vacation credits in order to keep her or his pay whole.
- (5) If an employee refuses to take the vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be paid. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (6) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.

19.03 - Safety Footwear

The Hospital will require employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance
- 2) Grounds
- 3) Stores (only when frequently working in storage areas)
- 4) Transporter/GSW duties

Effective for next payment date in 2003 and by every February 1st thereafter, the Hospital will reimburse each full-time employee required to wear safety footwear in the course of work, the amount of \$80.00. The Hospital will reimburse each part-time employee required to wear safety footwear in the course of work, the amount of \$45.00.

19.04 - Clean Up Time

Employees who handle contaminated waste or bio-hazardous waste as identified below, shall be given a five (5) minute clean up time prior to the conclusion of his or her shift.

The employees entitled to the clean up time are:

1. Transporter/GSW assigned to waste pick-up and disposal
2. SPD Aide assigned to decontamination duties.
3. Wash person assigned to unload contaminated laundry.

19.05 - Violence in the Workplace

The parties recognise that employees may be exposed to unwanted behaviour from others in the workplace and that such behaviour may result in injury and/or emotional distress to an employee.

The Hospital agrees to continue its development of explicit policies and procedures to deal with such situations and shall submit such policies to the Joint Health and Safety Committee for review.

The Joint Occupational Health and Safety Committee shall concern itself with those matters and shall make such recommendations as it deems appropriate.

19.06 - Eating Areas

The Employer shall permit employees to carry lunches and use the cafeteria facilities so long as no violations of usual sanitary conditions be occasioned thereby.

position, the Hospital may, subject to its operational requirements, establish a special classification and salary in an endeavour to provide the employee with an opportunity of continued employment. This provision shall not be construed as a guarantee that such special classification(s) will be made available or continued.

20.01(b) - Job Descriptions

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

The Union will be advised of changes being made to job descriptions.

20.02 - Assignment of Duties From Another Classification

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

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

20.03 - Promotion to a Higher Classification

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

Ministry of Health, the Hospital agrees that revisions to the operating plan will be carried out in consultation with the Union.

- c) In furtherance of the foregoing, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to the operating plan, or to any other re-structuring plan that would affect the Union's members.
- d) It is understood that employee time spent at meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

ARTICLE 22 - GENERAL

22:01 Parking Fees

The present practice shall continue, except that in the case of a planned absence of three (3) days or more an employee shall return his/her parking card for the duration of the planned absence and shall not be charged for the duration of such absence.

22:02 Uniforms

The Employer shall pay a \$130.00 annual uniform allowance to all service employees required to wear a uniform, no receipts required. In addition, the Employer will continue to supply and/or launder all items that are not part of the basic uniform i.e. lab coats, smocks, overalls, coveralls, boots, coats, gloves etc.

The first uniform allowance will be paid prior to the end of February 2002 and by the end of January of each subsequent calendar year.

22:03 Travel Expenses

The Hospital will pay for pre-approved reasonable travel expenses incurred on Hospital business as provided for in the Personnel Policies of the Hospital.

22:04 Adverse Weather/Unplanned Leave

Where an employee is unable to report for duty due to adverse weather conditions, illness of a child, or related personal crisis, the manager shall approve the use of lieu or vacation time, or an unpaid leave of absence.

- b) Where such duties extend beyond her regular shift, the Hospital will not require a RPN to return to regular duties without at least eight (8) hours of time off. Where such time off extends into her next regular scheduled shift, she will maintain her regular earnings for that full shift.
- c) Hours spent between the time the RPN is relieved of patient care responsibilities and the time the RPN returns to the Hospital, or to such other location agreed upon between the Hospital and the RPN, will be paid at straight time or at the appropriate overtime rates. It is understood that the RPN shall return to the Hospital or such other location agreed upon between the Hospital and the RPN at the earliest convenience. Prior to the RPN's departure on escort duty or at such other time as may be mutually agreed upon between the Hospital and the RPN, the Hospital will establish with the RPN arrangement for return travel. Every reasonable effort will be made to ensure that return travel is via a fully bonded service.
- d) The RPN shall be reimbursed for reasonable out of pocket expenses including room, board, and return transportation and consideration will be given to any special circumstances not dealt with under the foregoing provisions.

