

**LOCAL APPENDICES TO THE  
COLLECTIVE AGREEMENT**

Between:

**ROYAL OTTAWA HEALTH CARE GROUP  
ROMHC**  
(hereinafter referred to as the "Hospital")

And:

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

**Expiry Date: March 31, 2011**

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**APPENDIX 3 – SALARY SCHEDULE****HOURLY RATES****Graduate Nurse**

	<b><u>Effective</u> <u>April 1,</u> <u>2008</u></b>	<b><u>Effective</u> <u>April 1,</u> <u>2009</u></b>	<b><u>Effective</u> <u>April 1,</u> <u>2010</u></b>
Start	26.21	27.00	27.81
1 Year	26.51	27.31	28.13
2 Years	26.94	27.75	28.58
3 Years	28.32	29.17	30.05
4 Years	29.64	30.53	31.45
5 Years	31.26	32.20	33.17
6 Years	32.96	33.95	34.97
7 Years	34.61	35.65	36.72
8 Years	37.44	38.56	39.72
25 Years			

**Registered Nurse**

	<b><u>Effective</u> <u>April 1,</u> <u>2008</u></b>	<b><u>Effective</u> <u>April 1,</u> <u>2009</u></b>	<b><u>Effective</u> <u>April 1,</u> <u>2010</u></b>
Start	27.67	28.50	29.36
1 Year	28.08	28.92	29.79
2 Years	28.55	29.41	30.29
3 Years	29.95	30.85	31.78
4 Years	31.37	32.31	33.28
5 Years	33.14	34.13	35.15
6 Years	34.91	35.96	37.04
7 Years	36.71	37.81	38.94
8 Years	39.31	40.49	41.70
25 Years	40.00	41.20	42.44

**Nurse Clinician**  
**Clinical Nurse Educator**

	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2008</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2009</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2010</u></b>
Start	29.14	30.01	30.91
1 Year	29.58	30.47	31.38
2 Years	30.03	30.93	31.86
3 Years	31.52	32.47	33.44
4 Years	33.03	34.02	35.04
5 Years	34.89	35.94	37.02
6 Years	36.75	37.85	38.99
7 Years	38.61	39.77	40.96
8 Years	41.30	42.54	43.82
25 Years			

**Nursing Practice**  
**Coordinator**

	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2008</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2009</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2010</u></b>
Start	27.93	28.77	29.63
1 Year	28.34	29.19	30.07
2 Years	28.81	29.67	30.56
3 Years	30.21	31.12	32.05
4 Years	31.66	32.61	33.59
5 Years	33.43	34.43	35.46
6 Years	35.25	36.31	37.40
7 Years	37.03	38.14	39.28
8 Years	39.66	40.85	42.08
25 Years			

**Nurse Practitioner**

	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2008</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2009</u></b>	<b><u>Effective</u></b> <b><u>April 1,</u></b> <b><u>2010</u></b>
Start	29.60	30.49	31.40
1 Year	30.03	30.93	31.86
2 Years	30.52	31.44	32.38
3 Years	32.01	32.97	33.96
4 Years	33.56	34.57	35.61
5 Years	35.47	36.53	37.63
6 Years	37.34	38.46	39.61
7 Years	39.24	40.42	41.63
8 Years	42.03	43.29	44.59
25 Years			

**APPENDIX 4 – SUPERIOR CONDITIONS**AWARDED BY THE CENTRAL ARBITRATION AWARD DATED OCTOBER 23, 1981

Clause #	Central Contract (Full-Time)	Applicable Clause from Existing Collective Agreement
2.02	2.03	A graduate nurse, other than a Graduate Psychiatric Nurse, shall complete registration within twenty-four (24) months of employment. Failure to obtain registration within this time may result in dismissal by the Hospital without recourse to grievance procedure. This provision only applies to nurses hired after January 1980. Protection does not continue for nurses hired after that date.
5-Note	8.01	Concurrent with submitting the regular monthly Association dues, the Hospital will provide the Association with names of new nurses including their classification, category and work area.
10.04	- Note 12.08	For Nurses on the payroll on October 31, 1981.  A nurse who is on Workers' Compensation Board leave from the Hospital shall accumulate seniority for three (3) months of such leave and shall retain but not accumulate seniority for the remainder of the time that she is absent on such leave.
11-Note 1	13.02 (e)	Requests for paternity leave shall be considered as a personal leave of absence under Article 11.01.
12.02	20.08	A nurse with five (5) years continuous service who terminates employment with the Hospital, except for reasons of discharge for cause, will be entitled to a payout of sick leave credits of 50% of accumulated sick leave up to a maximum of sixty (60) days.  In the case of the death of a nurse, an allowance is payable to the beneficiary (as indicated on the nurse's application for the Hospitals of Ontario Group Life Insurance) equal to the unused portion of the nurse's accumulated sick leave.
20.09		A nurse who retires at age sixty (60) and over and in accordance with the provisions of the Hospitals of Ontario Pension Plan shall be entitled to receive her accumulated sick leave up to a maximum of seventy-five (75) days at her rate of earnings immediately preceding retirement.  For nurses with twenty (20) years unbroken service the maximum will be one hundred (100) days.

14.11 Note The monetary benefit paid for ambulance escort duty prior to this agreement that is to be continued is time and one-half (1 ½) the regular rate of pay for all overtime hours resulting from assignment to ambulance escort duty.

19.09 16.07 The Hospital will pay Educational Bonuses as per Schedule "A", on the following conditions:

- a) Proof of standing must be submitted by the nurse to the Hospital.
- b) There shall be no pyramiding of certificates or degrees.
- c) Payment of the bonus shall commence at the start of the first pay period following successful completion of the probationary period.
- d) The bonus shall be added to the nurse's basic monthly salary.
- e) A nurse who is employed in a position which requires a certificate or degree would receive the applicable educational bonus from the date of employment in such position.

Educational Bonus

\* Six months Post-Graduate Nursing Course or Nursing Unit Administration Course or its equivalent

- \$15/month

One Year University Diploma or Certificate Course

- \$40/month

Baccalaureate Degree in Nursing

- \$80/month

\*\* Master's Degree in Nursing

- \$120/month

\* The Education Bonus will be made to those employed in a capacity utilizing this course.

\*\* Applicable only to those nurses employed above the Registered Staff Nurse level.

**APPENDIX 4 – SUPERIOR CONDITIONS**

AWARDED BY THE CENTRAL ARBITRATION AWARD DATED OCTOBER 23, 1981

Clause #  
Central Contract      Applicable Clause from Existing Collective Agreement  
(Part-Time)

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2.02    2.03    A graduate nurse, other than a Graduate Psychiatric Nurse, shall complete registration within twenty-four (24) months of employment. Failure to obtain registration within this time may result in dismissal by the Hospital without recourse to grievance procedure. This provision only applies to nurses hired after January 1980. Protection does not continue for nurses hired after that date.

5-Note 8.01    Concurrent with submitting the regular monthly Association dues, the Hospital will provide the Association with names of new nurses including their classification, category and work area, if applicable.

14.10 Note    The monetary benefit paid for ambulance escort duty prior to this agreement that is to be continued is time and one-half (1 ½) the regular rate of pay for all overtime hours resulting from assignment to ambulance escort duty.

15 Note 21.01 All Part-Time Nurses

Part-time nurses shall receive holiday pay for all recognized statutory holidays if they work at least twelve (12) days during the last four weeks immediately preceding the holiday.

