

**COLLECTIVE AGREEMENT**

BETWEEN:

**GREY BRUCE PUBLIC HEALTH**  
[hereinafter referred to as the "Employer"]

AND:

**ONTARIO NURSES' ASSOCIATION**  
[hereinafter referred to as the "Association"]

Expiry date: **December 31<sup>st</sup>, 2025**

**TABLE OF CONTENTS**

<b><u>ARTICLE</u></b>	<b><u>PAGE (L)</u></b>
ARTICLE 1 – PURPOSE .....	3
ARTICLE 2 – RECOGNITION.....	3
ARTICLE 3 – DEFINITIONS .....	3
ARTICLE 4 – NO DISCRIMINATION .....	4
ARTICLE 5 – RESERVATION OF MANAGEMENT RIGHTS .....	5
ARTICLE 6 – STRIKES AND LOCKOUTS.....	5
ARTICLE 7 – ASSOCIATION REPRESENTATION .....	6
ARTICLE 8 – ASSOCIATION SECURITY.....	8
ARTICLE 9 – GRIEVANCE PROCEDURE .....	9
ARTICLE 10 – ARBITRATION.....	11
ARTICLE 11 – ACCESS TO FILES AND DISCIPLINE.....	11
ARTICLE 12 – SENIORITY.....	12
ARTICLE 13 – HOURS OF WORK AND OVERTIME .....	18
ARTICLE 14 – LEAVES OF ABSENCE .....	20
ARTICLE 15 – ORIENTATION AND IN SERVICE .....	26
ARTICLE 16 – RATE OF PAY .....	26
ARTICLE 17 – PAID HOLIDAYS.....	27
ARTICLE 18 – VACATIONS .....	29
ARTICLE 19 – SICK LEAVE PLAN.....	30
ARTICLE 20 – INSURANCE AND PENSION.....	33
ARTICLE 21 – TRAVEL ALLOWANCE.....	35
ARTICLE 22 – TERMINATION OF EMPLOYMENT .....	36
ARTICLE 23 – MISCELLANEOUS.....	36
ARTICLE 24 – PANDEMIC AND PUBLIC HEALTH EMERGENCY .....	37
ARTICLE 25 – DURATION .....	37
SCHEDULE “A”.....	38
SALARY SCHEDULES.....	38
SCHEDULE “A”.....	40
SALARY SCHEDULES.....	40
LETTERS OF UNDERSTANDING.....	41
RE: NOTICE OF FUNDING CHANGES IMPACTING BARGAINING UNIT .....	41
RE: INDIVIDUAL SPECIAL CIRCUMSTANCE ARRANGEMENTS.....	41
RE: JOB SHARING.....	43
SIGNING PAGE.....	46

## **ARTICLE 1 – PURPOSE**

- 1.01 The general purpose of this Agreement is to establish mutually satisfactory employment relations between the Employer and the Association. It provides means for the settlement of grievances and for the final settlement of disputes. It is recognized that employees wish to work co-operatively with the Employer to provide the best possible community health services.

## **ARTICLE 2 – RECOGNITION**

- 2.02 The Employer recognizes the Association as the sole and exclusive bargaining agent for all registered and graduate nurses employed in a nursing capacity by the Grey Bruce Public Health, save and except supervisors, persons above the rank of supervisor and classifications and employees represented by another Union.

## **ARTICLE 3 – DEFINITIONS**

- 3.01 A Registered Nurse is defined as a person who is registered by the College of Nurses of Ontario in accordance with the *Regulated Health Professions Act* as amended.
- 3.02 A nurse who holds a Temporary Certificate of Registration, must obtain their Certificate of Registration prior to the expiry of their Temporary Certificate. If the nurse fails to obtain their Certificate of Registration prior to the expiry of their Temporary Certificate of Registration, they will be deemed to be not qualified for the position of registered nurse and they will be terminated from the employ of the Employer. Such termination shall not be the subject of a grievance or arbitration.
- 3.03 A full-time employee is one who works thirty-five (35) hours per week on a regularly scheduled basis.
- 3.04 A part-time employee is one who works less than thirty-five (35) hours per week on a regularly scheduled basis.
- 3.05 A probationary employee is a new employee who is hired on a permanent basis but who has not yet completed one thousand (1000) hours worked in the case of a new full-time hire. In the case of a new part-time hire, a probationary employee is a new employee who is hired on a permanent basis but who has not yet completed the pro-rated number of hours for part-time FTE allocation (i.e. a 0.5 FTE would complete five hundred (500) hours

worked as a probationary employee).

3.06 A temporary employee is one who is required:

- (a) to replace an employee who:
  - i) is on vacation; or
  - ii) is temporarily transferred to another position with the Employer; or
  - iii) is on an approved leave of absence; or
  - iv) has a compensable or non-compensable accident or illness; or
- (b) to temporarily fill a vacant permanent position while action is being taken to fill the permanent position; or
- (c) for a specific period of one or more days or to perform a specific project not to exceed six (6) months unless the parties agree to an extension in writing.

3.07 Part-time employees selected to fill a temporary vacancy or to temporarily fill a vacant permanent position shall retain their part-time status for the purposes of this Agreement and shall return to their original position at the end of the temporary assignment.

- 3.08 (a) Provided there is no break in service of more than three (3) months, a temporary employee who is hired as a permanent employee shall have a service date based on the employee's last date of hire as a temporary full-time employee or temporary part-time employee.
- (b) In the event there is a break in service of more than three (3) months, a temporary employee who is subsequently hired as a permanent employee shall have a service date based on the employee's date of hire as a permanent employee.

3.09 The parties agree to use gender neutral language throughout the collective agreement.

3.10 For the purpose of this Agreement "working days" means days in which the Employer's offices are open.

#### **ARTICLE 4 – NO DISCRIMINATION**

4.01 The parties agree that there shall be no discrimination against any employee for reasons of age, sex, sexual orientation, marital status, race,

creed, colour, political or religious affiliation, nationality, or Union activity, ethnic origin, place of origin, family status, ancestry, citizenship, disability, gender identity, gender expression, or any other factor governed by the *Ontario Human Rights Code*.

- 4.02 The parties agree that there shall be no intimidation, interference, restraint or coercion exercised or practiced by them or their representatives upon employees because of membership or non-membership in the Association.
- 4.03 The Association agrees that there shall be no solicitation of members or other Association activities on the premises of the Employer or during working hours except as permitted by this Agreement. It is understood that no meetings by the Association or its members will be held on the premises of the Employer at any time without the prior approval of Human Resources or designate.

#### **ARTICLE 5 – RESERVATION OF MANAGEMENT RIGHTS**

- 5.01 The Association recognizes and acknowledges that the management of the operations and the direction of the working forces are fixed exclusively in the Employer. The Employer, therefore, retains all rights not otherwise specifically and expressly abridged in this Agreement.
- 5.02 The Employer agrees that it will not exercise its functions in a manner inconsistent with the express provisions of this Agreement.

#### **ARTICLE 6 – STRIKES AND LOCKOUTS**

- 6.01 There shall be no strikes or lookouts during the term of this Agreement. The words “strike” and “lockout” shall be as defined in the *Labour Relations Act, 1995*, as amended.
- (a) “Lockout” includes the closing of a place of employment, a suspension of work or a refusal by an Employer to continue to employ a number of their employees, with a view to compel or induce their employees, or to aid another Employer to compel or induce their employees, to refrain from exercising any rights or privileges under this *Act* or to agree to provisions or changes in provisions respecting terms or conditions of employment or the rights, privileges or duties of the Employer, an Employer’s organization, the trade union, or the employees.
- (b) "Strike" includes a cessation of work, a refusal to work or to continue

to work by employees in combination or in concert or in accordance with a common understanding, or a slow-down or other concerted activity on the part of employees designed to restrict or limit output.

## **ARTICLE 7 – ASSOCIATION REPRESENTATION**

7.01 The Employer agrees to recognize the Employee/Employer Committees as outlined throughout this Article.

### 7.02 Grievance Committee

The Employer recognizes an Association grievance committee composed of two (2) employees and one (1) alternate for the purpose of processing grievances on behalf of employees in the Bargaining Unit. Such committee may have the assistance of an O.N.A. staff representative at any time.

### 7.03 Negotiating Committee

The Employer acknowledges the right of the Association to appoint or elect three (3) employees of the Health Unit to a committee to negotiate with the Employer with regard to the renewal of this Agreement. Such committee may have the assistance of an O.N.A. staff representative in negotiations with the Employer.

### 7.04 Management/Association Committee

The Employer recognizes a Management/Association Committee composed of three (3) representatives of both the Employer and the Local Association.