22.09 Printing of Agreement

The cost of printing the collective agreement will be shared equally by the hospital and the union.

ARTICLE 23 - DURATION

23.01 Term

This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the termination date of September 30, 2004. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.

Appendix B - Job Sharing

1. Definition

Job Sharing is defined as an arrangement whereby two (2) employees share the hours of work of one (1) full-time position on a 50/50 or 60/40 basis. Subject to the provisions of Article 9: Seniority, the position involved in the job sharing arrangement will be maintained as a full-time position in the Hospital's staffing complement.

2. Introduction

The "Parties" to a Job Sharing Arrangement are the Union and the Employer. A job sharing arrangement may be introduced by agreement of the Union and the Employer on a case-by-case basis. Agreement to introduce one job sharing arrangement is strictly without prejudice to either party's right to disagree with any subsequent proposal.

The Union, the Employer, or one or more employees may initiate a proposal to create a job sharing arrangement. The Union or the Employer will provide written notice of a proposal to the other party. Employees must initiate a proposal by putting the request in writing to the Union, with a copy to their immediate supervisor. For an occupied position to be considered for job sharing, one of the job sharing participants must be the current full-time incumbent.

All job sharing arrangements shall be signed off by the parties, and initialled by the job sharing participants, using the Job Sharing Model Agreement attached to this Appendix.

The unfilled portion of a full-time position being job shared will be posted as a job sharing opportunity using the selection criteria under the Collective Agreement.

3. The employees involved in a job sharing arrangement will be classified as regular part-time employees and, except as otherwise provided in this Appendix, shall be covered by all the provisions of the Collective Agreement that apply to part-time employees.

4. A full-time employee transferring into a job sharing arrangement shall have her seniority recalculated and transferred to part-time status on the basis of one year equalling 1725 hours.

Model Job Sharing Agreement

1. Identification of Position to Be Shared:

2. Identification of Job Sharing Participants:

3. Work Schedule: (Describe the sharing of hours arrangement and attached a copy of the actual work schedule.)

4. Term of the Arrangement: (not to exceed 2 years)

Start of Arrangement:

Expiry Date of Arrangement:

Review Date: (120 days before expiry date)

5. Other Issues:

For the Union

For the Hospital

Job Sharing Participants

LETTER OF UNDERSTANDING

BETWEEN

GREY BRUCE HEALTH SERVICES
(hereinafter referred to as the "Employer")

And

ONTARIO PUBLIC SERVICE EMPLOYEES UNION
(hereinafter referred to as the "Union")

RE: DISPLACEMENT RIGHTS WITHIN THE SERVICE BARGAINING UNIT

The parties agree that all classifications with identical titles are deemed to be identical paying job classes for the purposes of Article 9:09, notwithstanding the wage rates in effect.

Dated this 18 day of August, 2002, in the City of Owen Sound.

FOR THE UNION

Gill Miller
E. Hays
Judy Hallinger
Joanne Sieffert
Terry Moore

FOR THE EMPLOYER

[Signature]
Sue McCutcheon
[Signature]
B. Adams

Letter of Understanding

Between:

**Grey Bruce Health Services
And
Ontario Public Service Employees Union , Local 260**

Re: Classification Transfers

The parties are agreed to the following movements of positions:

- a) Recreation Co-ordinator position in Meaford to be transferred to the Paramedical Unit into the Recreationist classification.
- b) Material Management Lead Hand position in Meaford to be transferred to the Office and Clerical unit into the Purchasing Assistant classification, effective November 17, 2001.
- c) Physio Attendant position in Wiarton to be transferred to the Service Unit into the Physio Attendant classification, effective November 17, 2001.

Dated this 18 day of August, 2002, in the City of Owen Sound.