21.01 Casual Part-Time Nurses

The following days are recognized as statutory holidays and payment for these days, if worked, shall be at the rate of time and one half.

**APPENDIX 5**

To The

COLLECTIVE AGREEMENT  
(Combined Full-time and Part-time)

Between

ROYAL OTTAWA HEALTH CARE GROUP  
(hereinafter referred to as the "Hospital")

And

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

**ARTICLE A - RECOGNITION**

A.1 Full-time Bargaining Unit

The Hospital recognizes the Ontario Nurses' Association as the exclusive bargaining agent of all its Registered Nurses in the City of Ottawa engaged in a nursing capacity save and except those occupying the positions of Chief of Nursing Practice, Manager, Clinical Nurse Advisor, Nursing Services Co-ordinator, Occupational Health Services Co-ordinator, Staff Health Nurse, Infection Control Co-ordinator, Clinical Nurse Consultant, and Professional Practice Co-ordinator, Operations Co-ordinator and Specialized Nurse Practitioner and persons above the rank of Chief of Nursing Practice, Manager, Clinical Nurse Advisor, Nursing Services Co-ordinator, Occupational Health Services Co-ordinator, Staff Health Nurse, Infection Control Co-ordinator, Clinical Nurse Consultant, Specialized Nurse Practitioner, Professional Practice Co-ordinator, Operations Co-ordinator and nurses regularly employed for less than five (5) tours per week, students employed during the school vacation periods and persons covered by existing collective agreements.

A.2 Part-time Bargaining Unit

The Hospital recognizes the Ontario Nurses' Association as the exclusive bargaining agent of all its Registered Nurses in the City of Ottawa engaged in a nursing capacity regularly employed for less than five (5) shifts per week save and except those occupying the positions of Chief of Nursing Practice, Manager, Clinical Nurse Advisor, Nursing Services Co-ordinator, Occupational Health Services Co-ordinator, Staff Health Nurse, Infection Control Co-ordinator, Clinical Nurse Consultant, Professional Practice Co-ordinator, Operations Co-ordinator and Specialized Nurse Practitioner and students employed during the school vacation periods and persons covered by existing collective agreements.

A.3 Changes in Position Titles

The parties agree that if any of the position titles in this Article are changed, the description of the bargaining unit as set out herein will automatically be amended to reflect the new position title. The enumerated exclusions from the bargaining unit reflect a level of responsibility such that it is appropriate that those positions be excluded from the bargaining unit.

**ARTICLE B - MANAGEMENT RIGHTS**

B.1 Except as specifically abridged, delegated, granted or modified by this Agreement, all the rights, powers and authority of Management are retained by the Management and remain exclusively and without limitation within the rights of Management.

B.2 Without limiting the generality of the foregoing, Management's rights include:

(a) The right to maintain order, discipline and efficiency, and in connection herewith to make, alter and enforce from time to time, reasonable rules and regulations, policies and practices, to be observed by its nurses, and the right to discipline or dismiss nurses for just cause.

(b) The direction of the working forces; the right to plan, direct and control the operation of the Hospital; the right to introduce new and improved methods, facilities and equipment; the right to determine the amount of supervision necessary; combining or splitting up departments, work schedules, establishment of standards and quality of care, the determination of the extent to which the Hospital will be operated and the increase or decrease in employment.

(c) The right to select, hire, retire, transfer, assign, promote, demote, classify, lay-off, recall and to discipline, suspend or dismiss nurses for just cause.

The right to select nurses for positions not covered by this agreement.

(d) The sole and exclusive jurisdiction over all operations, buildings, machinery and equipment vested in this Hospital.

(e) The right to generally operate the Hospital in a manner consistent with the obligations of the Hospital to the general public in the community served.

B.3 The Hospital agrees that in exercising its rights, as enumerated above, it will do so in a manner consistent with quality patient services and with the provisions of this Agreement.

**ARTICLE C - ASSOCIATION REPRESENTATION**

C.1 There shall be a Negotiating Committee of not more than four (4) Association members from both the full-time and part-time bargaining units.

- C.2 (a) The Association may appoint up to ten (10) Nurse Representatives to represent full-time and part-time nurses in all Hospital programs.
- (b) The nurse representative, committee members and Association officers will be responsible for supplying their supervisors with information as to time off as required by the terms of this agreement.
- C.3 There shall be an Association Grievance Committee of up to four (4) nurses to represent both the full-time and part-time bargaining units. No more than three (3) members of the committee at any one time will attend any meeting with the employer pursuant to Article 7.
- C.4 Hospital-Association Committee
- The Hospital-Association Committee shall be composed of four (4) nurses from the local Association bargaining units and up to four (4) Hospital representatives.
- C.5 The Hospital shall arrange with the President of the local Association or her designate for interview time with newly hired nurses.
- C.6 Professional Development Committee
- The Association may appoint two (2) nurses to represent full-time and part-time nurses at the Professional Development Committee.
- Footnote: Refer to Letter of Understanding re: the Professional Development Committee and the Professional Council for Nursing.

**ARTICLE D - LEAVE OF ABSENCE - ASSOCIATION BUSINESS (LOCAL)**

- D.1 Association leave will be granted pursuant to the following provisions:
- (a) Adequate notice of at least two (2) weeks is given to the Hospital. Where less than two (2) weeks notice is given a leave may be approved at the discretion of the Manager or delegate.
- (b) i) That not more than four (4) full-time nurses at any one time be allowed such leave, conditional upon these four (4) nurses not being from the same duty area of the Hospital.
- ii) That not more than three (3) part-time nurses at any one time be allowed such leave.
- iii) That the total number of days in any one calendar year for such leave for all nurses not exceed ninety-five (95) days except at the discretion of the employer for Local Co-ordinator duties.
- D.2 The Employer will pay the Bargaining Unit President, or designate, at his/her regular straight time hourly rate for time spent in attendance at meeting scheduled, by the Employer where union representation is requested by the Employer, outside his/her regularly scheduled hours.

**ARTICLE E - HOURS OF WORK - SCHEDULING (FULL-TIME)**

E.1 Meal Breaks and Rest Periods

- (a) Nurses shall be entitled to paid relief periods during the shift on the basis of fifteen (15) minutes for each half shift and to a thirty (30) minute unpaid lunch break each eight (8) hour shift and to a forty-five (45) minute unpaid lunch break each twelve (12) hour shift.
- (b) Subject to the exigencies of patient care, one or both relief periods may be combined with the unpaid lunch break.

E.2 Time off in lieu of authorized overtime shall be scheduled at a mutually agreeable time.

E.3 (a) The day shift shall be considered the first shift of the day for purposes of scheduling.

(b) Schedules shall be posted at least two (2) weeks in advance and shall cover at least a two (2) week period unless mutually agreed to by the nurse and the Hospital.

(c) Requests for changes in posted time schedules including change in start times should be submitted to the Manager or designate in writing or by email with a copy to the nurse willing to exchange days off or tour of duty at least five (5) business days before the actual event. The nurse shall have confirmation of approval from the Manager or designate within seventy-two (72) hours before any part of the switch occurs and such request shall not be unreasonably denied. Managers may use discretion in exceptional circumstances taking into consideration patient care needs. It is understood that such change of a tour of duty initiated by the nurse and approved by the Hospital shall not result in overtime payment to either of the nurses.

