

## **COLLECTIVE AGREEMENT**

**BETWEEN:**

**TRI-COUNTY MENNONITE HOMES – NITHVIEW COMMUNITY**  
(Hereinafter referred to as the “Employer”)

**AND:**

**ONTARIO NURSES' ASSOCIATION**  
(Hereinafter referred to as the “Union”)

**Expiry Date: November 25, 2023.**

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## **ARTICLE 1 – PURPOSE**

- 1.01 The general purpose of this Agreement is to establish mutually satisfactory employment relations between the Employer and the employees covered by this Agreement. It provides the means for prompt settlement of grievances and establishes salaries, hours of work and other conditions of employment.
- 1.02 It is recognized that the parties wish to work together to secure the best possible nursing care and health protection for residents.
- 1.03 The Employer undertakes that it will not enter into any other agreement or contract with those employees for whom the Union has bargaining rights either individually or collectively which will conflict with any of the provisions of this Agreement.

## **ARTICLE 2 – SCOPE & DEFINITIONS**

- 2.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for all Registered Nurses and Temporary Class Nurses employed in a nursing capacity at Tri-County Mennonite Homes – Nithview Community in the town of New Hamburg, Ontario, save and except the Assistant Director of Care and persons above the rank of Assistant Director of Care.
- 2.02
  - (a) A full-time employee shall mean an employee covered by this Agreement who is committed to and regularly works the full work period of 75 hours in a pay period, exclusive of overtime.
  - (b) A regular part-time employee is one who is committed to and regularly works less than the full prescribed bi-weekly hours of work.
  - (c) A casual part-time employee means an employee who is called to work on a call-in basis, but who does not work a regular schedule, or does so only for a specified period. Such employee has the option of refusing work when it is made available to them, however, it is also understood that a casual part-time employee cannot unreasonably or consistently refuse to work shifts.
- 2.03 Whenever the feminine pronoun is used in this agreement, it includes the masculine and non-binary pronoun, where the context so requires and vice-versa. Where the singular is used, it may also be deemed to mean the plural and vice-versa.
- 2.04 Work of the Bargaining Unit
  - (a) In order to protect the standard of nursing care, the Employer shall not contract out the work normally performed by members of this bargaining unit except:

- i) For purposes of instruction,
  - ii) In the event of an emergency situation,
  - iii) When performing developmental or experimental work, or
  - iv) When employees are not available due to an employee not reporting for work as scheduled or not being available for work.
- (b) Reassignment to other employees of work normally performed by members of the bargaining unit shall not result in the termination, layoff or reduction in hours of any member of the bargaining unit.
  - (c) When it is decided to not fill a position following an employee's resignation, the Home will provide the rationale in writing for this decision to the Union. The Union may request a meeting to make representations on this matter.

#### 2.05 Minimum Staffing

The Employer agrees to employ sufficient registered staff and health care aides/Personal Support Workers to meet the staffing needs that may be set from time to time by statute and/or regulation. In the event that there is insufficient staffing to meet this undertaking, the Employer will post vacancies so that any unmet care undertaking will be satisfied.

- 2.06 (a) The Employer will assign at least 157.5 total bargaining unit RN weekly hours. For clarity, this includes existing vacancies.
- (b) In the event the Employer cannot meet their ongoing obligation for scheduled RN hours in part (a) above, it shall so notify the Union and fully disclose the reasons thereof.
- (c) If the failure to staff is a legitimate recruitment issue, there shall be no violation of this Agreement. The Employer will make reasonable efforts to recruit a replacement and will provide the Union with an outline of recruitment activities.
- (d) Further, if there is a reduction in beds, occupancy levels or CMI or its equivalent below the levels in effect as of November 18, 2020, a reduction in the complement shall not constitute a breach of this Agreement, as long as the reduction is proportionate.
- (e) If there is any other reason for the failure to staff in accordance with this article, the Union and Employer will attempt to find a resolution and if unable to do so, the matter may be referred to Arbitration.

- (f) The Arbitrator/Arbitration Board will have authority to determine whether the reduction in staffing was appropriate and shall have jurisdiction to award an appropriate remedy.