The function of this committee is to discuss matters of mutual concern. It is understood that grievances or negotiations shall not be discussed by this Committee. Meetings shall be convened by consent or at least two (2) times a year. The committee may be expanded as necessary by mutual consent. The final approved original copy of the minutes of the meeting shall be sent to Human Resources or designate. Copies of such final approved minutes of the meeting shall be forwarded to the Medical Officer of Health/ Chief Executive Officer and the Chair of the Board of Health.

### 7.05 Joint Occupational Health and Safety Committee

(a) The Employer and the Association agree that they mutually desire to maintain standards of safety and health in the Public Health Unit in order to prevent unforeseen incidents, injury and illness.

- (b) The Association shall have at least one (1) representative and one (1) alternate representative on the Joint Occupational Health and Safety Committee. The Committee shall meet in accordance with the requirements of the *Occupational Health and Safety Act*.

7.06 The Association acknowledges that the representatives of the Association have regular duties to perform on behalf of the Employer, and that such employees will, therefore, not leave their regular duties without first obtaining permission to do so from their Manager. It is understood that the discussion of grievances and the taking of time away from regular duties shall be kept to a minimum, and therefore, permission shall not be unreasonably withheld. Representatives shall return to their regular duties as expeditiously as possible. The Employer reserves the right to limit such time if the time requested is unreasonable.

- 7.07
- (a) Employee Representatives and Committee Members shall receive their regular rates of pay at straight time for time spent in Employer/Association meetings during their normally scheduled hours of work to a maximum of seven (7) hours per day.
  - (b) Each party shall be responsible for their own costs, including wages in the eventuality a third party becomes involved in the negotiation process. Each of the parties shall equally share the fee and expenses, if any, charged by a third party during the conciliation and/or mediation process.

- 7.08 The Association shall notify the Employer in writing of the names of its officers, representatives and committee members. The Employer shall not be required to recognize any representative until such notification from the Association has been received.
- 7.09 A request by a representative of the Ontario Nurses' Association for access to the Employer's premises for the purpose of consulting with a committee representative or the Employer shall not be unreasonably withheld.
- 7.10 All references to officers, representatives and committee members in this Agreement shall be deemed to mean officers, representatives and committee members of the Bargaining Unit who are employees of the Employer.
- 7.11 An officer of the Association shall be allowed sufficient time outside regular working hours to hold a meeting on the Employer's premises with prospective Association members during their orientation period.
- 7.12 Professional Responsibility
- (a) The parties agree that Client/Community care is enhanced if concerns relating to professional practice, Client/Community acuity, fluctuating workloads and fluctuating staffing are resolved in a timely and effective manner.
  - (b) The Employer agrees to recognize a committee of two (2) Bargaining Unit members for the examination of matters relating to quality and quantity of nursing care. Should this Committee and Health Unit representatives be unable to resolve a problem satisfactorily, either party may request the Minister of Health to appoint a public health nursing consultant from the Ontario Ministry of Health to adjudicate the differences. The findings of the nursing consultant will be accepted by the parties to this Agreement.

## **ARTICLE 8 – ASSOCIATION SECURITY**

- 8.01 The Employer shall deduct each month from the wages of employees covered by this Agreement, such monthly dues as may be adopted and designated by the Association. The Association dues shall be deducted from the employee's pay each month beginning with the month in which the employee commences employment.



- 8.02 The Association shall notify the Employer in writing of the amount of such dues and shall notify the Employer in writing of any changes in these amounts during the term of this Agreement.
- 8.03 Dues deducted pursuant to paragraph 8.01 together with a list of the names, addresses and Social Insurance Numbers of the employees from whom such deductions have been made shall be remitted by the Employer to the Association at its business office, not later than the fifteenth (15<sup>th</sup>) day of the month following the month in which the deductions were made. The list shall also include terminations, new hires and employees on leaves of absence.
- 8.04 The Association shall indemnify and save the Employer harmless from any and all claims with respect to all dues so deducted and remitted under the terms of this Article.

#### **ARTICLE 9 – GRIEVANCE PROCEDURE**

- 9.01 It is the mutual desire of the parties hereto that complaints of the nurses shall be adjusted as quickly as possible, and it is understood that any nurse may present an oral complaint at any time, without recourse to the grievance procedure herein.
- 9.02 At the time formal discipline is imposed or at any stage of the grievance procedure, including the investigation or complaint stages, a nurse is entitled to be represented by their Union Representative. In the case of suspension or discharge, the Employer shall notify the nurse of this right in advance. The Employer also agrees, as a good labour relations practice, in most circumstances it will also notify the Bargaining Unit President or their designate.
- The Employer agrees that where a nurse is required to attend a meeting with the Employer that may lead to disciplinary action, as a good labour relations practice, it will inform the nurse of the meeting.
- 9.03 A grievance shall be defined as a complaint regarding the interpretation or alleged violation of this Agreement, or in the case of an employee who has acquired seniority under this Agreement, a complaint that they have been discharged or disciplined without just cause.
- 9.04 It is understood that a nurse has no grievance until they have first given their immediate supervisor the opportunity of adjusting the complaint. Such complaint shall be brought forward within ten (10) working days of the circumstances giving rise to it, prior to submitting the grievance in

writing. The supervisor must respond within five (5) working days. Failing satisfactory resolution of the grievance the employee shall proceed to Step 1 within five (5) working days after the date the supervisor responded or should have responded. An employee is entitled to the assistance of a Union Representative at any step in the grievance procedure.

- 9.05 The following shall be the procedure in processing and handling grievances.

Step No. 1

The grievance shall be presented in writing to the employee's Department Head. A decision is to be given in writing within ten (10) working days or any longer period which may be mutually agreed upon, and if the settlement is not satisfactory the next step in the grievance procedure may be taken within ten (10) working days thereafter.

Step No. 2

The grievance shall be presented in writing to Human Resources, or a designate. A meeting will be held between the parties within ten (10) working days unless extended by mutual agreement. It is understood that the Labour Relations Officer from the Ontario Nurses' Association will be present at this meeting. Human Resources or a designate shall render a decision in writing within ten (10) working days of the meeting or any longer period which may be mutually agreed upon. Should no satisfactory settlement be reached within ten (10) working days, the matter may be referred to Arbitration as set out in Article 10.00.

- 9.06 A complaint or grievance arising directly between the Employer and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 of the Grievance Procedure within fifteen (15) working days following the circumstances giving rise to the complaint or grievance.
- 9.07 In the event a nurse is discharged, the matter may be taken up, within ten (10) days, by the Union as a grievance at Step No. 2 of the grievance procedure.
- 9.08 Time limits fixed in this Article may be extended by mutual agreement between the Union and the Employer.

**ARTICLE 10 – ARBITRATION**

- 10.01 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this agreement has been violated, either of the parties may, after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to Arbitration and the notice shall contain the name of the first party's appointee to the Arbitration Board. The recipient of the notice shall within five (5) days inform the other party of the name of its appointee to the Arbitration Board. The two (2) appointees selected shall, within five (5) days of the appointment of the second of them, appoint a third person who shall be the Chair. If the recipient of the notice fails to appoint an Arbitrator, or if the two (2) appointees fail to agree upon a Chair with the time limited, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party. Alternatively, the parties may agree on the appointment of a Sole Arbitrator. The Arbitration Board or Sole Arbitrator shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any nurse affected by it. The decision of the majority is the decision of the Arbitrator Board, but if there is no majority, the decision of the Chair governs.
- 10.02 The Arbitration Board or Sole Arbitrator shall not have any authority to alter or change any of the provisions of this Agreement or to substitute any new provisions in lieu thereof or to give any decision contrary to the express intent or terms and conditions of this Agreement, or in any way modify, add to or detract from any provision of this Agreement. Each of the parties to this Agreement will pay the fees and disbursements of its appointee to the Arbitration Board and will share equally the fees and disbursements of the Chair or Sole Arbitrator.
- 10.03 The time limits fixed in this Article may be extended by mutual agreement between the Union and the Employer.
- 10.04 Notwithstanding any other provisions of this Agreement grievances may be settled by confirming the Employer's action or by any other arrangement which is just and equitable in the opinion of the parties.

**ARTICLE 11 – ACCESS TO FILES AND DISCIPLINE**

- 11.01 A copy of any completed evaluation which is to be placed in an employee's file shall be first reviewed with the employee. The employee shall initial such evaluation as having been read and shall have the opportunity to add their views to such evaluation prior to it being placed in their file. It is

understood that such evaluations do not constitute disciplinary action by the Employer against the employee. A copy of the evaluation will be provided to the employee at their request.

11.02 Upon giving reasonable notice to the Employer, an employee may review their personnel file in the presence of their Manager.

11.03 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 there has been no further discipline during that time period. The employee must be actively at work during these eighteen (18) months in order for the letter of reprimand, suspension or other sanction to be removed. Employees off on LTD or eligible ESA leaves greater than 15 weeks, will not have that time off count towards the eighteen (18) months.