(d) Master rotation is a permanent schedule developed by the Hospital in meaningful consultation with the Association's affected staff and may be changed from time to time with notice appropriate in the circumstances.

E.4 (a) The Hospital will normally schedule two (2) weekends off in four (4) unless mutually agreed otherwise or in the event of a staffing crisis.

(b) A nurse will receive premium pay for all hours worked on a third and subsequent consecutive weekend except where:

- (1) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse; or
- (2) such nurse has requested weekend work; or
- (3) such weekend is worked as the result of an exchange of shifts with another nurse.

(c) It is understood that a weekend consists of fifty- six (56) consecutive hours off work during the period following the completion of the Friday day shift until the commencement of the Monday day shift.

E.5 Every consideration will be given by the Hospital to a nurse who requests to work evening or night tours on a permanent basis.

E.6 At least sixteen (16) hours time off shall be scheduled when tours of duty are changed and forty-eight (48) hours time off when transferring from night shift to another shift, unless as may otherwise be agreed to between the nurse and the Hospital.

E.7 Schedules may provide for more than five (5) consecutive tours of work, but no more than seven (7) consecutive tours of work without days off, unless mutually agreed otherwise. The Hospital however, will endeavour to schedule no more than six consecutive tours without days off.

E.8 For the nurse who normally rotates tours, the length of normal working periods on evening or night rotation, shall not exceed fourteen (14) calendar days in duration except in extenuating circumstances.

E.9 The Hospital will schedule five (5) consecutive days off at either Christmas or New Year's so that a nurse will have either period off. The Hospital may at its discretion, waive all other scheduling requirements during this period.

Notwithstanding the above, nurses who do not wish to have five (5) consecutive days off scheduled at either Christmas or New Year's shall advise their Manager by December 1<sup>st</sup>.

The scheduling of time off at Christmas or New Year's shall be done on a nursing unit basis according to bargaining unit seniority unless mutually agreed otherwise.

E.10 Extended Tours

1. Extended hour tours will be implemented in a unit when at least 75% of the full-time and regular part-time nurses on that unit indicate by secret ballot that they wish extended tours and the Director of the Employment Standards Branch of the Ministry of Labour gives approval. Failure to achieve 75% will require a six (6) month wait before a new vote can be taken.

2. Extended hour tours will be discontinued at any time after six (6) months of the implementation of such tours if at least 51% of the nurses involved indicate in a secret ballot that they no longer wish to work extended tours or where the Hospital reasonably considers the practice to be inefficient and/or ineffective.

3. The following provisions apply to nurses who work extended tours:

(a) Nurses who work extended tours shall be scheduled off at least every second weekend.

(b) No more than four (4) consecutive extended tours shall be scheduled, unless by mutual agreement.

- E.11 Nurses who attend any scheduled committee meetings at the request of nursing management shall have all hours in attendance counted as hours worked.

**ARTICLE E - HOURS OF WORK - SCHEDULING (PART-TIME)**

- E.12 (a) Upon employment a part-time nurse is assigned to one of the following categories of employment status as follows:

Regular Part-time: Nurses will be scheduled to work on specified shifts in the Nursing Unit to which they are assigned and in accordance with the units cyclical rotation.

Casual Part-time: Nurses will be requested to work on a non-predetermined basis and will declare on a bi-weekly basis their availability or non-availability for work on specified days of the next two week period.

The nurse who declares availability for any tour and later becomes unavailable for work shall notify the Hospital as soon as this change of circumstances becomes known.

- (b) i) Full-time members will be scheduled as prescribed in the collective agreement.
- ii) Regular part-time members will be scheduled up to their commitment.
- iii) Any remaining available shifts, prior to posting of the final schedules, will be assigned to available regular part-time members of the work unit up to the full-time hours, in order of seniority. Shifts shall be assigned under this section based on nurses' declared availability.
- iv) Once schedules are posted, all remaining available shifts are to be offered by seniority to members who have declared their availability for the dates and times of those shifts, starting with regular part-time before going to casual part-time members. Part-time nurses will declare on a bi-weekly basis their availability to work on specified days for the next two-week period. A part-time nurse who declares herself available for any tour and later becomes unavailable, prior to being assigned, shall notify the Hospital as soon as this change in circumstances becomes known.

- E.13 Subject to the exigencies of patient care, one or both relief periods may be combined with the unpaid lunch break.

- E.14 (a) The day shift shall be considered the first shift of the day for purposes of scheduling.
- (b) For regular part-time nurses only, schedules shall be posted at least two (2) weeks in advance and shall cover at least a two (2) week period unless mutually agreed to by the nurse and the Hospital.

- (c) Requests for changes in posted time schedules including change in start times should be submitted to the Manager or designate in writing or by email with a copy to the nurse willing to exchange days off or tour of duty at least five (5) business days before the actual event. The nurse shall have confirmation of approval from the Manager or designate within seventy-two (72) hours before any part of the switch occurs and such request shall not be unreasonably denied. Managers may use discretion in exceptional circumstances taking into consideration patient care needs. It is understood that such change of a tour of duty initiated by the nurse and approved by the Hospital shall not result in overtime payment to either of the nurses.
  - (d) Master rotation is a permanent schedule developed by the Hospital in meaningful consultation with the Association's affected staff and may be changed from time to time with notice appropriate in the circumstances.
- E.15 A Part-time Nurse can accumulate lieu time for approved overtime worked to the amount equal to their longest regular tour. Such lieu time shall be scheduled within 45 days of accumulation. Where it is not practical to schedule a nurse a day off in lieu he/she shall receive pay thereof.
- E.16
  - (a) The Hospital will normally schedule two (2) weekends off in four (4) unless mutually agreed otherwise or in the event of a staffing crisis.
  - (b) A nurse will receive premium pay for all hours worked on a third and subsequent consecutive weekend except where:
    - i) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse; or
    - ii) such nurse has requested weekend work; or
    - iii) such weekend is worked as the result of an exchange of shifts with another nurse.
  - (c) It is understood that a weekend consists of fifty- six (56) consecutive hours off work during the period following the completion of the Friday day shift until the commencement of the Monday day shift.
- E.17 Every consideration will be given by the Hospital to a part-time nurse who requests to work evening or night tours on a permanent basis.
- E.18 At least sixteen (16) hours time off shall be scheduled when tours of duty are changed and forty-eight (48) hours time off when transferring from night shift to another shift unless as may otherwise be agreed to between the nurse and the Hospital.
- E.19 The Hospital will schedule five (5) consecutive days off at either Christmas or New Year's so that a nurse will have either period off. The Hospital may, at its discretion, waive all other scheduling requirements during this period.

Notwithstanding the above, nurses who do not wish to have five (5) consecutive days off scheduled at either Christmas or New Year's shall advise their Manager by December 1<sup>st</sup>.

The scheduling of time off at Christmas or New Year's shall be done on a nursing unit basis according to bargaining unit seniority unless mutually agreed otherwise.

E.20

### Extended Tours

1. Extended hour tours will be implemented in a unit when at least 75% of the full-time and regular part-time nurses on that unit indicate by secret ballot that they wish extended tours and the Director of the Employment Standards Branch of the Ministry of Labour gives approval. Failure to achieve 75% will require a six (6) month wait before a new vote can be taken.
2. Extended hour tours will be discontinued at any time after six (6) months of the implementation of such tours if at least 51% of the nurses involved indicate in a secret ballot that they no longer wish to work extended tours or where the Hospital reasonably considers the practice to be inefficient and/or ineffective.
3. The following provisions apply to nurses who work extended tours:
  - (a) Nurses who work extended tours shall be scheduled off at least every second weekend.
  - (b) No more than four (4) consecutive extended tours shall be scheduled, unless by mutual agreement.