- 2.07 For purposes of this agreement and the benefits contained herein, including insurance coverage, dependent coverage is available to the employee to cover the employee's partner and dependents, in accordance with the terms and conditions of the plans.
- 2.08 A nurse who holds a Temporary Class Certificate of Registration must obtain her or his General Class Certificate of Registration prior to the expiry of her or his Temporary Class Certificate. If the nurse fails to obtain her or his General Class Certificate of Registration, prior to the expiry of her or his Temporary Class Certificate of Registration she or he will be deemed not qualified for the position of registered nurse, and she or he may be placed on an unpaid leave of absence, otherwise she or he will be terminated from the employ of the Home. Such termination shall not be the subject of a grievance or arbitration subject to the provisions of the *Ontario Human Rights Code*.  
  
A nurse who holds a Temporary Class Certificate of Registration will be classified, for purposes of salary, at the start level of the appropriate wage grid.
- 2.09 All references to officers, representatives and committee members of the Union in this Agreement shall be deemed to mean officers, representatives and committee members of the bargaining unit who are employed by the Employer.
- 2.10 A registered nurse is a nurse who holds a Certificate of Registration with the College of Nurses of Ontario in accordance with the *Regulated Health Professions Act*, and the *Nursing Act*.
- 2.11 The terms "regular pay" and "straight time pay" when used in this Agreement shall mean the amounts indicated in the wage classifications contained in Schedule A.
- 2.12 The word "employee" when used throughout this Agreement shall mean a person included in the above-described Bargaining Unit.

### **ARTICLE 3 – MANAGEMENT RIGHTS**

- 3.01 The Union acknowledges that all management rights and prerogatives are vested exclusively with the Employer and without limiting the generality of the foregoing; it is the exclusive function of the Employer:
  - (a) To determine and establish standards and procedures for the care, welfare, safety and comfort of the residents in the facility.

- (b) To maintain order, discipline and efficiency and in connection therewith to establish and enforce reasonable rules and regulations.
- (c) To hire, transfer, layoff, schedule, recall, promote, demote, classify, assign duties, discharge, suspend or otherwise discipline employees for just cause, provided that a claim of discriminatory transfer, promotion, demotion of classification or a claim that an employee has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided.
- (d) To have the right to plan, direct, and control the work and direction of employees and the operation of the facility. This includes the right to introduce new and improved methods, facilities, equipment and to control the amount of supervision necessary, work schedules, the combining or splitting up of departments, and the increases or reduction of personnel in a particular area or on the whole.

3.02 The Employer will exercise these rights in a manner consistent with the Collective Agreement and apply the provisions of the Collective Agreement in a reasonable manner.

#### **ARTICLE 4 – RELATIONSHIP**

The Employer and the Union are committed to providing a positive environment for staff. All individuals have the right to be treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes respectful interactions and is free from discrimination, harassment and aggression, including domestic violence.

4.01 The Employer and the Union agree that there will be no discrimination, interference, intimidation, restriction or coercion exercised or practised by any of their representatives with respect to any employee because of her membership or non-membership in the Union or activity or lack of activity on behalf of the Union or by reason of exercising her or his rights under the Collective Agreement.

4.02 There shall be no discrimination on the part of the Employer, the Union or any employees covered by this Agreement by reason of race, creed, colour, ethnic origin, place of origin, sex, sexual orientation, marital status, family status, age, ancestry, citizenship, disability, gender identity, gender expression, residence, political or religious affiliation or other factors not pertinent to performance with respect to employment, placement, promotion, salary determination or other terms of employment.

The employee rights set out above shall be interpreted within the context of the *Ontario Human Rights Code*.

4.03 The Union and the Employer agree to abide by the *Ontario Human Rights Code* and the *Occupational Health and Safety Act*.

- 4.04 "Harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome".  
ref: *Ontario Human Rights Code, Sec. 10 (1)*

An employee who believes that they have been harassed, contrary to this provision shall be encouraged by both parties to follow the Employer's policy on harassment and process. Failing resolution, an employee may follow the process set out in the Complaint, Grievance and Arbitration procedure in Article 8 of the Collective Agreement. The employee shall be encouraged by both parties to exhaust these processes prior to filing a complaint with the Ontario Human Rights Commission.

The employee rights set out above shall be interpreted within the context of the *Ontario Human Rights Code*.

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

The parties agree diversity and inclusion is an appropriate discussion for Labour Management. The Labour Management Committee will discuss initiatives and programs for the workplace to promote an environment that encourages, supports, and celebrates equity, diversity and inclusivity for staff.