For the Union

Gill McLean
E. Hays
Judy Ballinger
[Signature]
Jo-anne Silffert
Terry Moore

For The Employer

[Signature]
Sue McCutcheon
[Signature]
B. Adams

Letter of Understanding

Between:

**Grey Bruce Health Services
And
Ontario Public Service Employees Union , Local 260**

Re: Lead Hand Positions and Premiums

The Parties are agreed on the following rules with respect to Lead Hand Positions in the Service Unit:

1. The Lead Hand premium contained in the Whitaker Award will be extended to all GBHS work sites effective and retroactive to January 7th, 2002. July 7th, 2002 (first full pay period following ratification) the premium will be seventy-five (\$0.75) cents per hour.
2. All current Lead Hand incumbents shall retain their Lead Hand designations. (Note: this is without prejudice to the current grievance arising under a previous Agreement at the Warton work site).
3. Lead Hand assignments will be made from amongst those employees in the work unit at the work site, who have expressed an interest and who are qualified to perform the lead hand duties. Lead hand assignments may be rotational or permanent at the discretion of the manager.
4. New Lead Hand opportunities will be communicated in writing within the work unit at the site.

Dated this 14 day of August, 2002, in the City of Owen Sound, Ontario.

FOR THE UNION

Gill McLean
J. Hays
Judy Ballinger
[Signature]
Jeanne Sieffert
Terri Moore

FOR THE EMPLOYER

[Signature]
Gue McCutcheon
W. By
B. Adam

Letter of Understanding

Between:

Grey Bruce Health Services
And
Ontario Public Service Employees Union , Local 260

Re: Early Retirement Offers In Layoff Situations

Pursuant to Articles 18:03 (b) and 9:08, the parties agree that offers of early retirement will be made in accordance with the following:

- I. The Hospital will first make offers, in order of seniority within the department, within the classification, within the status, and at the work site, where the layoffs would otherwise occur, provided that the employees remaining have the qualifications and ability to perform the available work.
- 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. The number of early retirement offers is limited to the number of positions which would otherwise be eliminated.
- IV. If sufficient vacancies, equal to the number of positions to be otherwise eliminated, are not created through the above offers, further offers of early retirement, up to the total provided under (iii) above, will be issued at other work sites, provided employees, who would otherwise be laid off, indicate agreement to be transferred to those sites in the event that early retirement offers at those sites are accepted.

Signed at Owen Sound, Ontario, this 1st day of August, 2002.