## **ARTICLE 12 – SENIORITY**

12.01 Subject to 12.07 (a), seniority is based upon the length of continuous employment with the Employer since the last date of hire but adjusted to recognize any periods of leave of absence in which seniority was maintained but did not accumulate.

12.02 Seniority lists showing each employee's name, job classification, date of employment, and amount of seniority shall be posted in each of the Employer's locations in which employees work on March 31<sup>st</sup> and September 30<sup>th</sup> of each year.

Written complaints concerning the accuracy of such lists shall be considered within thirty (30) days of the posting and, if no complaint is received within that time, it shall be deemed to be accurate and such lists will then be sent to the Association.

12.03 (a) The probationary period referenced in Article 3.05 may be extended by agreement of the Employer, the Association and the employee concerned. It is expressly understood by both parties that during the probationary period an employee shall be considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the Employer. The discharge of a probationary employee shall not be the subject of a grievance and/or arbitration pursuant to this Agreement.

On successful completion of the probationary period an employee shall be placed on the seniority list and their seniority shall date from the date of last hire in accordance with clause 12.01 above.

Employees acquiring seniority on the same date shall be added to the appropriate position on the seniority list by the "flip of a coin" or a mutually agreed equally random system, in the presence of the employees affected and a Union Representative.

- (b) Where any employee who has completed their probationary period, changes job classification on a permanent basis, the Employer or employee will have ninety (90) calendar days from the date of hire in a new position, to determine if the new position is suitable. Within such a trial period, if either the Employer or the employee determines that the position is not suitable, the employee shall have the right to revert back to their former position.
- (c) Where any employee has not yet completed their probationary period prior to a change in job classification, their probationary period shall continue in the new position until the completion of such probationary period as set out in 12.03 (a) above and such terms and conditions as set out in 12.03 (b) above shall apply.
- (d) Employees hired, promoted or transferred to backfill for employees as stated above, will be deemed to be temporarily in such positions for the duration of the ninety (90) day familiarization period with the same rights and privileges outlined in Article 12.03 (b) and (c) above.

12.04 Seniority for part-time employees shall accumulate in accordance with the number of hours worked since the last date of hire, such that one thousand five hundred (1500) hours worked is equivalent to one (1) year of seniority.

12.05 Seniority and service as calculated in accordance with 12.04 shall be retained and transferred by an employee when they elect to transfer from full-time to part-time and vice versa.

12.06 Temporary employees have no seniority rights under this Agreement.

12.07 (a) Seniority for a temporary employee who is subsequently hired as a permanent employee shall date from the date of last hire as a temporary employee provided there is no break in service with the Employer. It is understood that all hours of work from the date of last hire as a temporary employee shall count towards the employee's probationary period.

(b) Any temporary employee with more than six (6) months break in service shall be treated as a new hire.

12.08 (a) Subject to 12.09 seniority shall be retained and accumulated when an employee is absent from work under the following circumstances:

- i) approved leave of absence with pay;
  - ii) approved leave of absence without pay up to two (2) continuous months in any one (1) year;
  - iii) when in receipt of Workplace Safety and Insurance Board (WSIB) benefits as a result of injury or illness received while in the employment of the Employer;
  - iv) when in receipt of Short-Term Disability Benefits as set out herein;
  - v) while on LTD;
  - vi) while on pregnancy and parental leave.
- (b) Subject to 12.09 seniority shall be retained but not accumulated when an employee is absent from work under the following circumstances:
- i) with the exception of pregnancy and parental leave an approved leave of absence without pay for periods in excess of two (2) continuous months in any twelve (12) month period;
  - ii) when in receipt of Workplace Safety & Insurance Board (WSIB) benefits as the result of an illness or injury received while in the employ of another or former Employer;
  - iii) when an employee has been laid off due to reduction in the nursing staff, seniority shall be retained for a period of fifteen (15) months.

12.09 An employee's seniority shall be forfeited, and their employment shall be deemed to be terminated under the following conditions:

- (a) they voluntarily resign or quit;
- (b) they retire;
- (c) they are discharged and not reinstated through the grievance procedure;
- (d) they are laid off for a period of fifteen (15) consecutive months;

- (e) they are absent from work for a period in excess of three (3) consecutive scheduled working days without notifying the Employer unless a reason satisfactory to the Employer is given;
- (f) they fail to comply with a recall to work notice as outlined in paragraph 12:15;
- (g) they use a leave of absence for a purpose other than that for which it was granted; or fail to return to work at the expiration of a leave of absence without justifiable excuse;
- (h) they are absent from work for more than twenty-four (24) months due to accident or illness subject to any requirement of the law.

12.10

- (a) In cases, where there are multiple expressions of interest submitted, and where performance, ability and qualifications are approximately equal, seniority shall be the deciding factor when decisions are made with regard to Article 12.10 (b).

When vacancies occur or new jobs are created, prior to the posting of the position, Human Resources shall post notice of the position on the Employer's intranet and will email all nurses of the opportunity for change of assignment to determine their interest. The Employer shall send the email to each employee's GBPH email address or, in the case of an employee on leave, to an address the employee has provided. An employee wishing to express interest in changing to this assignment, or others which may result from the change of assignment(s) shall do so by replying to as instructed in the expression of interest email.

Nurses will have seven (7) calendar days to respond, and the Employer will notify the successful nurse in writing. A vacancy may be posted internally and externally at the same time, with all internal candidates being considered before external applicants.

The above applies to permanent opportunities and to temporary opportunities of six (6) months or more.

NOTE: A permanent employee may accept a temporary position and return to the previous status when the temporary position to which they are assigned is completed.

- (b) When vacancies occur or new jobs are created, these positions will be posted within two (2) weeks of the approval of the Employer to post the position in a manner accessible to all employees. Such job

posting shall be for a period of seven (7) calendar days, during which time employees will have the opportunity to apply. Such postings shall include the classification, status, initial home site, and initial team assignment. Outside advertising may take place simultaneously with job postings when deemed necessary by the Employer. The results of the outside posting will not be considered until the internal posting is completed and assessed. All employee applicants interviewed will be notified by letter, not more than one (1) week after the position has been filled, of the name of the successful applicant. If an employee with greater seniority is denied the posting, the reasons for such denial may be discussed with the employee if requested. Permanent full-time employees must be in their current position for six (6) months prior to posting into another position.

If the Employer chooses not to fill a vacancy, then the Employer will notify the Union of the fact and the rationale for not filling the position.

- 12.11 The original vacancy and the first [1<sup>st</sup>] and second [2<sup>nd</sup>] subsequent vacancy arising out of the original vacancy which the Employer wishes to fill, shall be posted. Any further vacancy may be filled at the discretion of the Employer, without posting. The Employer may consider employees requesting transfers when filling said further vacancy.
- 12.12 (a) An employee who is permanently transferred to a position outside the Bargaining Unit shall retain but not accumulate seniority while in that position. If an employee in a position outside the Bargaining Unit returns to the Bargaining Unit, they will be credited with seniority only to the extent that they accumulated such rights within the Bargaining Unit prior to their transfer for the duration of this Collective Agreement. All seniority shall be lost if such transfer takes place more than one (1) year after the transfer out of the Bargaining Unit occurs.
- (b) An employee who is temporarily transferred to a position outside of the Bargaining Unit shall retain but not accumulate seniority for the duration of the temporary leave of absence. It is understood that such temporary transfer shall be for a period up to twelve (12) months or up to eighteen (18) months for pregnancy/parental leave unless the parties agree otherwise.
- 12.13 (a) The Employer shall notify the Association of an anticipated lay-off as soon as is reasonably possible. Except in extenuating circumstances, the Employer shall provide the Association with at least six (6) weeks' notice of lay-off. Employees affected will receive *Employment Standards Act* notice.



- (b) When it becomes necessary to reduce the work force, the employee who is affected by the work shortage may elect to either go on layoff or claim the position held by an employee with less seniority in the employee's classification, provided they possess the necessary qualifications, skill and ability to perform the job being claimed.

The Employer shall meet with the Union to review the following:

- i) reason causing the lay-off
- ii) the service the Employer will provide after the lay-off.
- iii) the method of implementation including the area of cutback and the employees to be laid off.

Any agreement between the Employer and the Union concerning the method of implementation of the lay-off shall take precedence over the items in this Article.

- 12.14
- (a) Before new employees are hired, the Employer shall recall employees on lay-off who possess the necessary qualifications to perform the work available.
  - (b) When recalling an employee after lay-off, they shall be notified by telephone or registered mail to the last address of the employee known to the Employer, and allowed twelve (12) working days to report for work, however, they must advise the Employer within two (2) working days of the receipt of notification of return to work of their intention to return to work if they wish the Employer to hold the job open for them for the full twelve (12) day period. If the employee is recalled and advises the Employer that they are not immediately available for work, other qualified employees shall be recalled and may be temporarily employed until the employee reports within the twelve (12) working day period.
  - (c) It shall be the employee's responsibility to keep the Employer notified as to any change in their address or telephone number so that they will be up-to- date at all times.
  - (d) For purposes of the lay-off provisions of Article 12.13 and 12.14, the full time and part time seniority lists will be merged.
  - (e) In the case of a layoff the Employer shall layoff employees on the basis of seniority, on a Bargaining Unit wide basis, provided that probationary employees shall be laid off first and the employees with least seniority shall be laid off thereafter.