#### 4.06 Return to Work

- (a) The parties recognize the duty of reasonable accommodation for individuals under the *Human Rights Code of Ontario* and agree that this Collective Agreement will be interpreted in such a way as to permit the Employer and the Union to discharge that duty. To that end, the Home and the Union agree to cooperate in complying with the *Ontario Human Rights Code*.
- (b) The Home and the Union agree to ongoing and timely communication by all participants. For the purposes of expediting communication, the Home and the Union agree that participants will use electronic communication where available.
- (c) If an employee becomes disabled, including WSIB, with the result that they are unable to perform the regular functions of her position, the Employer may determine a special classification and salary, with the hope of providing an opportunity for continued employment.

Positions established under this article will not constitute new classifications and shall lapse upon the termination, resignation, or retirement of the employee in question.

- (d) Prior to any disabled employee returning to work from a disability including WSIB to a modified/light/alternate work program, the Employer will notify and meet with members of the bargaining unit executive to consult on a back to work program for the worker. Any agreement resulting from these discussions which conflicts with the Collective Agreement shall, subject to agreement by the Union, prevail over any provision of this agreement in the event of a conflict.

Nothing in this language obligates the Employer to establish a modified/light/alternative work program, except as required by law.

#### 4.07 Whistle Blowing Protection

The Employer agrees to adhere to the whistle blowing protection pursuant to the *Fixing Long-Term Care Homes Act* (FLTCHA).

#### 4.08 Modified Work/Return to Work

The Employer agrees to provide the Union and the employee with a copy of the Worker's Safety and Insurance Board Form 7.

### **ARTICLE 5 – NO STRIKES OR LOCKOUTS**

- 5.01 The Union agrees there will be no strikes and the Employer agrees there will be no lockouts during the term of this Agreement. The term "strike" and "lockout" shall bear the meaning given them in the *Ontario Labour Relations Act*, as amended.

### **ARTICLE 6 – UNION COMMITTEES AND REPRESENTATIVES**

- 6.01 The Employer will recognize the following:

- (a) Two (2) Union Representatives. Upon mutual agreement of the parties, the number may be altered from time to time.

Where a Union Representative commences on an extended leave of absence, the Union will endeavour to find a temporary replacement for the Union Representative from within the Home.

- (b) A Grievance Committee of two (2) employees.
- (c) A Negotiating Committee of two (2) employees.



- (d) A Union-Management Committee composed of an equal number of representatives of the Employer and the Union. Meetings of this Committee shall be held at least quarterly, or more frequently as otherwise mutually agreed and/or required pursuant to Article 19.01. The purpose of this Committee shall be to discuss matters relating to workload, scheduling matters, job content, education opportunities, government initiatives that will impact the bargaining unit, and other matters of mutual concern. Minutes of these meetings shall be maintained and signed by both parties. The role of Chairperson shall rotate between the parties.

As part of the above Committee's agenda, the parties agree to the following related to education:

- i) The purpose of the Committee is to promote an environment that supports continuous learning and enhances opportunities for career development.
  - ii) The Committee will assist in the assessment, analysis, development and evaluation of the education programs at the facility.
  - iii) The Committee will post the minutes of meetings related to educational matters including the opportunities available for continuous learning.
- (e) All joint Employer Union meetings noted above shall be scheduled where practical, during the employee's working hours. The parties will schedule such meetings at a mutually agreeable time. The Employer will provide replacement staff where operationally required.
- (f) Where an ONA representative has a conflict of interest representing a member, said representative will ensure that an alternate ONA representative is available.

6.02 The Union will supply the Employer with the names of its representatives and any changes thereto.

6.03 The committees shall have the right to have the assistance of representatives or consultants from or acting on behalf of the Ontario Nurses' Association.

6.04 (a) The Employer shall pay representatives and Committee members their respective salaries for all time lost from regularly scheduled hours investigating and/or processing grievances, up to but not including the arbitration stage, negotiating the Collective Agreement and renewals thereof, up to and including conciliation, and while attending meetings with the Employer. Notwithstanding the definition of the first shift of the day, employees on the night shift preceding or

the evening and night shift on the actual day of the negotiation meeting shall receive paid time off.

- (b) It is agreed that members of the Grievance Committee may require a reasonably brief period of time during the day to fulfill their duties as Committee members as set out in a) above. However, it is further agreed that members of the Grievance Committee have their regular duties and responsibilities to perform for the Employer and shall not leave their regular duties without first obtaining permission from their immediate supervisor or designate. Such permission shall not be unreasonably withheld.

6.05 The Employer shall advise a Union Representative of all new hires and agrees that a Union Representative shall be given the opportunity of interviewing each newly hired employee, for a period not to exceed fifteen (15) minutes, and as early as practical during the probation period. Where the Labour Relations Officer is the designated Union Representative, the Employer shall advise the Labour Relations Officer and arrange a time for the interview.