FOR THE UNION

FOR THE EMPLOYER

Jill McIlwain
E. Hay
Judith Chalmers
Joanne Sieffert
Terry Moore

M. M.
Sue McCutcheon
W. King
B. Adams

OPSEU SERVICE FULL AND PART TIME WAGE GRID

| CLASSIFICATION | EFFECTIVE DATE | Start | 3 mos 431.25 hr | 6 mos 862.5 hr | 12 mos 1725 hr | 18 mos 2587.5 hr | 24 mos 3450 hr |
|-------------------------------|----------------|--------|--------------------|-------------------|-------------------|---------------------|-------------------|
| FT Laundry Linen Person | April 1 2000 | 13.635 | 13.773 | 13.983 | | | |
| | Oct. 1 2001 | 13.976 | 14.117 | 14.333 | | | |
| PT Laundry Linen Person | April 1 2000 | 14.892 | 15.032 | 15.237 | | | |
| | Oct. 1 2001 | 15.264 | 15.408 | 15.618 | | | |
| FT/PT Laundry Linen Person | July 7 2002 | 15.264 | 15.408 | 15.618 | | | |
| | Oct. 1 2002 | 15.722 | 15.870 | 16.087 | | | |
| | Oct. 1 2003 | 16.194 | 16.346 | 16.569 | | | |
| FT Food Service Aide I | April 1 2000 | 13.747 | 13.934 | 14.143 | | | |
| | Oct. 1 2001 | 14.091 | 14.282 | 14.497 | | | |
| PT Food Service Aide I | April 1 2000 | 15.588 | 15.769 | 15.977 | | | |
| | Oct. 1 2001 | 15.978 | 16.163 | 16.376 | | | |
| FT/PT Food Service Aide 1 | July 7 2002 | 15.978 | 16.163 | 16.376 | | | |
| | Oct. 1 2002 | 16.457 | 16.648 | 16.867 | | | |
| | Oct. 1 2003 | 16.951 | 17.147 | 17.373 | | | |
| FT Food Service Aide II | April 1 2000 | 14.305 | 14.565 | 14.797 | | | |
| | Oct. 1 2001 | 14.663 | 14.929 | 15.167 | | | |
| PT Food Service Aide II | April 1 2000 | 15.489 | 15.747 | 15.977 | | | |
| | Oct. 1 2001 | 15.876 | 16.141 | 16.376 | | | |
| FT/PT Food Service Aide II | July 7 2002 | 15.876 | 16.141 | 16.376 | | | |
| | Oct. 1 2002 | 16.352 | 16.625 | 16.867 | | | |
| | Oct. 1 2003 | 16.843 | 17.124 | 17.373 | | | |
| FT Porter/Shipper/Receiver | April 1 2000 | 14.305 | 14.565 | 14.797 | | | |
| | Oct. 1 2001 | 14.663 | 14.929 | 15.167 | | | |
| PT Porter/Shipper/Receiver | April 1 2000 | 14.294 | 14.551 | 14.780 | | | |
| | Oct. 1 2001 | 14.651 | 14.915 | 15.150 | | | |
| FT/PT Porter Shipper/Receiver | July 7 2002 | 14.663 | 14.929 | 15.167 | | | |
| | Oct. 1 2002 | 15.103 | 15.377 | 15.622 | | | |
| | Oct. 1 2003 | 15.556 | 15.838 | 16.091 | | | |
| FT Groundskeeper I | April 1 2000 | 14.305 | 14.565 | 14.797 | | | |
| | Oct. 1 2001 | 14.663 | 14.929 | 15.167 | | | |
| PT Groundskeeper I | April 1 2000 | 14.305 | 14.565 | 14.797 | | | |
| | Oct. 1 2001 | 14.663 | 14.929 | 15.167 | | | |
| FT/PT Groundskeeper 1 | July 7 2002 | 14.663 | 14.929 | 15.167 | | | |
| | Oct. 1 2002 | 15.103 | 15.377 | 15.622 | | | |
| | Oct. 1 2003 | 15.556 | 15.838 | 16.091 | | | |
| | | | | | | | |
| FT Dialysis Assistant | April 1 2000 | 14.892 | 15.032 | 15.237 | | | |
| PT Dialysis Assistant | April 1 2000 | 14.892 | 15.032 | 15.237 | | | |
| | Oct 1 2001 | 15.264 | 15.408 | 15.618 | | | |
| FT/PT Dialysis Assistant | July 7 2002 | 15.264 | 15.408 | 15.618 | | | |
| | July 7 2002 | 16.764 | 16.908 | 17.118 | | | |
| | Oct. 1 2002 | 17.267 | 17.415 | 17.632 | | | |
| | Oct. 1 2003 | 17.785 | 17.938 | 18.160 | | | |