**ARTICLE 13 – HOURS OF WORK AND OVERTIME**

- 13:01 (a) The following paragraphs are intended to define the normal hours of work and shall not be construed as a guarantee of employment, hours of work per day, nor per week nor of days of work per week nor of overtime.
- (b) i) The normal work week for an existing full-time employee as at the date of ratification of this Collective Agreement shall consist of thirty-five (35) hours, Monday through Friday
- ii) Notwithstanding the foregoing, and subparagraph (c) below, for any full-time employee hired after November 18<sup>th</sup>, 2011, the normal work week shall consist of thirty-five (35) hours with the days and times to be established by mutual consent between the Employer and the employee taking into account the needs of the Health Unit.
- iii) The normal work week for an existing part-time employee shall be less than thirty-five (35) hours, on a predetermined work schedule Monday through Friday.
- iv) Notwithstanding the foregoing, and subparagraph (c) below, for any part-time employee hired after November 18<sup>th</sup>, 2011, the normal work week shall be less than thirty-five (35) hours on a predetermined work schedule to be mutually agreed to between the Employer and the employee taking into account the needs of the Health Unit.
- (c) The normal work day shall be seven (7) hours between 8:30 a.m. to 4:30 p.m. with one (1) hour for an unpaid lunch. However, where applicable, the work day may be flexible in length with the hours of working time to be established by mutual consent between the employee and their manager taking into account the needs of the Health Unit.
- (d) There shall be two (2) fifteen (15) minute paid rest periods during each day.

Employees shall take a fifteen (15) minute paid rest period for each half day of work. The pattern of working time shall be established with the prior approval of the Employer. The pattern of working time can be adjusted through a request by the employee and approved by management.

- (e) Except as authorized by the Supervisor, hours of work do not include travelling time between place of residence and the office. Such authorization shall not be unreasonably denied.
  
- (f)
  - i) Overtime is defined as work performed in excess of the thirty-five (35) hours flexible work week and approved by the employee's Manager or their designate. Employees required by the Employer to work in excess of thirty-five (35) hours in any one week, shall be allowed compensating time off without loss of pay, at the rate of one (1) hour time off for every authorized excess hour worked up to forty (40) hours in any one (1) week. Pre-authorized hours worked in excess of forty (40) hours in any one (1) week shall be compensated with compensating time off at one and one-half (1½) hours for every hour worked.
  
  - ii) Weekend Work  
  
Weekend work (work on a Saturday and Sunday that are not statutory holidays) shall attract a premium based on the regular wage rate on the following basis:  
  
Any premium hours earned on a Saturday or Sunday shall be paid at 1.5 times the regular rate, unless, upon the mutual agreement between the Employer and employee, the employee uses time in lieu of payment. If the employee and the Employer agree that the employee will take time in lieu of payment, the lieu time will be calculated as 1.5 hours in lieu for every hour worked on a Saturday or Sunday and such time in lieu may be accumulated in accordance with Article 13.01 (g).  
  
It is agreed and understood that no employee shall be scheduled to work a Saturday or Sunday that will result in the employee working more than thirty-five (35) hours in that work week unless pre-approved by the Employer and/or in an emergency.
  
- (g) Compensating time off may be accumulated to a maximum of seven (7) days. Compensating time off shall be taken at a mutually agreeable time as arranged between the employee and their Manager.

- (h) Any necessary change to a regular schedule as per 13.01 b i) above, for operational purposes, the employer will provide a minimum of two (2) weeks' notice when possible. The employer will first seek volunteers for the change and failing one, will then start with the least senior member that is qualified to fulfil the required change in the schedule.

## **ARTICLE 14 – LEAVES OF ABSENCE**

### 14:01 Personal Leave

- (a) An employee who has completed their probationary period may apply for a leave of absence without pay and without benefits for legitimate personal reasons. A request for such leave shall be made in writing, stating reasons, at least one (1) month prior to the desired commencement date of the leave unless the requested leave exceeds two (2) months wherein a two (2) month written notification shall be required. If the Employer grants such leave it shall confirm the terms of the leave in writing. The minimum time requirements for such leave requests may be waived in extenuating circumstances. Subject to the efficient operation of the Health Unit applications under this provision shall not be unreasonably withheld.
- (b) Subject to the efficient operation of the Health Unit, an employee may apply for a short term leave of absence of up to five (5) days without pay for legitimate personal reasons. The employee shall continue to receive benefits and accrue seniority while on such short-term leave.

### 14.02 Preplanned Leave

- (a) Once annually, an employee may apply in writing, stating reasons, for a preplanned leave of absence without pay and without benefits for a period of six (6) to twelve (12) months. This said leave would commence at least ninety (90) days after the request is approved and not more than three hundred and sixty-five (365) days from the date of approval. In the event the Employer grants the leave it shall confirm the terms of the leave in writing. An employee may withdraw their request for preplanned leave at any time up to two (2) months prior to the scheduled commencement of the leave.
- (b) While on a preplanned leave.
  - i) Service for the purpose of vacation, salary progression and other benefits will be retained but will not accumulate;

- ii) The employee shall be responsible for the full payment for any health and welfare benefits in which they are participating;
- iii) The employee will not be eligible for any other leave of absence, paid holidays, vacation, travel allowance, sick leave, pensions and long-term disability insurance.

14.03 Bereavement Leave

- (a) In the event of a death in an employee's spouse, parents, grand parent, child, sibling, step-parent, step-sibling, step-child or grand-child, mother-in-law, father-in-law, sister-in-law, brother-in-law, the employee shall be granted a leave of absence of up to a maximum of five (5) consecutive work days with pay. The employee shall only receive pay for regularly scheduled work days.
- b) In the event of a death of an employee's aunt, uncle, niece or nephew or spouse's grandparent, the employee shall be granted a leave of absence of up to a maximum of three (3) consecutive workdays with pay. The employee shall only receive pay for regularly scheduled workdays.
- (c) An Employee shall be permitted to withhold up to two (2) bereavement days, where applicable, to a later date for the purposes of a memorial service or interment service within six (6) months of the bereavement.
- (d) Additional leave without pay but without loss of seniority may be granted at the discretion of the Employer.
- (e) There shall be no loss of seniority for bereavement leave.
- (f) An employee who is off work on a paid leave of absence, for any reason including, but not limited to, WSIB, illness or Short-Term Disability benefits, but specifically excluding vacation as per Article 18.08 (d), shall not be entitled to any additional pay and/or compensating time off for any bereavement leave occurring within the period of such paid leave.

14.04 Jury and Witness Duty Leave

- (a) In the event that an employee is called for jury duty, the Employer shall pay the employee their regular pay for each day the employee is required to be absent from work provided that they:

- i) notify the Employer immediately upon notification that they will be required to attend on jury duty;
  - ii) presents proof of service to the Employer requiring such attendance;
  - iii) promptly repays the amount (other than expenses paid to them) which they receive for such attendance;
  - iv) reports to work when not required at court.
- (b) If an employee is required by subpoena to attend a court of law as a witness in connection with any litigation arising from their professional duties for the Employer or as a witness for the Crown, the Employer shall pay the employee their regular pay for each day the employee is required to be in attendance at court provided that they:
- i) notify the Employer immediately upon receipt of the subpoena that they will be required to attend court and gives reasonable notice to the Employer of the time and dates at which they will be required to attend;
  - ii) presents proof of service requiring such attendance and keeps the Employer promptly informed as to any subsequent times which they would be required to attend at the court of law arising from the subpoena;
  - iii) promptly repays the amount (other than expenses paid to them) which they receive for such attendance;
  - iv) reports to work when not required at court.
- (c) The employee shall accrue all benefits including seniority as if they were performing their regular duties for the Employer provided they fulfil their commitments under paragraphs 14.04 (a) and 14.04 (b).

#### 14.05 Pregnancy and Parental Leave

Parental /Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act (ESA)* as amended from time to time.

- (a) The Employer shall continue to make the Employer contribution for the following benefit plans: Life Insurance, Accidental Death, EHC, Long Term Disability and Dental throughout the Pregnancy and Parental Leave unless the employee gives the Employer a written

notice that the employee does not intend to pay the employee's contribution, or the employee fails to make the payment by the deadline. The Employer and the employee shall discuss deducting the employee's share of the premiums from the last pay or equally from up to the last four pays.

Contributions for the OMERS pension plan shall be made as per the terms of OMERS and the Employer shall make its contributions accordingly.