#### 6.06 Health & Safety

- (a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the Home, in order to prevent injury and illness and abide by the *Occupational Health and Safety Act* as amended from time to time.
- (b) A Joint Health and Safety Committee (JHSC) shall be constituted in accordance with the *Act*, which shall identify potential dangers, recommend means of improving the health and safety programs and obtaining information from the Employer or other persons respecting the identification of hazards and standards. The committee shall meet at least every three months or more frequently if the committee decides.

The Employer agrees to accept as a member of its Joint Health and Safety Committee at least one (1) ONA representative selected or appointed by the Union from the Employer.

Scheduled time spent in such meetings is to be considered time worked for which representative(s) shall be paid by the Employer at their regular or overtime rate.

Minutes shall be taken of all meetings and copies shall be sent to the Committee members within two (2) weeks following the meeting, if possible. Minutes of the meetings shall be posted on the workplace health and safety bulletin board.

- (c) The Employer shall provide the time from work with pay and all related tuition costs and expenses necessary to certify the worker representative.

Where an inspector makes an inspection of a workplace under the powers conferred upon them under the *Occupational Health and Safety Act*, the Employer shall afford a committee member representing workers the opportunity to accompany the inspector during their physical inspection of a workplace, or any part or parts thereof. Where a committee member is not available, the Employer shall afford a worker selected by a Union, because of knowledge, experience and training, to represent it, the opportunity to accompany the inspector during their physical inspection of a workplace, or any part or parts thereof.

- (d) Two (2) representatives of the Joint Health and Safety Committee, one (1) from management and one (1) from the employees, shall make monthly inspections of the workplace and shall report to the health and safety committee the results of their inspection. The members of the Committee who represent the workers shall designate a member representing workers to inspect the workplace. Where possible that member shall be a certified member. The Employer shall provide the member with such information and assistance as the member may require for the purpose of carrying out an inspection of the workplace. Scheduled time spent in all such activities shall be considered as time worked.
- (e) The Joint Health and Safety Committee and the representatives thereof shall have access to Incident/Accident Report Form required in S.51, S.52 and S.53 of the *Act* and the annual summary of data from the WSIB relating to the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidence of occupational injuries, and such other data as the WSIB may decide to disclose. It is understood and agreed that no information will be provided to the Committee which is confidential. This information shall be a standing item recorded in the minutes of each meeting.
- (f) The Union will use its best efforts to obtain the full co-operation of its membership in the compliance of all safety rules and practices.
- (g) The Employer will use its best efforts to make all affected direct care employees aware of residents who have serious infectious diseases. The nature of the disease need not be disclosed. Employees will be made aware of special procedures required of them to deal with these circumstances. The parties agree that all employees are aware of the requirement to practice universal precautions in all circumstances.

- (h) The parties further agree that suitable subjects for discussion at the Union-Management Committee and Joint Health and Safety Committee will include aggressive residents.

The Employer will review with the Joint Health and Safety Committee written policies to address the management of violent behaviour. Such policies will include but not be limited to:

- i) Designing safe procedures for employees,
- ii) Providing training appropriate to these policies,
- iii) Reporting all incidents of workplace violence.

- (i) The Employer shall:

- i) Inform employees of any situation relating to their work which may endanger their health and safety, as soon as it learns of the said situation,
- ii) Inform employees regarding the risks relating to their work and provide training and supervision so that employees have the skills and knowledge necessary to safely perform the work assigned to them,

When faced with occupational health and safety decisions, the Home will not await full scientific or absolute certainty before taking reasonable action(s) including but not limited to, providing reasonably accessible personal protective equipment (PPE) that reduces risk and protects employees.

- iii) The Home will ensure there is an adequate supply of Pandemic PPE. The Home will advise the JHSC the supply of Pandemic PPE on an annual basis and whenever they are required to advise the government.
- iv) Employees will be fit tested on hire and then on a bi-annual basis or at any other time as required by the Employer, the government of Ontario or any other public health authority.
- v) The Home will maintain a pandemic plan, inclusive of an organizational risk assessment, that will be shared annually with the JHSC.
- vi) Ensure that the applicable measures and procedures prescribed in the *Occupational Health and Safety Act* are carried out in the workplace.