| CLASSIFICATION | EFFECTIVE DATE | Start | 3 mos 431.25 hr | 6 mos 862.5 hr | 12 mos 1725 hr | 18 mos 2587.5 hr | 24 mos 3450 hr |
|--------------------------------|----------------|--------|--------------------|-------------------|-------------------|---------------------|-------------------|
| FT Physio Attendant | April 1 2000 | 14.867 | 15.241 | | 15.612 | 15.983 | |
| | Oct 1 2001 | 15.239 | 15.622 | | 16.002 | 16.383 | |
| PT Physio Attendant | April 1 2000 | 14.855 | 15.219 | | 15.584 | 15.977 | |
| | Oct 1 2001 | 15.226 | 15.599 | | 15.974 | 16.376 | |
| FT/PT Physio Attendant | July 7 2002 | 15.239 | 15.622 | | 16.002 | 16.383 | |
| | Oct 1 2002 | 15.696 | 16.091 | | 16.482 | 16.874 | |
| | Oct 1 2003 | 16.167 | 16.573 | | 16.977 | 17.381 | |
| FT GSW II (OR Transporters) | April 1 2000 | 14.956 | 15.217 | 15.473 | | 15.983 | |
| | Oct 1 2001 | 15.330 | 15.597 | 15.860 | | 16.383 | |
| PT GSW II (OR Transporters) | April 1 2000 | 15.383 | 15.532 | 15.660 | | 15.977 | |
| | Oct 1 2001 | 15.767 | 15.920 | 16.051 | | 16.376 | |
| FT/PT GSW II (OR Transporters) | July 7 2002 | 15.767 | 15.920 | 16.051 | | 16.383 | |
| | Oct 1 2002 | 16.240 | 16.398 | 16.533 | | 16.874 | |
| | Oct 1 2003 | 16.727 | 16.890 | 17.029 | | 17.381 | |
| FT Handyperson | April 1 2000 | 15.073 | 15.213 | 15.333 | | | |
| PT Handyperson | April 1 2000 | 15.073 | 15.213 | 15.333 | | | |
| FT/PT Handyperson | Oct 1 2001 | 15.45 | 15.593 | 15.716 | | | |
| | July 7 2002 | 15.45 | 15.593 | 15.716 | | | |
| | Oct 1 2002 | 15.913 | 16.061 | 16.188 | | | |
| | Oct 1 2003 | 16.391 | 16.543 | 16.673 | | | |
| FT Detox Program Worker | April 1 2000 | 15.621 | 15.77 | 15.901 | | 16.184 | |
| | Oct 1 2001 | 16.012 | 16.164 | 16.299 | | 16.589 | |
| PT Detox Program Worker | April 1 2000 | 15.595 | 15.749 | 15.883 | | 16.172 | |
| | Oct 1 2001 | 15.985 | 16.143 | 16.28 | | 16.576 | |
| FT/PT Detox Program Worker | July 7 2002 | 16.012 | 16.164 | 16.299 | | 16.589 | |
| | July 7 2002 | 17.512 | 17.664 | 17.799 | | 18.089 | |
| | Oct 1 2002 | 18.037 | 18.194 | 18.333 | | 18.632 | |
| | Oct 1 2003 | 18.578 | 18.74 | 18.883 | | 19.191 | |
| FT OR Technician | April 1 2000 | 16.072 | 16.206 | 16.345 | | 16.623 | |
| PT OR Technician | April 1 2000 | 16.072 | 16.206 | 16.345 | | 16.623 | |
| FT/PT OR Technician | Oct 1 2001 | 16.474 | 16.611 | 16.754 | | 17.039 | |
| | July 7 2002 | 16.474 | 16.611 | 16.754 | | 17.039 | |
| | Oct 1 2002 | 16.968 | 17.109 | 17.257 | | 17.550 | |
| | Oct 1 2003 | 17.477 | 17.623 | 17.774 | | 18.077 | |
| FT SPD Aide | April 1 2000 | 16.443 | 16.674 | 16.928 | | | |
| | Oct 1 2001 | 16.854 | 17.091 | 17.351 | | | |
| PT SPD Aide | April 1 2000 | 16.273 | 16.505 | 16.76 | | | |
| | Oct 1 2001 | 16.68 | 16.918 | 17.179 | | | |
| FT/PT SPD Aide | July 7 2002 | 16.854 | 17.091 | 17.351 | | | |
| | Oct 1 2002 | 17.360 | 17.604 | 17.872 | | | |
| | Oct 1 2003 | 17.880 | 18.132 | 18.408 | | | |

| CLASSIFICATION | EFFECTIVE DATE | Start | 3 mos | 6 mos | 12 mos | 18 mos | 24 mos |
|--|----------------|--------|-----------|----------|---------|-----------|---------|
| | | | 431.25 hr | 862.5 hr | 1725 hr | 2587.5 hr | 3450 hr |
| FT /PT Steamfitter/ Plumber/ Electrician/ Maint. Planner/ Refrid. Mechanic/ Millwright/ Electrical Tech/ Communication Technician | April 1 2000 | 19.202 | | 19.683 | | | |
| | April 1 2000 | 19.202 | | 19.683 | | | |
| | Oct 1 2001 | 19.682 | | 20.175 | | | |
| FT /PT Steamfitter/ Plumber/ Electrician/ Maint. Planner /Refrid. Mechanic/ Millwright/ Electrical Tech/ Communication Technician | July 7 2002 | 20.682 | | 21.175 | | | |
| | Oct 1 2002 | 21.302 | | 21.810 | | | |
| | Oct 1 2003 | 21.942 | | 22.465 | | | |
| PT Student | April 1.2000 | 10.177 | | | 10.905 | | |
| | Oct 1 2001 | 10.431 | | | 11.178 | | |
| | Oct 1 2002 | 10.744 | | | 11.513 | | |
| | Oct 1 2003 | 11.067 | | | 11.858 | | |