- (b) Upon a return from Pregnancy/Parental Leave, the nurse shall be reinstated to their former position, unless their former position has been discontinued in which case, they shall be given a comparable position.

#### 14.06 Leave for Association Business

- (a) Leave of absence without pay and without loss of seniority for Association business shall be granted to employees who have completed their probationary period up to an aggregate of forty-five (45) working days per year, provided such leave of absence does not interfere with the continuance of efficient operations of the Employer. It is agreed that no more than two (2) employees shall be absent on such leave at one time. The Association will give the Employer two (2) weeks written notice of an employee's request to be absent for Association business. The Employer, during such absence, will keep the employee's salary, benefits or percentage in lieu and seniority whole and the Association agrees to reimburse the Employer for the cost of such salary benefits and/or percentage in lieu. The hours for such leave will be defined as work performed in the flexible work week. This leave will also be available to employees selected by the Association to attend Association business including conferences, conventions and Provincial Committee meetings and to any employee elected to the position of Local Co-ordinator.

- (b) Leave, Board of Directors

An employee who is elected to the Board of Directors of the Ontario Nurses' Association, other than to the office of President, shall be granted upon request such leave(s) of absence as they may require to fulfil the duties of the position. Reasonable notice - sufficient to adequately allow the Employer to minimize disruption of its services shall be given to the Employer for such leave of absence. Notwithstanding Article 12, there shall be no loss of seniority or service for an employee during such leave of absence. Leave of absence under this provision shall be in addition to the Association

leave provided in (a) above. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Employer and the Association agrees to reimburse the Employer in the amount of the full cost of such salary and applicable benefits.

- (c) An employee who is elected to the office of President of the Ontario Nurses' Association shall be granted upon written request (at least thirty (30) days prior to taking office) a leave of absence without loss of seniority of up to two (2) years, and additionally any consecutive terms for which the employee may be re-elected.

During such leave of absence, salary and benefits will be kept whole by the Employer provided the Association agrees to, and does in fact, reimburse the Employer for such salary and Employer contributions to such benefits. The employee agrees to notify the Employer in writing of their intention to return to work within two (2) weeks following the termination of office. In the event the employee does not notify the Employer of their intention to return to work within the aforementioned time limits, they shall be deemed to have resigned.

#### 14.07 Education Leave

A leave of absence without pay and benefits, and without loss of seniority, may be granted to an employee who has completed their probationary period for educational purposes. The leave may be granted at the discretion of the appropriate Director and/or Medical Officer of Health as follows:

- (a) The employee shall submit their request in writing at least thirty (30) days before the commencement of the course. Seniority shall not accrue during such leave.
- (b) Leave of absence without loss of pay to attend and to take part in the business activities of professional meetings (e.g. O.P.H.A., R.N.A.O., College of Nurses, C.N.A., etc.) up to a cumulative total of ten (10) days per year for the employees covered by this Agreement shall be granted at the discretion of the employee's Manager.
- (c) All leave for attendance at workshops and/or educational seminars sponsored by these organizations will be recognized as separate and apart from 14.07 (b).
- (d) Educational leaves of absence may be granted at the discretion of the appropriate Director and/or Medical Officer of Health as follows:
- i) Certificate or Diploma Courses



Usually less than twelve (12) months; absence without pay; fifty percent (50%) of tuition fees may be reimbursed, to a maximum of \$1,200 per Employee, upon successful completion.

- ii) A nurse shall continue to accumulate seniority rights and the Employer shall continue to make the Employer contribution for the following Benefit Plans: Pension, Life Insurance, Accidental Death, EHC and Dental throughout the Education leave up to three (3) months. The employee will have the option of continuing in the above benefits beyond three (3) months at full cost to the employee on such leave unless the employee gives the Employer a written notice that the employee does not intend to pay the employee's contribution. The Employer and the employee shall discuss deducting the employee's share of the premiums from the last pay or equally from up to the last four pays.

#### 14.08 Storm Leave

- (a) Where weather conditions are such that an employee is unable to report to work, or chooses not to attempt to travel to work due to inclement weather, this absence may be charged to annual vacation credits, personal time credits, or compensatory time credits.
- (b) If an office is closed by the Medical Officer of Health or designate due to weather conditions thus preventing the employee from reporting to work or causing the employee to leave the office early then the employee shall not suffer a loss of pay for the time lost.
- (c) Notwithstanding (a) and (b) above, where an employee is unable to get to work due to inclement weather or road closure, such employee may work from an alternate work location or may work from home and shall be remunerated for such hours worked provided the employee has received prior approval from their supervisor. If the employee has not worked their full complement of hours, the employee may change the unpaid hours to vacation, personal time, or compensatory time credits.

- 14.09 (a) Subject to 14.05, seniority shall not accrue during a leave of absence of more than two (2) continuous months.
- (b) Subject to the *Employment Standards Act*, if an employee's approved leave of absence exceeds one (1) month, they must arrange to prepay the premiums for all benefits.

**ARTICLE 15 – ORIENTATION AND IN SERVICE**

15:01 It is agreed that an orientation and in-service program will be provided by the Employer.

Such orientation and in-service program shall be designed to provide mentoring of new and transferring employees to promote success and knowledge of best practices within the Health Unit and programs delivered to the community.

Employees will be provided in-services on personal and workplace safety.

**ARTICLE 16 – RATE OF PAY**

16:01 The Parties agree that the schedule of wages, as set forth in Schedule "A" attached hereto, shall be maintained during the duration of this Agreement.

16.02 Previous nursing experience shall be recognized on the following basis:

- (a) An employee with direct nursing experience in public health or nursing experience beyond the rank of staff level and who has been actively employed for the last three (3) years prior to being employed by the Employer, shall receive one (1) increment for every year (1500 hours) of work experience up to the maximum on the salary grid.
- (b) An employee who has any other staff level nursing experience and who has been actively employed for the last three (3) years shall receive one increment for every two (2) years (3000 hours) of work experience up to the maximum on the salary grid.
- (c) Any combination of (a) and (b) shall be credited at the discretion of the Employer up to the maximum on the salary grid.
- (d) If more than three (3) years have elapsed since the employee has been actively employed as a nurse as listed above, the number of increments to be paid, if any, shall be at the sole discretion of the Employer up to a maximum of Step 5 on the salary grid.
- (e) It shall be the responsibility of the employee to provide proof of related experience on hiring in order to be considered for a salary increment on the salary grid and any dispute must be grieved within four (4) months from the date of hire as per the grievance procedure.

- (f) In the event the employee does not grieve their rate of pay within the time limits set out in 16.02 (e) above, the Arbitrator or Board of Arbitration has no jurisdiction to hear said grievance.

16.03 On promotion or change from Registered Nurse to Public Health Nurse, the employee shall not suffer a loss in pay. The employee shall be placed at the increment level on the higher classification rate that is equal to their former rate or in the event there is no equivalent rate they shall be placed at the first rate in the higher classification schedule that is higher than their former rate. The employee shall assume an anniversary date for future wage adjustments based on the effective date of their promotion or change.

16.04 Grid Progression

- (a) Each full-time employee automatically progresses on the grid on their anniversary date. With the exception of Pregnancy and Parental Leave under the *Employment Standards Act*, the anniversary date shall be adjusted in the event the employee is absent from work in excess of two (2) months.
- (b) Part-time employees shall advance on the salary grid in Schedule "A" on the basis of one (1) year is equivalent to one thousand five hundred (1500) hours.

16.05 Responsibility Allowance

When an employee is assigned additional responsibilities/duties to support a Program Manager, in the capacity of a "Team Lead" within the Bargaining Unit the Employer will compensate the bargaining unit employee with ten percent (10%) increase in the respective member's regular hourly wage per day worked in this capacity. This is in addition to the employee's regular earnings.