- (j) A worker shall,
  - i) Work in compliance with the provisions of the *Occupational Health and Safety Act* and the regulations,
  - ii) Use or wear the equipment, protective devices or clothing that the worker's Employer requires to be used or worn,
  - iii) Report to their Employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker, and
  - iv) Report to their Employer or supervisor any contravention of the *Occupational Health and Safety Act* or the regulations or the existence of any hazard of which they know.

(k) Injured Workers Provisions

At the time an injury occurs, the injured worker's Employer shall provide transportation for the worker (if the worker needs it) to a hospital or a physician located within a reasonable distance or to the worker's home. The Employer shall pay for the transportation.

(l) Infectious Diseases

The Employer and the Union desire to arrest the spread of infectious diseases in the Home.

To achieve this objective, the Joint Health and Safety Committee may review and offer input into infection control programs and protocols including surveillance, outbreak control, isolation, precautions, worker education and training, and personal protective equipment.

The Employer will provide training and ongoing education in communicable disease recognition, use of personal protective equipment, decontamination of equipment, and disposal of hazardous waste.

- (m) The Joint Health and Safety Committee will discuss and may recommend appropriate measures to promote health and safety in workplaces, including, but not limited to:
  - Musculoskeletal Injury Prevention,
  - Needle Stick Injury Prevention,
  - Personal Protective Equipment,
  - Training designed to ensure competency under the *Act* for those persons with supervisory responsibilities,

- Employees who regularly work alone or who are isolated in the workplace.

(n) **Damage to Personal Property**

The Employer will provide reimbursement for reasonable repair or replacement of damages incurred to the employee's eyeglasses, contact lenses or other prosthesis, ripped uniforms, or personal clothing, as a result of being assaulted while performing their work.

The employee must report the incident by the end of their shift. The employee will present their receipt to the Employer within seven (7) days after the event, unless it was impossible for them to do so during this period. The Employer will reimburse up to a maximum of one hundred dollars (\$100) per incident except for eyeglasses, which shall have a maximum reimbursement of three hundred dollars (\$300).

- (o) For any other information required by *OHS*A and its Regulations will be provided as follows; If no one is available to act as the ONA JHSC member, then JHSC committee information will be provided to the ONA Bargaining Unit President (BUP), or if no BUP is available, then the LRO.

6.07

Violence in the Workplace

- (a) The parties agree that violence shall be defined as any incident in which an employee is abused, threatened or assaulted while performing her work. The parties agree it includes the application of force, threats with or without weapons and severe verbal abuse. The parties agree that such incidents will not be condoned. Any employee who believes he has been subjected to such incident shall report this to a supervisor who will make every reasonable effort to rectify the situation. For purposes of sub-article (a) only, employees as referred to herein shall mean all employees of the Employer notwithstanding Article 2.12.
- (b) The Employer agrees to develop formalized policies and procedures in consultation with the Joint Health and Safety Committee to deal with workplace violence. The policy will address the prevention of violence and the management of violent situations and support to employees who have faced workplace violence. These policies and procedures shall be communicated to all employees. The local parties will consider appropriate measures and procedures in consultation with the Joint Health and Safety Committee to address violence in the workplace, which may include, among other measures and procedures:

- i) Alert employees about a person with a known history of aggressive and responsive behaviours and their known triggers by means of:
    - A) electronic and/or other appropriate flagging systems,
    - B) direct verbal communication/alerts (i.e., shift reports),
  - ii) Communicate and provide appropriate training and education,
  - iii) Reporting all incidents of workplace violence,
  - iv) Long-term care Home wide violence risk assessments.
- (c) The Employer will report all incidents of violence as defined herein to the Joint Health and Safety Committee for review.
  - (d) The Employer agrees to provide training and information on the prevention of violence to all employees who come into contact with potentially aggressive persons. This training will be done during a new employee's orientation and updated as required.
  - (e) Subject to appropriate legislation, and with the employee's consent, the Employer will inform the Union within three (3) days of any employee who has been subjected to violence while performing their work. Such information shall be submitted in writing to the Union as soon as practicable.

6.08 The parties agree that if incidents involving aggressive client action occur, such action will be recorded and reviewed at the Joint Health and Safety Committee. Reasonable steps within the control of the Employer will follow to address the legitimate health and safety concerns of employees presented in that forum.

It is understood that all such occurrences will be reviewed at the Resident Care Conference.

6.09 It is recognized that the Labour Relations Officer is the signing authority for any documents which would form part of or amend the Collective Agreement.

6.10 The Union may hold meetings on the Employer's premises providing permission has been first obtained from the Employer.