E.21

Nurses who attend any scheduled committee meetings at the request of nursing management shall have all hours counted as hours worked.

E.22

### Four Hour Tours

Where four hour shifts are required, Article 14 in its entirety applies except as amended by the following:

- (a) The Hospital will endeavour to keep the number of four (4) hour shifts to a minimum;
- (b) Nurses working less than 7.5 hour tours shall be granted the appropriate paid rest period;
- (c) For nurses working tours of duty of less than 7.5 hours, no more than five (5) shifts in a row shall be scheduled except where such arrangements are mutually agreeable.

E.23

- (a) Cancellation of a single or partial shift will be on the basis of seniority of the nurses on the affected unit.

In order to preserve the Hospital's commitment to part-time staff cancellation will be done in the following manner:

1. Casual staff scheduled to work then
2. Part-timers who have picked up additional shifts
3. Regular part-time in reverse order of seniority

(b) Reassignment of a nurse from her or his area of work to meet the patient/operational needs shall be determined on the basis of skills, ability, qualification and experience.

E.24 Full-time nurses may be considered for temporary vacancies.

E.25 Individual Special Circumstance Arrangement

Pursuant to Article 13.05 of the Central agreement the intention of creating a schedule for individual special circumstances is to aid in the retention of staff who wish to temporarily reduce their full-time hours. The following conditions shall apply unless otherwise agreed to by the parties.

- (a) Individual Special Circumstance (ISC) shall be considered on an individual basis.
- (b) The positions will be granted on the approval of the Management responsible for the program and will be conditional upon filling the vacancy of the additional hours created.
- (c) The Schedule shall be negotiated between the 2 parties to the Collective Agreement.
- (d)
  - i) In the event that the full-time nurse in the Individual Special Circumstance arrangement leaves, the arrangement will be discontinued immediately.
  - ii) In the event that the part-time nurse leaves the arrangement the ISC will be renegotiated.
- (e) The full-time Nurse in an ISC arrangement is not entitled to pick up additional shifts.
- (g) The Individual Special Circumstance Arrangement will be reviewed with the Management on an annual basis.
- (h) Benefits and Vacation for these positions will be prorated according to the hours worked and will be included in the ISC Agreement between the employees.

E.26 Critical Intervention Allowance

A nurse who is required to remain available for duty on standby outside his/her regularly scheduled working hours shall receive standby pay in accordance with Article 14.07. When the nurse on standby receives a telephone call from a patient that requires crisis intervention but does not require the nurse to travel, the nurse shall be paid time and one-half (1½) their base rate for a minimum of fifteen (15) minutes. If the call is beyond fifteen (15) minutes, time and one-half (1½) will be paid in increments of fifteen (15) minutes. The nurse shall keep a log of all calls and

submit it to her immediate supervisor. The nurse cannot receive pay for other calls received during the same fifteen (15) minute interval. If the nurse is required to travel, she/he shall be paid in accordance with Article 14.06.

## **ARTICLE F - JOB SHARING**

F.1 If the Hospital agrees to a job sharing arrangement pursuant to Article 20.01 of the Central Agreement, the following conditions shall apply unless otherwise agreed to by the parties:

1. Job sharing requests with regard to full-time positions shall be considered on an individual basis.
2. Total hours worked by the job sharers shall equal one (1) full-time position. The division of these hours on the schedule shall be determined by mutual agreement between the two (2) nurses and the Manager or designate.
3. The above schedules shall conform with the scheduling provisions of the Full-time Collective Agreement.
4. Each job sharer may exchange shifts with her partner, as well as with other nurses as provided by the Collective Agreement.
5. The job sharers involved will have the right to determine which partner works on scheduled paid holidays and job sharers shall only be required to work the number of paid holidays that a full-time nurse would be required to work.

6. Coverage

Job sharers shall cover each others absences pursuant to Article 11 and 16 of the Central Full-time and Part-time Agreement for the first 30 calendar days of the absences, except in extenuating circumstances.

Implementation

7. Where the job sharing arrangement arises out of the filling of a vacant full-time position, both job sharing positions will be posted and selection will be based on the criteria set out in the Collective Agreements.
8. Any incumbent full-time nurse wishing to share her position, may do so without having her half of the position posted. The other half of the job sharing position will be posted and selection will be made on the criteria set out in the Collective Agreements.
9. Each new job sharing arrangement will be on a trial basis for a period of three **(3)** months. Following the initial period, if no major concerns are identified for both the sharer and Management then this position will continue under the job sharing agreement.

If one of the job sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the shared position must

revert to a full-time position. The remaining nurse will have the option of continuing the full-time position or have the following options:

- (a) Transferring into a vacant part-time position on the unit without the posting process during the first thirty (30) days of the notice period.
- (b) Transferring into a vacant position in the hospital without the posting process during the next sixty (60) days of the notice period.
- (c) Should no part-time position be available during the ninety (90) day notice period the employee will have the option of bumping into a regular part-time position subject to 10.08 (b) 4. of the collective agreement or transferring into the casual pool.

### Discontinuation

The Union and the Employer may discontinue the job sharing arrangement with ninety (90) days notice. Upon receipt of such notice a meeting will be held between the above parties within fifteen (15) days to discuss the discontinuation. It is understood and agreed that the decision to discontinue the job sharing arrangement shall not be unreasonable or arbitrary.

The parties agree to meet with the initial job sharer and offer them the possibility to revert back to their initial full-time job. In the event that they choose to remain in the job sharing arrangement, the agreement made in the past shall be null and void and the job sharing arrangement will be covered by the Collective Agreement.

Should they choose to revert back to full-time, the affected partner shall have the options under F.1 (9.) a), b), c).

## **ARTICLE G - PAID HOLIDAYS**

G.1 The Hospital agrees to recognize the following paid holidays:

New Years Day	Civic Holiday
Heritage Day (3 <sup>rd</sup> Monday in February)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Effective April 1, 1989, the second Monday in February shall be recognized as a paid holiday.

G.2 (Full-time only)

The Hospital will endeavour to schedule time off for recognized holidays as equitably as possible amongst nurses in the same unit, unless mutually agreed otherwise.

G.3 A tour that begins or ends during the twenty-four (24) hour period of the above holidays where the majority of hours worked falls within the holiday shall be deemed to be work performed on the holiday for the full period of the tour.

- G.4            (Full-time only)  
A lieu day shall be scheduled by mutual consent between the Hospital and the nurse within a period of forty (40) days on which the holiday falls or is observed. Where it is not practicable to schedule a nurse she shall receive pay in lieu thereof.