**ARTICLE 17 – PAID HOLIDAYS**

17:01 The following paid holidays shall be granted to each eligible full-time employee who has completed a period of twenty (20) continuous working days of employment subject to the provisions set out herein:

- |                                    |                  |
|------------------------------------|------------------|
| New Year's Day                     | Civic Holiday    |
| Family Day                         | Labour Day       |
| Good Friday                        | Thanksgiving Day |
| Easter Monday                      | Remembrance Day  |
| Victoria Day                       | Christmas Day    |
| Canada Day (July 1 <sup>st</sup> ) | Boxing Day       |

National Day for Truth and Reconciliation

- 17.02 Where any of the above holidays fall on a Saturday or Sunday, an alternate day shall be designated by the Employer as a holiday in lieu of the holiday falling on these days.
- 17.03 (a) An eligible full-time employee shall receive their regular daily pay at their basic rate for each paid holiday.
- (b) Part-time employees shall receive four point eight percent (4.8%) in lieu of paid holidays.
- 17.04 To be eligible for holiday pay an employee must work the full scheduled work day immediately preceding and the full scheduled work day immediately following such holiday, unless the employee is otherwise on an approved paid leave of absence. If an employee is absent on either the last work day preceding, or the first work day following the paid holiday due to illness, the employee shall be eligible for pay for the holiday. A medical doctor's certificate may be required at the discretion of the Employer.
- 17.05 No employee who is absent from work due to:
- (a) Workplace Safety and Insurance Claim
- (b) Short-term disability
- (c) Long-term disability; or
- (d) Lay-off
- Shall be entitled to pay for any paid holiday occurring within the period of such absence.
- 17.06 No employee who is absent from work due to a pregnancy and/or parental leave shall be entitled to pay for any paid holiday occurring within the period of such absence except in accordance with the *Employment Standards Act*.
- 17.07 Where the paid holiday occurs in the period in which a full-time employee is on their scheduled vacation, or on a scheduled day off, an eligible employee shall receive a day off with pay in lieu at a mutually agreed time.
- 17.08 An eligible employee required to work on a paid holiday shall be allowed compensating time off without loss of pay, at a rate of one (1) hour time off for every authorized hour worked at a mutually agreeable date. Such lieu time off shall be subject to the conditions outlined in Article 13, paragraph 13.01. The employee shall also receive payment at the rate of time and one-

half (1½) their regular rate of pay for each hour worked on the paid holiday.

## **ARTICLE 18 – VACATIONS**

- 18:01 (a) The Employer shall provide vacation with pay for active full-time employees based on the length of continuous service as an active full-time employee of the Employer as follows:
- i) one point six seven (1.67) days per month;
  - ii) After completion of ten (10) full years of continuous service, two point zero eight (2.08) days per month;
  - iii) After completion of twenty (20) full years of continuous service, two point five (2.5) days per month;
- (b) Active part-time employees shall receive vacation with pay on a pro-rata basis.
- 18.02 Vacation entitlement shall be calculated based on full years of continuous service as an active full-time employee subject to 12.05, and exclusive of any service as a temporary employee.
- 18.03 Vacations shall be granted at times mutually agreed upon between the employee and the Employer but consistent with the employee's seniority and the efficient operation of the Health Unit.
- 18.04 Upon termination, retirement or death, any vacation with pay owing to the employee will be paid to the employee or their estate. Any advance on vacation with pay owing to the Employer will be returned to the Employer through an adjustment to the employee's final pay or other arrangements.
- 18.05 Vacation time earned must be taken so that an employee's accumulated vacation period shall not exceed seventy (70) hours (10) days at the close of the fiscal year (December 31<sup>st</sup>). Under special circumstances, the Chief Human Resources and Privacy Officer, or designate, on the recommendation of the employee's Manager, may permit an accumulation in excess of seventy (70) hours (10 days).
- 18.06 Payment for vacation shall be based on the employee's current regular weekly pay except if the employee has been on lay-off, unpaid leave of absence or long-term disability exceeding one (1) month. If the employee has been on lay-off, unpaid leave of absence or long-term disability exceeding one (1) month, their vacation and vacation pay shall be pro-rated in accordance with the number of days worked in the year that they earned

the vacation, paid at the current regular wage rate.

- 18.07 Temporary employees shall receive vacation pay in accordance with the *Employment Standards Act* and as amended from time to time.
- 18.08
- (a) Where an employee's scheduled vacation is interrupted due to serious illness which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.
  - (b) Where an employee's scheduled vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave.
  - (c) The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits, provided the sick leave complies with the Employer's sick leave policy.
  - (d) Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with and pursuant to Article 14.03.
  - (e) The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.
- 18.09
- (a) Upon transfer from full time status to part time status, any vacation credits remaining in a PHN's vacation bank shall be retained for use as paid vacation days. Further vacation entitlement shall be paid as per Article 18.01 (b).
  - (b) Upon transfer from part time status to full time status, any vacation credits remaining in a PHN's vacation bank shall be retained for use as paid vacation days. Further vacation entitlement shall be paid as per Article 18.

## **ARTICLE 19 – SICK LEAVE PLAN**

- 19:01 The terms and conditions of the Short-Term Disability Benefits provided by the Employer in its Administration policies, as amended from time to time, shall apply to all full-time permanent employees who have completed three (3) months continuous employment. The parties further agree that during the life of this Agreement, no decrease in coverage shall occur as a result

of such amendment.

- 19.02 (a) Temporary employees shall not be eligible for sick leave.
- (b) Part- time employees shall receive sick leave based on the number of days they work in a year divided by twenty (20), multiplied by one point five (1.5) days up to a maximum as outlined below:

<u>Length of Service</u>	<u>Maximum Accumulation</u>
<u>After</u>	
3 months - 1 year	35 Hours
2 Years	70 Hours
3 Years	105 Hours
4 Years	140 Hours
5 Years	175 Hours
6 Years	210 Hours
7 Years	245 Hours
8 Years	280 Hours
9 Years	315 Years
10 Years	350 Hours

Note: For purposes of this Article, length of service will be defined as years of service since last date of hire.

- (c) All full-time employees who are unable to work because of illness or injury, shall be eligible for Short-Term Disability Benefits in accordance with the following schedule:

<u>LENGTH OF SERVICE</u>	<u>100% SALARY</u>	<u>70% SALARY</u>
3 months- 1 year	1 week	14 weeks
2 Years	2 weeks	13 weeks
3 Years	3 weeks	12 weeks
4 Years	4 weeks	11 weeks
5 Years	5 weeks	10 weeks
6 Years	6 weeks	9 weeks
7 Years	7 weeks	8 weeks
8 Years	8 weeks	7 weeks
9 Years	9 weeks	6 weeks
10 Years	10 weeks	5 weeks

For Short-Term Disability purposes, salary shall be defined as the normal rate of pay earned by the employee immediately prior to the commencement of disability.

19.03 Application for Sick Leave Benefits shall be submitted to the employee's Manager or designate on the forms provided by the Health Unit. A medical doctor's certificate may be required for any illness.

19.04 When a full-time employee changes to part time status and has accrued sick leave, they can transfer this accumulated sick leave to their part-time position, up to the applicable maximum for such employee as set out in the chart in Article 19.02 (b) above. Further accrual of sick leave shall continue based on Article 19.02 (b).

When a part time employee changes to full time status and has accrued sick leave, they can transfer this accumulated sick leave to their full-time position, up to the applicable maximum for such employee as set out in the Employer Administration policies. Further accrual of sick leave shall continue based on Article 19.

19.05 Employees on a waiting period prior to accessing third party insurance may utilize their accumulated but unused Short-Term Disability benefits up to a maximum of ten (10) working days. In the event that an employee does not have sufficient accumulated but unused Short Term Disability benefits to cover the ten (10) day paid portion of any waiting period as noted above, the Employer shall pay the employee seventy percent (70%) of the employee's regular wages for the duration of such paid portion of the waiting period.

19.06 Personal Leave Days

Each employee is entitled to access up to twenty-one (21) hours per



calendar year of their unused allotment of Short-Term Disability Benefits for personal or family care in accordance with the Short Term Disability Policy, as amended from time to time. Such hours will be pro-rated for part-time FTE allocation.

**ARTICLE 20 – INSURANCE AND PENSION**

20:01 The Employer shall contribute 100% of the premium costs of the following insurance for all full-time employees who have met the eligibility requirements of the various insurance plans. The Employer is not the insurer and all insurance shall be subject to the terms, conditions, rules and regulations of the governing insurance plan or policy.

(a) Life Insurance, Accidental Death & Dismemberment

- i) Life Insurance coverage shall be equal to two (2) times annual salary to the nearest \$1,000.00 benefit;
- ii) Accidental Death and Dismemberment coverage shall be equal to the life insurance;
- iii) All coverage ceases at termination of employment or retirement, but in any event at age seventy (70).

(b) Dependant Life

- i) Spouse \$20,000
- ii) Child(ren) \$10,000

(c) Semi-Private Hospital Coverage

(c) Major Medical Benefits

Including drug and Vision Care, Vision care is limited to five hundred (\$500.00) dollars per 24 months. Any portion of this benefit can be used for eyeglasses, contact lenses and/or one (1) eye examination per 24 month period.

Mental Health Benefits \$500.00

Massage/Chiropractic/Osteopath/  
Speech Therapist \$400.00 per type  
of practitioner

(e) Long Term Disability Insurance

Amount of benefit to be equal to seventy percent (70%) of the employee's basic earning, up to a maximum of six thousand dollars (\$6,000.00) per month.

20.02 The Employer shall contribute seventy-five per cent (75%) of the premium costs of basic Dental Insurance for all full-time permanent employees who have met the eligibility requirements of the Insurance Plan. The employee shall pay twenty-five per cent (25%) of such premium costs. For the Major Restorative Services component of the Dental Plan, the Employer shall pay fifty per cent (50%) of such premium costs and the employee shall pay fifty per cent (50%) of such premium costs. The Employer is not the insurer, and all insurance shall be subject to the terms, conditions, rules and regulations of the governing insurance plan or policy.