6.11 The Employer agrees to give representatives of the Ontario Nurses' Association access to the premises of the Employer for the purpose of attending grievance meetings or otherwise assisting in the administration of this Agreement, provided prior arrangements are made with the Administrator. Such representatives shall have access to the premises only

with the approval of the Administrator which will not be unreasonably withheld.

#### 6.12 Filing Cabinet

The Employer agrees to provide a lock-secured filing cabinet for exclusive use by the ONA Bargaining Unit President.

Note: The filing cabinet will be located in the reception areas, which is inaccessible during non-business hours.

### **ARTICLE 7 – UNION SECURITY**

7.01 The Employer shall deduct monthly from the pay due to each employee who is covered by this Agreement a sum equal to the monthly Union dues of each such employee. Where an employee has no earnings during the first payroll period, the deduction shall be made in the next payroll period where the employee has earnings, within that month. The Union shall notify the Employer in writing of the amount of such dues from time to time. The Employer will send to the Union its cheque for the dues so deducted in the month following the month in which the dues are deducted. When arrears or adjustments are submitted retroactively, the dues month and an explanation will accompany any such dues.

7.02 The Employer shall provide the Union with a list showing the first and last names and Social Insurance Numbers of all employees from whom deductions have been made. The report will identify the name of the facility and the month from which the dues are deducted. The Employer will also identify job classification (where the bargaining unit includes classifications, employees paid less than RNs) and status (i.e., full-time, part-time) of the employees, all terminations, newly hired employees (including start date, where the existing system allows for the information without cost), and employees on Leaves of Absence. On a bi-annual basis, the Home will also provide the members' current addresses and phone numbers, shown on the Employer's personnel records. The Employer will endeavour to provide information in electronic format if the Employer has the technology.

The Union may forward any questions with respect to individual employees in writing (or e-mail) to the Administrator (or designate). The Employer will respond to such requests with any information it has which is readily available, within two weeks.

7.03 The Employer shall provide each employee with a T4 Supplementary slip showing the dues deducted in the previous year for income tax purposes where such information is or becomes readily available through the Employer's payroll system.

7.04 The Union shall indemnify and save the Employer harmless with respect to dues so deducted and remitted.



## **ARTICLE 8 – GRIEVANCE AND ARBITRATION PROCEDURE**

- 8.01 The parties to this agreement believe it is important to adjust complaints and grievances as quickly as possible as provided for herein. The employee or Union shall first discuss any individual complaint informally with the Director of Care or designate at the first opportunity.
- 8.02 In all steps of this grievance procedure an aggrieved employee, if the employee so desires may be accompanied by or represented by a local Union Representative. If a Union Representative is not available, ONA shall appoint a designate as representative. At Step 1 of the grievance procedure a Representative of the Ontario Nurses' Association may be present at the request of either party.
- 8.03 Should any dispute arise between the Employer and an employee, or between the Employer and the Union, as to the interpretation, application, administration or alleged violation of any of the provisions of this Agreement, the employee or Union Representative will bring it to the attention of the immediate supervisor to settle such differences within ten (10) days of the occurrence.

### **Step No. 1**

If further action is to be taken, then within ten (10) days of the discussion, the employee, who may request the assistance of their Union Representative and/or Labour Relations Officer, shall submit the written grievance to the Administrator or designate. A meeting will be held between the parties within ten (10) days. The Administrator shall give a written decision within ten (10) days of the meeting to the Bargaining Unit President or their designate with a copy to the Labour Relations Officer.

### **Step No. 2**

Should the Administrator fail to render a decision or failing settlement of any grievance under the foregoing procedure, including any questions as to whether a matter is arbitrable, the grievance may be referred to arbitration by either party. If no written notice of intent to submit the matter for arbitration is received within ten (10) days after the decision under Step No. 1 is received, the grievance shall be deemed to have been settled or abandoned.

- 8.04 A written grievance will indicate the nature of the grievance and the remedy sought by the grievor. Union grievances shall be set out on the Union grievance form. Alternately, the parties may agree to an electronic version of this form and a process for signing.
- 8.05 Time limits fixed in the grievance and arbitration procedures may be extended only by written, mutual consent of the parties. Should the

Employer not respond within the time limit(s) fixed, such failure to respond shall be deemed to be a denial of the grievance. Should a grievance not be submitted within the various time limits specified in this Agreement, unless mutually extended, it shall be considered to have been settled or abandoned.