## **ARTICLE H - VACATION**

- H.1            (a)     The vacation year shall be from January 1st, to December 31st. A nurse shall take vacation in the vacation year in which it is earned but shall be allowed to carry over five (5) vacation days to the next vacation year in accordance with the existing personnel policies.
- (b)     The amount of vacation time shall be calculated in accordance with years of service as specified in Article 10.01 and shall be on the same basis as vacation time for full-time nurses. For the purpose of Article H vacations are deemed to be on the basis of weeks earned. For the purpose of this article, week is defined as Monday to Sunday inclusively.
- H.2            A nurse shall submit her written request for vacation for the current year on or before April 1<sup>st</sup> of each year. The Hospital will endeavour to schedule vacations on as equitable a basis as possible and having regard to the efficient operation of the Hospital. The approval of summer vacation at the ROMHC shall be the end of the 3<sup>rd</sup> full week of May of each year. The summer vacation pre-booking schedule shall be completed by June 15<sup>th</sup> at the latest. Where a dispute arises as between nurses on the same nursing unit requesting the same vacation times and such request cannot be accommodated by the Hospital then seniority shall apply. If a nurse requests vacation later than April 1<sup>st</sup>, she cannot exercise her seniority rights.
- H.3            Vacation quotas, set by the Hospital, shall not be unduly restrictive.

## **ARTICLE I - PRE-PAID LEAVE**

- I.1            The number of full-time and part-time nurses that may be absent at any one time on pre-paid leave is ten (10) with no more than one (1) from any particular nursing unit absent at any one time.

## **ARTICLE J - GENERAL**

- J.1            Seniority lists shall be accessible to nurses in Human Resources by January 31.
- J.2            During short term illnesses except for the first day of an illness, when one (1) hour notice is required, nurses must notify the Staffing Office on a daily basis at least four (4) hours in advance of the commencement of their shift of whether or not they can report for duty so that the Staffing Office can arrange for a replacement if required.
- J.3            Where any provision of this agreement or any practice thereunder is at any time contrary to law, this agreement is not to be deemed to be abrogated but is to be deemed to be amended so as to make the provisions of this agreement conform to the law.

J.4 All correspondence arising out of or incidental to this Collective Agreement shall pass between the Director of Human Resources of the Hospital and the President of the Association unless as otherwise herein specified.

J.5 The Hospital shall provide bulletin board space for the purpose of posting Association notices. The Hospital reserves the right to remove any offensive notices.

J.6 Wherever the word "Supervisor" is used in this agreement, it shall be considered as meaning the first supervisory level excluded from the Bargaining Unit on duty at the time.

J.7 Any omission of one hundred (\$100.00) dollars or more from a nurse's paycheque due to an error on the part of the Hospital shall be paid to the nurse within five (5) working days from the time she brings this matter to the attention of the Management.

J.8 Termination synopsis shall be provided, upon request, to nurses prior to their termination providing two weeks notice is given of the termination.

J.9 Violence in the Workplace

(a) Violence shall be defined as any incident in which a nurse is abused, threatened or assaulted during the course of her or his employment. This includes the application of force, threats (with or without weapons), severe verbal abuse and persistent sexual and racial harassment.

(b) The responsibility for providing a safe environment rests with the Employer and is shared by Registered Nurses, other employees, patients and families.

(c) The Employer recognizes that there is a potential for violence/abuse against nurses in the workplace and will make every reasonable effort to reduce the potential for such violence/abuse through:

i) Implementing policies that support employee violence-free workplaces.

ii) Providing nurses with prevention and intervention programs.

iii) Providing support for victims of violence.

iv) Improving awareness of violence in the workplace.

v) Support for nurses following a critical incident.

vi) Providing education to nurses regarding formal mechanisms for reporting of violent incidents and the management of unsafe working conditions.

J.10 Notification of Critical Incidents

The President of the Bargaining Unit will be included on the distribution of the Extraordinary Incident Report.

J.11 Notification to Unsuccessful Job Applicants

The parties agree that any unsuccessful candidate, having been interviewed, for an ONA job posting will be notified in writing, within one week of the decision being made and prior to the posting of the name of the successful candidate. The parties further agree that the above notification will be copied to the ONA Bargaining Unit President.

J.12 Voluntary Part-Time Benefits – Process for Payment

The employer agrees to provide regular part-time nurses with the options of voluntary participation in any and all of the group health and welfare benefit programs set out in Article 17. It is understood and agreed that the part-time nurses who participate will assume the full amount of the monthly premiums.

Any regular part-time nurse who wishes to participate will provide payment of the benefits either through post-dated cheques provided on a yearly basis or through a pre-authorized withdrawal process.

It is understood that any transaction would be dated the first of each and every month.

The employer will notify the union of the benefit costs to part-time nurses in advance.

J.13 Retiree Benefits – Process for Payment

Any bargaining unit nurse who retires and wishes to participate in the benefit plans as outlined in Article 17.01 (h) will provide advance payment of the premiums either through post-dated cheques provided on a yearly basis or through a preauthorized withdrawal process.

It is understood that any transaction would be dated the first of each and every month.

The Employer will notify the Union of the benefit costs to retired nurses in January of each year, and each time the benefit costs are re-negotiated by the Employer.

**ARTICLE K – WORKPLACE SAFETY AND INSURANCE AND REINSTATEMENT**

K.1 The Hospital will notify the Bargaining Unit President of the names of all nurses who go off work due to a work related injury or when a nurse goes on to LTD.

K.2 Return to Work Program

(a) In order to facilitate a safe return to work, in compliance with the Workplace Safety and Insurance Act, the Ontario Human Rights Code, the Collective Agreement and other applicable legislation, the parties will endeavour to provide fair and consistent practices to accommodate employees who are ill, injured or permanently disabled.

- (b) Where the Hospital and the Association agree, the Hospital may implement modified work programs in order to assist employees returning to work following illness or injury. To facilitate the modified work program, it is understood and agreed that provisions of the Collective Agreement may, where agreed, be varied. The specific terms of the program will be signed by the Hospital, the Association and the Employee.
- (c) The parties agree to bring for review at the Hospital-Association Committee, on a quarterly basis, statistics on temporary and permanent accommodations.

K.3 The Hospital agrees to provide the employee with a copy of the Workplace Safety and Insurance Board Form 7 at the same time as it is sent to the Board.

**ARTICLE L - CAR ALLOWANCE**

- L.1 Nurses required to use their own cars when working in the community will receive an allowance as per Hospital policy for reimbursement at current rates.
- L.2 Nurses who are required to use personal vehicles in the course of their job duties where identified during the recruiting process as a bona fide occupational qualification, will be reimbursed for additional insurance coverage required for their cars when used for work purposes, up to a maximum of two hundred and fifty dollars (\$250.00) annually.

**ARTICLE M – NEEDLESTICK / SHARPS SAFETY**

M.1 The parties agree to work collaboratively and make every reasonable effort to implement best practices and educate nurses in the area of Needlestick / Sharps Safety.

DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007

**FOR THE EMPLOYER:**

“Huguette Chevrier”  
 \_\_\_\_\_  
 “Lise Belanger”  
 \_\_\_\_\_  
 “P. Jackson”  
 \_\_\_\_\_  
 “L. Norris”  
 \_\_\_\_\_  
 “Beverly Holmes”  
 \_\_\_\_\_

**FOR THE UNION:**

“Garry Gifford”  
 \_\_\_\_\_  
**Labour Relations Officer**  
 “Tammy Meloche”  
 \_\_\_\_\_  
 “Debbie McIntosh”  
 \_\_\_\_\_  
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## LETTER OF UNDERSTANDING

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

### Re: Conditional Offers – French Language Services

Further to the French Language Services Policy, all parties agree that in the event that no qualified candidates with the required language profile, as established on the job posting, are available to provide services in both official languages, the ROHCG may offer a conditional offer to candidates with an intermediate level (B-) willing to follow language training in order to obtain the required level within a period of two years. The parties agree to the following conditions:

1. The Employee will be tested prior to being considered for a mandatory bilingual position.
2. The Employee must test at an intermediate level (minimum of B-) to receive a conditional offer for a mandatory bilingual position.
3. The Employee must obtain the minimum level of the established language profile i.e. Level A- language proficiency within two years from the date of the appointment to the position.
4. The Employee must enrol in the first available ROHCG approved French language training program and update the Human Resources Officer/Language Services on his/her training status every six months. Two semesters a year is the minimum requirement.
5. The ROHCG will support the Employee in training efforts subject to the availability of funds. Where funds are available, the Employee will be eligible to receive partial or full reimbursement of the tuition fees, upon successful completion and 80% attendance.
6. After the first 6 months if the course is offered and if the Employee has not enrolled in a language training program, the Employee has not met the training requirements in (4.) above, and the conditional offer will be made redundant. The Employee will be transferred to a casual position with the Employee's full-time or part-time status being terminated. Accumulated seniority and service will be retained and converted accordingly.
7. (a) If the Employee meets the language training requirements in (4.) above, but does not attain the language profile required (Level A-), the Employee will be transferred to the first unilingual position that becomes available, for which the Employee is qualified.

- (b) If the Employee's proficiency has steadily increased and the Employee is moving towards meeting the language profile required (Level A-), the Employer may extend the conditional offer for additional periods.

DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

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\_\_\_\_\_

## LETTER OF UNDERSTANDING

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

### Re: Integrated Forensic

Whereas:

- (a) Registered nursing employees are employed by the ROHCG and by BPH (collectively referred to as "Nursing Employees" and the "Hospitals");
- (b) ONA is the certified bargaining agent for nursing employees of BPH ("BPH Employees");
- (c) ONA is the certified bargaining agent for nursing employees of ROHCG ("ROH Employees");
- (d) The Forensic Programs at the ROHCG and BPH have been functionally integrated at the management level since March 2002 and the Board of Trustees has approved that these Forensic Programs will become a separate division of the ROHCG effective on or about April 1, 2004 with the main campus at BPH and the satellite campus at the Carling Avenue site of the ROHCG (the "Integrated Forensic Program");
- (e) The parties wish to implement "secondment agreements" for the temporary movement of employees from one campus to the other for the purposes of patient care;
- (f) The Nursing employees to be seconded must consent to the assignment and has the right to refuse any such secondment request.

It is agreed that:

1. It is the understanding and expectation of the parties that there will be a limited number of occasions where a secondment of employees from one Hospital to the other shall be made and the parties agree that this Agreement is not intended to replace the normal job posting or employee recruitment process.
2. The Home Campus for employees who work at or are administered from BPH is the Brockville Psychiatric Hospital in the City of Brockville and the Home Campus of ROH Employees is the Carling Avenue site of the ROHCG located in the City of Ottawa.

3. Nursing employees may, from time to time, be seconded clinical duties in the Integrated Forensic Program at the campus which is not their Home Campus. Such secondment is permitted subject to all of the following terms and conditions:
- (a) The secondment of Nursing employees to a campus will not result in the layoff or reduction in regular hours of work of any Nursing employee at either campus.
  - (b) The secondment of Nursing employees to a campus will not be made if any Nursing employee for whom that campus is his Home Campus is currently on lay-off status and would otherwise be recalled to perform the work to be seconded.
  - (c) The secondment of Nursing employees will be for clinical reasons, research or educational needs, orientation or in an emergency situation.
  - (d) A secondment agreement shall be in writing and shall set out the duration of the secondment as being for a specific period of time and, if applicable, a specified number of days per week. The secondment agreement may be renewable with the agreement of the employee, the Union and the Hospital.
  - (e) A secondment agreement is terminable by either the employee or the Hospital on no less than two weeks written notice to the other and the Union.
  - (f) Whenever the Hospital approaches an employee with an offer of a secondment, the Hospital shall also notify that employee's bargaining agent. The secondment agreement shall be forwarded to the seconded employee's bargaining agent for execution by the employee and the union. The union shall not withhold its consent to the secondment provided it meets all of the terms of this Memorandum of Agreement. Notwithstanding the foregoing, where an immediate secondment is required as a result of an unforeseeable emergency, the drafting of the secondment agreement and the consent of the union may occur after the actual secondment has occurred. In these circumstances, the agreement shall be drafted and delivered to the employee and Union within 48 hours of the commencement of the secondment.
  - (g) While on secondment the seconded employee shall be subject to all of the terms and conditions of the collective agreement in place at his or her Home Campus and shall accrue no separate seniority or other collective agreement rights at the other campus. Union dues shall continue to be paid to and collected by the bargaining agent at the Home Campus.
  - (h) Employees on secondment shall be compensated for necessary Additional Travel. At the discretion of the Hospital, a hospital vehicle may be provided for the purpose of such travel. Additional Travel is defined as the additional kilometers that the employee must travel to and from the employee's home to the seconded campus rather than that required to travel from the employee's home to the Home Campus. In the event the seconded employee is unable to return home due to unsafe travel conditions the Administrative Director will, under his discretion, advise of appropriate and reasonable accommodation provisions.

- (i) It is the expectation of the parties that employees on secondment shall not have a longer working day nor be required to leave home to travel to their work location any earlier or return home any later than would be the case if they were not on secondment. As such, the schedules of seconded employees shall be such that additional travel time to and from home, if any, for employees on secondment to the other campus shall be part of the employee's regular working hours and compensated according to the collective agreement at the Home Campus of the employee
- (j) In the event a secondment opportunity exists where it is evident that an expression of interest process is required, Article 10.06 of the ONA Central Agreement will apply.

The application of this Agreement and disputes arising from it may be subject to the grievance and arbitration provisions of the applicable collective agreement.

**DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007**

ROYAL OTTAWA HEALTH CARE GROUP

BROCKVILLE PSYCHIATRIC HOSPITAL,  
A DIVISION OF THE ROYAL OTTAWA  
HEALTH CARE GROUP

Per:  
"Catherine Thomas"

Per:  
"I. Ritums"

"J. Allin"

ONTARIO NURSES' ASSOCIATION

ONTARIO NURSES' ASSOCIATION

Per: "Garry Gifford"

Per: "Linda Hunter"

"Debbie McIntosh"

"Joan Kall"

The Parties agree to continue the above agreement for the life of the next Collective Agreement, as signed in the original Letter of Understanding, October 20, 2004.

**DATED AT \_\_\_\_\_, ONTARIO, THIS \_\_\_ DAY OF \_\_\_\_\_, 2007.**

**FOR THE EMPLOYER:**

**FOR THE UNION:**

"Huguette Chevrier"

"Garry Gifford"

Director, Human Resources

Labour Relations Officer

**LETTER OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: The Professional Development Committee and the Professional Council for Nursing

The parties recognize the importance of providing an opportunity to address the planning of professional development initiatives for nurses as described in Article 9.01 and agree on a without prejudice and without precedent basis that the ROH Professional Development Committee will comply with the intent of the present Professional Council for Nursing as follows:

- 1) The representation on the Professional Council for Nursing will continue with Unit nurses as unit representatives.
- 2) In accordance with Article 9 (Professional Development) of the Central Collective Agreement, ONA will appoint one member, either the Bargaining Unit President or designate to be a member of this Committee.
- 3) Either party may withdraw from this agreement by providing the other party with a 90 day written notice, at which time the agreement will cease and the above will become separate Committees.

**DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007**

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: Bargaining Unit President Paid Time To Deal With Union Issues

The Hospital agrees that during the life of this agreement it may be necessary to provide the Bargaining Unit President or designate, specific periods of paid time to deal with Union issues related to upcoming changes occurring at the Royal Ottawa Hospital site and which would benefit the bargaining unit members and the Hospital.

In the event that this is deemed necessary by the Association, the parties will meet to discuss the details which shall include but not be limited to wages, benefits, seniority, hours and duration. This agreement becomes effective as of the date of ratification.

Should this agreement not be deemed to operate in a collaborative and joint process, the Hospital will provide the Association with a 30 day written notice that this agreement comes to an end.

DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

## LETTER OF UNDERSTANDING

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: Weekend Worker

A. Weekend Worker

### Introduction

1. When 75% of the employees on a Unit indicate, by secret ballot, their willingness to participate in a master schedule that accommodates the Unit Weekend Worker, the Association and the Employer will meet forthwith to arrange for such a trial.

The secret ballot will be conducted solely by the Association and the Association will post the results.

2. The positions required to accommodate the Unit Weekend Schedule will be posted on the Unit and filled by seniority from amongst the full time nurses on the unit. If the position is from a vacancy it will be filled in accordance with article 10.06 (a). The filling of such positions will not result in the lay-off or loss of hours of work of any full time or regular part time nurse.
3. A trial of the Unit Weekend Schedule will run for a 8 month period agreed upon by the parties. After 6 months of the trial period, a meeting will be held with the unit, Hospital and the Association to evaluate the trial period and to make recommendations to improve the schedules if needed. A further vote will then be conducted on the unit. Where the nurses in the position agree and at least 75% of the nurses on the unit indicate their willingness to continue with the new master, the arrangement will continue.
4. Prior to the end of the 8 month trial period the Hospital and the Union will meet to discuss whether such arrangement will continue or be discontinued.

If the parties decide to continue weekend worker scheduling, a permanent agreement will be negotiated.

Discontinuation

1. Should the parties decide to discontinue weekend worker scheduling the terms of discontinuance will be negotiated.
  
2. (a) Should the nurses in these positions wish to discontinue the weekend work schedules they have to provide the Union and Employer with written notice of their request. Then #1 shall apply. Should the Employer decide to continue weekend work, such position will be posted in accordance with number 2 above. If there is no applicant the unit weekend work schedule will be discontinued.  
  
(b) Should the Unit Weekend Schedule be discontinued, the nurse in these positions will revert back to their previous positions and the previous master rotation will be put in place.
  
3. Either party may discontinue the Unit Weekend Schedules with 90 days notice. Upon receipt of such notice, a meeting will be held between the parties to discuss the discontinuation. It is understood that such discontinuation shall not be unreasonable or arbitrary.

B. Weekend Schedule (Article 13.04)

The parties agree to establish a Weekend Schedule on a trial basis for an 8 month period from the filling of the posted positions.

1. The hospital decided to post additional weekend worker positions it will be in compliance with Article 10.06 (a) and (b) of the Collective Agreement, requested by nurses it shall be as per A.2 of this agreement.
  
2. The new positions maybe additional to the current Full-time and Part-time positions on the unit.
  
3. The nurses will be scheduled for two 11.25h and one 7.5h shift each week. They will rotate between Days and Nights. The 7.5h shift will normally be scheduled on the Friday or Monday.
  
4. For the purposes of covering the weekend worker's vacation or incidental absences shifts less than 7.5 hours may need to be scheduled to the regular part-time nurses on the unit.
  
5. For the purposes of vacation scheduling the nurses will not be included in the unit vacation roster.
  
6. If the weekend worker transfers to a regular full time position any vacation/holiday bank shall remain intact to be used for scheduled vacation or lieu time. If a weekend worker transfers to a part time position or terminates employment all vacation/holiday credits will be paid out.

7. It is expected that from time to time the weekend worker may need to be scheduled on weekdays to attend necessary inservice programs.

DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**

"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AGREED TO ITEM  
ONA – LOCAL 074-13 ROMHC SITE  
(Term 2006-2008)**

**LETTER OF UNDERSTANDING**

Re: Extended Tours – Compressed Work Week Bank St. Act Team

The parties are agreed to RENEW this Letter of Understanding (dated August 15, 2006).

Agreed on: March 12, 2007

**FOR THE EMPLOYER:**

“Lise Belanger”

---

“Bev. Holmes”

---

“L. Norris”

---

“Huguette Chevrier”

---

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**FOR THE UNION:**

“Garry Gifford”

---

**Labour Relations Officer**  
“Debbie McIntosh”

---

“D. Conrad”

---

‘D. Watt’

---

‘Tammy Meloche’

---

**LETTER OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: Parking Cost Exemption

The Employer agrees to provide parking cost exemption for a nurse who is not paying for parking on payroll deductions, when that nurse, attends the ROMHC site workplace for meetings related to Joint Occupational Health & Safety Committee responsibilities or union/management.

The terms of this agreement will end on the date Carillion Services implements a new parking system. At which time, the parties agree to meet and discuss the impact.

**DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007**

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: ECT

The parties agree that in regards to the current situation in the ECT Unit, the following will apply:

1. The Employer representatives Greg McLeod and Lori Norris will conduct a review which will be completed in approximately 3 months.
2. The Employer is committed to consulting with ONA as soon as the review is completed to review the findings.
3. On a trial basis, the Unit Secretary will be asked by the Manager to leave a message on voice-mail on the ECT telephone, regarding the bookings for the next shift.
4. The Nurse on this unit will have access to retrieve this message at any time, or can phone the Unit Secretary.
5. It is understood that this information is not a guarantee of hours nor is it to be construed as an absolute confirmation of the bookings.

**DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007**

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: Collaborative Relationship

The parties agree that a collaborative relationship is a mutual benefit. There are committees, standing and ad hoc, where direct and timely input from a member of the Local Union executive could be beneficial and assist the work of a committee.

From time to time task forces, focus groups and other forums are utilized by the ROMHC. Direct and timely input from a member of the Local Union executive may be beneficial to the work of such groups.

In such instances, where the impact would result on the nursing practices, working conditions or patient care at the ROMHC, the employer would give every consideration to consulting with a representative of the local bargaining unit executive to provide input on behalf of ONA as a member.

**DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007**

**FOR THE EMPLOYER:**

"Huguette Chevrier"  
\_\_\_\_\_

"Lise Belanger"  
\_\_\_\_\_

"P. Jackson"  
\_\_\_\_\_

"L. Norris"  
\_\_\_\_\_

"Beverly Holmes"  
\_\_\_\_\_

**FOR THE UNION:**

"Garry Gifford"  
\_\_\_\_\_

**Labour Relations Officer**  
"Tammy Meloche"  
\_\_\_\_\_

"Debbie McIntosh"  
\_\_\_\_\_

**ADDENDUM II**  
(In Accordance with the Central Hospital Agreement)

Condition for Casual Employment

The parties are agreed to RENEW this Addendum with applicable adjustments for % in lieu of vacation from the Central Award (C. Albertyne –March 5, 2007)

DATED AT Ottawa, ONTARIO, THIS 12<sup>th</sup> DAY OF December, 2007

**FOR THE EMPLOYER:**

“Huguette Chevrier”  
\_\_\_\_\_

“Lise Belanger”  
\_\_\_\_\_

“P. Jackson”  
\_\_\_\_\_

“L. Norris”  
\_\_\_\_\_

“Beverly Holmes”  
\_\_\_\_\_

**FOR THE UNION:**

“Garry Gifford”  
\_\_\_\_\_

**Labour Relations Officer**  
“Tammy Meloche”  
\_\_\_\_\_

“Debbie McIntosh”  
\_\_\_\_\_

**ADDENDUM II**Conditions for Casual Employment

The parties agree that casual employees will receive a letter of offer at the time of their hire, which will contain availability expectations as well as the following:

Probationary Period	525 hours from the date of hire										
Benefits	An allowance in lieu of fringe benefits equivalent to 13% of gross earnings is added to each by-weekly cheque										
OHIP	100% of the cost of the Ontario Health Insurance Plan is paid by the ROHCG through a payroll tax										
Canada Pension Plan	Deductions will be made as specified by Government Regulations										
Employment Insurance	Deductions will be made as specified by Government Regulations										
Pension Plan	You will have the option of joining the Hospital of Ontario Pension Plan (HOOPP) at such time when you have worked a minimum of 700 hours or earn at least 35% of the CPP yearly Maximum Pensionable Earnings in the preceding calendar year. Upon joining, your percentage in lieu of benefits (above) will be reduced to 9%										
Workplace Safety & Insurance	The ROHCG pays premiums in the Workplace Safety and Insurance Board to provide benefits to you if injured on the job										
Employee Assistance Program	You may join the Employee Assistance Program (EAP) which is a confidential advisory information service to assist with any personal problem that affects family life, work life or general well-being for a nominal fee										
Vacation	You will receive a percentage-in-lieu of vacation paid on a bi-weekly basis as follows: <table> <tr> <td>6%</td> <td>up to 4,499 hours worked</td> </tr> <tr> <td>8%</td> <td>4,500 – 19,499 hours worked</td> </tr> <tr> <td>10%</td> <td>19,500-32,999 hours worked</td> </tr> <tr> <td>12%</td> <td>33,000-41,999 hours worked</td> </tr> <tr> <td>14%</td> <td>42,000 hours or more worked</td> </tr> </table>	6%	up to 4,499 hours worked	8%	4,500 – 19,499 hours worked	10%	19,500-32,999 hours worked	12%	33,000-41,999 hours worked	14%	42,000 hours or more worked
6%	up to 4,499 hours worked										
8%	4,500 – 19,499 hours worked										
10%	19,500-32,999 hours worked										
12%	33,000-41,999 hours worked										
14%	42,000 hours or more worked										

**MEMORANDUM OF UNDERSTANDING**

Between

ROYAL OTTAWA HEALTH CARE GROUP

And

ONTARIO NURSES' ASSOCIATION

Re: New Statutory Holiday – Family Day

The parties are agreed that the second Monday in February recognized as a paid holiday under Article G.1 will be substituted by the newly declares “Family Day” statutory holiday and that his day will be listed as a premium day.

Family Day will be observed on the third Monday of February and the first of these holidays in Ontario will fall on February 18, 2008.

**DATED AT Ottawa, ONTARIO, THIS 10<sup>th</sup> DAY OF December, 2007**

**FOR THE EMPLOYER:**

“Huguette Chevrier”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE UNION:**

“Garry Gifford”

\_\_\_\_\_  
**Labour Relations Officer**  
“Tammy Meloche”

\_\_\_\_\_  
“Debbie McIntosh”  
\_\_\_\_\_

**AGREED TO ITEM -  
ONA - LOCAL 074-13 - ROMHC SITE (TERM 2008-2011)**

**Article G -PAID HOLIDAYS  
Clause G.1**

G.1 The Hospital agrees to recognize the following paid holidays

New Years Day (January 1)  
Family Day (3rd Monday in February)  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day (July 1)

Civic Holiday  
Labour Day  
Thanksgiving Day  
Remembrance Day (November 11)  
Christmas Day (December 25)  
Boxing Day (December 26)

**DATED AT OTTAWA THIS 8 DAY of July, 2008**  
**Agreed on: March , 2008**

**For ROHCG:**

*Chie Belanger*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For ONA:**

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_

**AGREED TO ITEM -  
ONA - LOCAL 074-13 - ROMHC SITE (TERM 2008-2011)**

**LETTER OF UNDERSTANDING  
RE: PAID LEAVE FOR BARGAINING UNIT PRESIDENT**

LETTER OF UNDERSTANDING

Between

THE ROYAL OTTAWA HEALTH CARE GROUP  
ROHCG

And

THE ONTARIO NURSES' ASSOCIATION

**RE: PAID LEAVE FOR BARGAINING UNIT PRESIDENT**

The parties are agreed on a without prejudice and without precedent to the following:

1. The ROHCG - Royal Ottawa Mental Health Centre will provide a maximum of twelve (12) paid days annually of dedicated time off to the Bargaining Unit President to attend meetings with the ROHCG.
2. The Supervisor will determine whether replacement on the Unit for the day is required.
3. The ROHCG will endeavour to schedule meetings with the ONA Bargaining Unit President to coincide with these dedicated days of paid time.
4. The ROHCG retains flexibility in scheduling the twelve (12) days of paid leave.
5. Should any day not be required for meetings with the ROHCG, the paid leave will be cancelled for that day and the Bargaining Unit President and immediate Supervisor will be advised.
6. It is the understanding of the parties that these days will include attendance by the President at meetings scheduled by the Hospital. (i.e. Hospital/Union Committee, grievance hearings, fact finding)
7. It is also the understanding of the parties that this agreement is on a trial basis for the duration of the Collective Agreement, at which time, this agreement will be reviewed for effectiveness.

**DATED AT OTTAWA THIS 8 DAY of July, 2008**

**Agreed on: March , 2008**

**For ROHCG:**

*Chia Belarzu*  
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 \_\_\_\_\_

**For ONA:**

*[Signature]*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_  
 \_\_\_\_\_

**AGREED TO ITEM -  
ONA - LOCAL 074-13 - ROMHC SITE (TERM 2008-2011)**

LETTER OF UNDERSTANDING  
RE: DEDICATED VOICE-MAIL BOX FOR ONA

LETTER OF UNDERSTANDING  
Between  
THE ROYAL OTTAWA HEALTH CARE GROUP  
ROHCG  
And  
THE ONTARIO NURSES' ASSOCIATION

**RE: DEDICATED VOICE-MAIL BOX FOR ONA**

The parties are agreed on a without prejudice and without precedent to the following:

1. The ROHCG - Royal Ottawa Mental Health Centre will provide on a trial basis a dedicated voice-mail box for the exclusive use of ONA Union Executives, where staff members and management may leave messages for ONA.
2. ONA Union Executives are responsible for the appropriate use and maintenance of this voice-mail box.
3. The voice-mail box will be active on a trial basis for the period of the collective agreement and the effectiveness of this tool will be reviewed at that time.
4. Notwithstanding number 3 above, the ROHCG reserves the right to terminate this agreement with 30 days written notice following a meeting with ONA to provide the reasons for termination

DATED AT OTTAWA THIS 8 DAY of July, 2008  
Agreed on: March , 2008

**For ROHCG:**

*Nia Belanger*  
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**For ONA:**

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
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