20.03 Any dispute as to entitlement of benefits under the insurance plans is between the employee and the insurer.

20.04 Pensions

The Ontario Municipal Employees' Retirement System (OMERS) and Canada Pension Plan shall apply to the employees covered by this Agreement. The Employer shall contribute to the Canada Pension Plan in accordance with the *Act* and to OMERS, for employees as per the regulations of the Plan.

20.05 Temporary employees as well as employees who work less than thirty-five (35) hours per week on a regular basis shall not be covered for any benefits in this Article, except Pension where required by law.

20.06 Subject to the *Employment Standards Act*, all benefits shall terminate the month following the month of a lay-off or unpaid leave of absence. However, on expiration of said benefits, an employee may arrange to prepay the full premium of any applicable benefit they were receiving at the time of the lay-off or leave to ensure their continued coverage.

20.07 It is understood and agreed that in assessing the expense required for these negotiated employee benefits outlined within this Article, the parties have taken into account any and all savings on premium or elimination of premiums that may be realized during the period of this Agreement under the *Employment Insurance Act*, OHIP, or any other government legislated Plan, and the full employee's portion of any savings resulting from this assessment are included as part of the negotiated wage increases and improved benefits contained in this Collective Agreement.

- 20.08 The Employer shall not reduce the level of benefits in the above noted plans during the currency of this Agreement.
- 20.09 Effective January 1<sup>st</sup> ,2000, employees who retire on an OMERS unreduced pension prior to their sixty-fifth (65<sup>th</sup>) birthday and who have been employed by the Employer for a minimum of ten (10) years shall have the option of having the Employer pay fifty percent (50%) of the monthly premium cost of extended health care and dental care for such employee until such time as the employee reaches sixty-five (65) years of age provided such employee agrees to pay their portion as well.
- 20.10 For those employees transferring from part-time to full-time, there will be no waiting period for benefits, except as provided by the plan provided the part-time employee has worked four hundred and fifty (450) hours or longer. Where the employee has worked less than four hundred and fifty (450) hours prior to transferring to full time, such employee shall not be eligible for benefits until such time as the employee has accumulated four hundred and fifty (450) hours since their last date of hire.

#### **ARTICLE 21 – TRAVEL ALLOWANCE**

- 21:01 Effective January 1<sup>st</sup>, 2016, employees required to operate a private vehicle for business shall receive the rates established by Canada Revenue Agency (“CRA”) as a non-taxable allowance for business use of private automobiles. In the event that the CRA increases or decreases such rates, the Employer will pay the most current established rates.
- 21.02 Except as authorized by the Manager, travel allowance does not apply from place of residence to office and return.
- 21.03
- (a) On presentation of a certificate showing a minimum of two (2) million dollars (\$2,000,000) third [3<sup>rd</sup>] party public liability and property damage insurance, part-time and full-time permanent employees shall receive an allowance of up to a maximum of two hundred dollars (\$200.00) effective January 1<sup>st</sup>, 2023 per calendar year (prorated based on the number of months worked) towards the cost of business insurance on the personal vehicle used by said employee while performing their duties at the Health Unit.
  - (b) An employee who leaves the employment of the Health Unit during the calendar year shall reimburse the Employer for the portion of their business insurance allowance for the balance of the year.
  - (c) An employee who has their motor vehicle insurance lapse during the course of their employment is not permitted to operate their private

vehicle for business during such period, and will not receive the insurance reimbursement or travel allowance for such period in which the insurance lapse occurred. Furthermore, the employee shall not be eligible for any further reimbursement, or travel allowance, until such time as proof of reinstatement of valid insurance is provided to the Employer.

## **ARTICLE 22 – TERMINATION OF EMPLOYMENT**

- 22:01 (a) An employee shall give the Employer as much notice as possible, but at least two (2) weeks' notice in writing, of their intention to resign, exclusive of any vacation time.
- (b) In the event an employee terminates their employment, the last day worked shall be taken to be the effective date of the termination of employment and the employee shall receive, in addition to their regular pay, pay equal to any vacation, or compensating time earned but not taken prior to the last day worked.

## **ARTICLE 23 – MISCELLANEOUS**

- 23:01 A copy of this Agreement shall be reproduced and issued by the Employer to all employees now employed and to new employees at the date of hiring. The cost of said reproduction shall be borne equally by the parties to this Agreement.
- 23.02 Prior to implementing new policies or practices or amendments to existing policies or practices that will affect members of this Bargaining Unit, the Employer agrees to notify the Management/Association Committee of such changes, additions or amendments.
- 23.03 It shall be the duty of the employee to notify the Employer promptly in writing of any change of address, telephone number, name, next of kin, marital status and number of dependents. Should an employee fail to notify the Employer of a change, the Employer shall not be held responsible for the failure of any notices which may be required under the terms of this Agreement.
- 23.04 The Employer shall inform the employee that they have the option of receiving information via email during a leave of absence. It shall be the duty of the employee to notify the Employer of a home email address during a leave of absence. Should the employee fail to notify the Employer of such, the Employer shall not be held responsible for the failure of notice of

seniority lists or vacancies within the Bargaining Unit during such leaves of absence.

- 23.05 Prior to the start date, the selected Employee is required to produce proof of their Nursing Degree (BScN/Diploma indicating successful completion and demonstrate current registration with the College of Nurses of Ontario.
- 23.06 (a) The employer will make every effort to keep the Union informed as best it can, related to any possible amalgamation or merger at each Management/Association Committee meeting.

#### **ARTICLE 24 – PANDEMIC AND PUBLIC HEALTH EMERGENCY**

- 24:01 The Employer retains the right to temporarily re-locate employees to different locations and work assignments during this time and will work in collaboration with the Bargaining Unit President and/or Association to meet such needs. It is agreed and understood that when the emergency is over, as determined by the Medical Officer of Health, employees will return to their previous location and work assignment.

#### **ARTICLE 25 – DURATION**

- 25:01 This Agreement shall continue in full force and effect up to and including December 31<sup>st</sup>, 2025, and from year to year thereafter, unless in any year, either party gives to the other party written notice of termination or desire to amend this Agreement.

**SCHEDULE "A"**  
**SALARY SCHEDULES**

ClassificationPublic Health Nurse

Public Health Nurse	January 1 <sup>st</sup> 2023	January 1 <sup>st</sup> , 2024	January 1 <sup>st</sup> , 2025
Step 1 Start	\$40.33	\$41.34	\$42.27
Step 2 (After 1 Year)	\$41.61	\$42.66	\$43.62
Step 3 (After 2 Years)	\$42.94	\$44.01	\$45.00
Step 4 (After 3 Years)	\$44.25	\$45.36	\$46.38
Step 5 (After 4 Years)	\$45.62	\$46.77	\$47.82
Step 6 (After 5 Years)	\$48.84	\$50.06	\$51.19

Infection Control Professionals

Public Health Nurse	January 1 <sup>st</sup> 2023	January 1 <sup>st</sup> , 2024	January 1 <sup>st</sup> , 2025
Step 1 Start	\$40.93	\$41.96	\$42.90
Step 2 (After 1 Year)	\$42.23	\$43.30	\$44.27
Step 3 (After 2 Years)	\$43.58	\$44.67	\$45.68
Step 4 (After 3 Years)	\$44.91	\$46.04	\$47.08
Step 5 (After 4 Years)	\$46.30	\$47.47	\$48.54
Step 6 (After 5 Years)	\$49.57	\$50.81	\$51.96

Note: Based on the ONA grids for PHN Current ICP above reflects 1.5% increase over the PHN

**SCHEDULE "A"**  
**SALARY SCHEDULES**

Registered Nurse

i)

Registered Nurse	January 1 <sup>st</sup> 2023	January 1 <sup>st</sup> , 2024	January 1 <sup>st</sup> , 2025
Step 1 Start	\$36.25	\$37.16	\$38.00
Step 2 (After 1 Year)	\$38.00	\$38.95	\$39.83
Step 3 (After 2 Years)	\$39.61	\$40.61	\$41.52
Step 4 (After 3 Years)	\$41.26	\$42.30	\$43.25
Step 5 (After 4 Years)	\$42.95	\$44.02	\$45.01
Step 6 (After 5 Years)	\$45.82	\$46.97	\$48.03

(b) Grid Progression

- i) Each full-time employee automatically progresses on the grid on their anniversary date. The anniversary date shall be adjusted in the event the employee is absent from work in excess of two (2) months.
- ii) Part-time employees shall advance on the salary grid in Schedule "A" on the basis of one (1) year is equivalent to 1500 hours.