8.06 Saturday, Sunday and designated paid holidays shall not be counted in determining the time within which any action is to be taken or completed under the grievance procedure.

8.07 Group Grievance

Where a number of employees have identical grievances, and each employee would be entitled to grieve separately they may present a group grievance in writing signed by each employee who is grieving to the Administrator or their designate within ten (10) days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 1 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

8.08 Discharge Grievance

- (a) An employee shall only be discharged from the employment for just cause, except that an employee who has not completed the probationary period may be released based on a fair and proper assessment against reasonable standards of performance and suitability.
- (b) Such grievance shall proceed directly to Step No. 1 of the grievance procedure and must be presented in writing, dated and signed within ten (10) days following the discharge.

- 8.09
- (a) If an employee is to be reprimanded or disciplined, the employee may have a Union Representative present if the employee so requests.
  - (b) If an employee is to be suspended or discharged, the Employer shall notify the employee of this right prior to the outset of the meeting.
  - (c) The Union Representatives undertake to be reasonably available in person or by telephone for such meeting. In extraordinary circumstances when a Union Representative is unavailable, the Union Representative shall provide an alternate representative.

8.10 Policy Grievance – Union Grievance

The Union may institute a grievance alleging a general misinterpretation or violation of this Agreement by the Employer by submitting a written grievance at Step No. 1 within twenty (20) days after the circumstances

have occurred. This section shall not apply to disciplinary grievances or application of competitive clauses under this Agreement.

#### 8.11 Policy Grievance – Employer Grievance

The Employer may institute a grievance alleging a general misinterpretation or violation by the Union or any employee by filing a written grievance with the Bargaining Unit President, with a copy to the Labour Relations Officer within twenty (20) days after the circumstances have occurred. A meeting will be held between the parties within ten (10) days. The Union shall reply within ten (10) days after the meeting, and failing settlement, the matter may be referred to arbitration.

- 8.12 (a) Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any questions 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 decision to submit the difference or allegation to arbitration, and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall, within ten (10) days, inform the other party of the name of its appointee to the Arbitration Board. The two appointees so selected shall within ten (10) days of the appointment of the second of them, appoint a third person who shall be the Chairperson. If the recipient of the notice fails to appoint a nominee, or if the two nominees fail to agree upon a Chairperson within the time limit, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party.
- (b) Within thirty (30) calendar days of the receipt of notice referred to in Article 8.12 (a) above, either party may require a process for a sole arbitrator where the grievance concerns:
- i) A job posting.
  - ii) A short-term layoff.
  - iii) Responsibility pay, premiums, overtime and call-in pay.
  - iv) Entitlement to leave.
  - v) Scheduling issues.
  - vi) Any other grievance as mutually agreed.

All references in Article 8 to an Arbitration Board shall be taken to include a sole arbitrator.

Once appointed the sole arbitrator shall have the power to mediate/ arbitrate the grievance, including the power to impose a settlement in accordance with Article 8.17.

The parties agree that, where an informal process is initiated, presentations proceeding under this dispute resolution mechanism shall include a comprehensive opening statement and thereafter, shall be as short and concise as possible. The parties agree to make limited reference to authorities during such submissions.

Article 8.20 will apply to this Article, except where specifically modified by this Article.

- 8.13        The Arbitration Board 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 employee affected by it.
- 8.14        The decision of a majority is the decision of the Arbitration Board, but if there is no majority the decision of the Chairperson shall govern.
- 8.15        No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.
- 8.16        The Board of Arbitration shall have authority only to settle disputes under the terms of this Agreement and only to interpret and apply this Agreement. The Board of Arbitration may make such decision as it may, in the circumstances, deem just and equitable and may vary or set aside any penalty or discipline imposed by the Employer relating to the grievance in question.
- 8.17        The Board of Arbitration shall have no power to alter, add to, subtract from, modify or amend this Agreement in order to give any decision inconsistent with it.
- 8.18        Each of the parties shall pay its own expenses including pay for witnesses and the expense of its own nominee and one-half of the expenses and fees of the Chairperson.
- 8.19        The parties may agree that there are circumstances where the services of a grievance mediator may allow for an objective, independent review of the issue(s) in dispute and assist the parties in resolving grievances.

By mutual agreement the parties may extend the time limits and utilize the services of a Mediator.

The cost of the Mediator will be shared between the parties.

- 8.20        The parties may, by written agreement, substitute a sole Arbitrator for the Board of Arbitration and the Arbitrator shall possess the same powers and be subject to the same limitations as a Board of Arbitration.