(c) Pay in Lieu of Insurance and Benefits

Part-time employees shall receive five percent (5%) in lieu of insurance and benefits paid to full-time employees.

(d) Annual Rates

Annual rates are determined based on hourly rate multiplied by one thousand eight hundred and twenty (1820) hours.



**LETTERS OF UNDERSTANDING**

**LETTER OF UNDERSTANDING  
RE: NOTICE OF FUNDING CHANGES IMPACTING BARGAINING UNIT**

The Employer agrees to notify the Union of any anticipated funding changes that may impact on the Bargaining Unit. The parties agree to meet as necessary to determine the impact on the Bargaining Unit and services to be continued.

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**LETTER OF UNDERSTANDING  
RE: INDIVIDUAL SPECIAL CIRCUMSTANCE ARRANGEMENTS**

- (a) The Health Unit and the Association may agree to implement Individual Special Circumstance agreements to reduce the regular hours of work for a full-time permanent nurse based on individual requests. Individual requests will be in writing, using the ISCA Form, to Human Resources with a copy to the Bargaining Unit President. Once a request is received the Union, Employer and the Employee will meet within four (4) weeks of the request to determine the details of the potential arrangement. There will be a limit of four (4) members at any one time that can be on an Individual Special Circumstance agreement.
- (b) The parties agree the intention of creating this type of arrangement is primarily to retain Full-time Registered Nurses who have identified a special circumstance through a written application, using the ISCA Form, to Human Resources. The decision to allow an individual special circumstance arrangement will be made in consideration of the personal need of the nurse and the service requirements of the Employer. Approvals for this type of arrangement may be based on seniority, needs and circumstances of those who request such arrangement after discussion between the employer and the association.
- (c) Request will be considered to reduce the regular hours of work for a full-time permanent nurse to 0.8 FTE for the period of the Special Circumstance Agreement.
- (d) The decision to enter into an arrangement shall require the mutual agreement of the Association, the Employer and the Nurse. The days off will be mutually agreed between the Nurse and the Employer, with work assignment and team requirements being the primary consideration.

- (e) Individual Special Circumstances Arrangements shall be based on a calendar year for a minimum of 6 months duration and a maximum of 1 year, at which time, the Nurse will return to full time hours unless an extension is agreed to by the Association and the Employer. The Union, the Employer or the Nurse may request to discontinue the arrangement with ninety (90) days written notice. Upon receipt of such notice a meeting shall be held between the parties within fifteen (15) days to discuss the discontinuation, unless all parties agree not to meet. It is understood and agreed that such discontinuation shall not be unreasonable or arbitrary. Should the arrangement be discontinued, the Nurse shall revert back to their 1.0 FTE permanent position.
- (f) The parties may agree that the use of the unfilled hours of work resulting from these agreements will be determined through discussions between the Employer and Representatives of the Association. The Association and the Employer agree that the additional hours of work created by these positions may be offered by seniority to part-time Nurses. The parties may agree to combine the unfilled hours of individual circumstances for the purpose of creating a temporary position which will be posted as per Article 12.10.
- (g) In the event that the Nurse in a Special Circumstance Arrangement resigns, transfers, or is terminated, the arrangement will end and the full-time position will be posted, if applicable.
- (h) Regardless of Article 12, seniority shall be prorated to reflect the Special Circumstance Arrangement.
- (i) Vacation accumulation shall be prorated to reflect the reduced hours of work for the period of the Special Circumstance Agreement.
- (j) The Nurse will be eligible for a prorated share of Short-Term Disability Benefits as referenced in Article 19; and the annual threshold shall be prorated. (62 hours of STD prior to requiring third party review, and 16 Personal Leave Hours included in threshold; and a pro-rated amount of the waiting period which would be 51 days or 357 hours).
- (k) The Nurse shall receive a pro-rated payment on Statutory Holidays for their 0.8 FTE.
- (l) Any increase to the rate of pay or to the rate of vacation accumulation due to the Nurse during the period of the Special Circumstance Agreement shall be awarded to the Nurse in the same fashion as it would have been awarded if the Agreement were not in place.
- (m) The Nurse will be responsible for the prorated share of the premiums to allow continuation of Extended Health Care, Semiprivate and/or Dental

benefits related to their reduction in hours. The 0.8 FTE Nurse will be responsible for 20% of the premiums of the Employer's share of the cost of premiums for the continuation of Extended Health Care, Semiprivate and/or Dental benefits in addition to the amounts paid as a full-time Nurse. Eligibility for LTD, Life Insurance, and AD&D will be subject to the Benefit Carrier plan policies.

- (n) The Nurse will be given the option to purchase the OMERS broken service at the end of each calendar year. The cost of this purchase will be entirely borne by the Nurse. Subject to OMERS plan policies.
- (o) Unless the nature of this special circumstance precludes this requirement, in the event of a Public Health Emergency, any 0.8 FTE arrangements will be suspended as required until the end of the Emergency is declared.
- (p) The Employer will provide a letter confirming the Special Circumstance agreement for each individual.

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**LETTER OF UNDERSTANDING**  
**RE: JOB SHARING**

To recognize that some Employee's desire a more flexible working arrangement than is currently provided in the Collective Agreement, the Grey Bruce Public Health and the ONA have agreed to participate in job-sharing.

"Job-Sharing" is defined as an arrangement whereby with the approval of the applicable Manager and two (2) Employee's share the hours of work of what would otherwise be one (1) full-time position. Such approval shall not be unreasonably denied.

Each job-sharing arrangement will be on a "trial" period for three (3) months during which time the vacant position will not be filled on a permanent basis. And thereafter the vacant position will be posted according to the Collective Agreement.

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

The Union agrees to modify specific aspects of the Collective Agreement for the purpose of this project with the understanding that the Employee's involved in this project are entitled to all provisions of the Collective Agreement as provided for a regular part-time Employee, except as herein amended.

Employees wishing to job share will sign a tripartite job-sharing agreement with the Employer and the Union.

There will be no more than two (2) job sharing arrangements. Additional job share arrangements to a maximum of five (5) may be considered with mutual agreement between the Employer and the Union after the program has been deemed viable.

### Implementation

Only a full-time position in the bargaining unit may be job shared, and it is understood that the integrity of the full-time position will be maintained throughout the job sharing notwithstanding the fact that it is being shared by two (2) Employee's.

Accordingly, upon the termination of a job-sharing arrangement, the shared position will revert to a full-time position.

If two (2) full-time Employee's wish to job share and the Employer agrees, the full-time position being shared need not be posted. The vacant full-time position will be posted in accordance with this Collective Agreement.

An incumbent full-time Employee wishing to job share their position may do so if approved by the applicable Manager. Upon such approval, the job share arrangement (the other half of the Employee position) will be posted and selection will be made in accordance with the provisions of the Collective Agreement. If there is no successful applicant to the posting, the applicable Manager's approval will be rescinded.

If the incumbent leaves the job share arrangement, the position will revert back to full-time and will be posted in accordance with the Collective Agreement. If the job share partner is not the successful candidate to the fulltime posting, they will revert to their previous status and role, if it still exists. If their previous role no longer exists and they have seniority rights, they may displace the least senior Employee of equal status.

If the job share partner leaves the job share arrangement, the incumbent can choose to have the position reverted back to full-time or request to post the job share position in accordance with the Collective Agreement. If there is no successful applicant to the posting, the shared position must revert to a full-time position and offered to the incumbent.

If the incumbent leaves the position temporarily, the job share position will be posted as a temporary assignment. If there is no successful applicant to the posting, the position will revert to temporary full-time, and the job share partner will be offered the temporary full-time position.

Nothing in this Letter of Understanding shall be interpreted to imply the creation of two (2) part-time positions out of the sharing of one full-time position.

### Hours of Work

Each Employee involved in the job-sharing program will work one half ( $\frac{1}{2}$ ) the hours of a regular full-time Employee. The manner and/or method of job sharing and distributing the hours involved must be in accordance with the job-sharing program terms of reference and will be decided upon by the Employee themselves and the applicable Manager.

### Salaries and Professional Classifications

Each Employee will be paid one half ( $\frac{1}{2}$ ) the annual salary rate at which level the Employee is presently being paid.

Each Employee in the program will advance to the next incremental level after fifteen hundred (1500) hours paid from the time of their last incremental increase.

The Employer cost for the group benefits provided for the two (2) job sharers shall not exceed the Employer's cost for benefits for a full-time Employee.

Terms of in Lieu payments and benefits regarding full time vs part time will be mutually agreed to by the parties.

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**SIGNING PAGE**

DATED THIS “31<sup>st</sup>” DAY OF “October” 2023.

**FOR THE EMPLOYER:**

“Torey Dempsey”

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**FOR THE UNION:**

“Richard Anderson”

Labour Relations Officer

“Tammy Aitken”

Bargaining Unit President

“Sandy Rennick”

“Lisa Alguire”