- 8.21 It is understood and agreed that the Union (and not any individual or group of individuals) has carriage of all grievances throughout the grievance and arbitration procedure (save and except the complaint stage prior to Step 1). All agreements reached under the grievance procedure, (save and except those reached at the complaint stage prior to Step 1) between the representatives of the Employer and the representatives of the Union, will be final and binding upon the Employer, Union and employee(s).

## **ARTICLE 9 – SENIORITY AND JOB SECURITY**

- 9.01 (a) Seniority and service for full-time employees shall be defined as the length of continuous service with the Home since the date of last hire, subject to Article 9.03-9.05, 9.17, 9.18 and 11.11 and any other related provision of the Collective Agreement.
- (b) Part-time employees shall accumulate seniority and service on the basis of fifteen hundred (1500) hours paid with the Home since the date of last hire, equals one year of seniority and service subject to Article 9.03-9.05, 9.17, 9.18 and 11.11 and any other related provision of the Collective Agreement.

The Union and the Employer agree to abide by the *Human Rights Code*.

- (c) Subject to the above, seniority is limited to continuous service within the bargaining unit since date of last hire.
- (d) The probationary period shall be:
- i) Four hundred fifty (450) hours worked for full-time employees.
  - ii) Four hundred fifty (450) hours worked or six (6) calendar months, whichever occurs first, for regular part-time employees.
  - iii) Four hundred fifty (450) hours worked or eight (8) calendar months, whichever comes first, for casual part-time employees.
  - iv) With the written consent of the Home, the probationary employee and the Bargaining Unit President of the Union or designate, such probationary period may be extended. Where the Home requests an extension of the probationary period, it will provide notice to the Union at least seven (7) calendar days prior to the expected date of expiration of the initial probationary period. It is understood and agreed that any extension to the probationary period will not exceed an additional sixty (60) tours (450 hours) worked and, where

requested, the Home will advise the employee and the Union of the basis of such extension with recommendations for the employee's professional development.

- v) The parties recognize that ongoing feedback about the employee's progress is important to the probationary employee.

## 9.02 Seniority lists

A seniority list of employees covered by this collective agreement shall be posted on the ONA bulletin board in January and July of each year. An electronic copy of such list shall be provided to the Bargaining Unit President. For full-time employees, seniority on such lists will be expressed in terms of a date. For part-time employees, seniority on such lists will be expressed in terms of total hours paid.

The first seniority list shall be established within 30 days of ratification or award. If necessary, disputes shall be resolved using the grievance procedure.

## 9.03 Seniority shall be retained and accumulated when an employee is absent from work under the following conditions.

- (a) When on approved leave of absence with pay.
- (b) When on an approved leave of absence without pay, not exceeding thirty (30) consecutive calendar days.
- (c) Generally, when absent due to disability including WSIB benefits, LTD benefits including the period of the disability program covered by Employment Insurance or absence due to illness or injury. For part-time employees, accumulation will be based on the employee's normal weekly hours paid over the preceding qualifying twenty-six (26) weeks. A qualifying week is a week where the employee is not absent due to injury or illness that exceeds thirty (30) consecutive calendar days, WSIB, vacation, pregnancy-parental leave, family medical leave or emergency leave.
- (d) In accordance with the *Employment Standards Act* when on pregnancy/parental leave (currently a maximum of eighteen (18) months), family medical leave (currently a maximum of twenty-eight (28) weeks in a fifty-two (52) week period) or emergency leave (currently three (3) unpaid sick leave days for personal illness, three (3) unpaid family responsibility leave days for family member illness or other urgent matters, and two (2) unpaid bereavement leave days per year).

The Union and the Employer agree to abide by the *Human Rights Code*.

9.04 Seniority shall be retained but not accumulated when an employee is absent from work under the following conditions:

- (a) When on an approved leave of absence without pay, not provided for in 9.03 (b) above.
- (b) When absent due to layoff for a period of thirty (30) calendar months.
- (c) When in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for the period beyond twenty-four (24) months and up to thirty-six (36) months.
- (d) When on illness absence not paid by the Employer for a period up to thirty-six (36) months.

The Union and the Employer agree to abide by the *Human Rights Code*.

9.05 An employee shall lose all seniority and shall be deemed terminated if the employee:

- (a) Resigns.
- (b) Is discharged and not reinstated.
- (c) Is absent for three (3) consecutive working days without notifying the Employer unless a satisfactory reason is given.
- (d) Is laid off for more than thirty (30) calendar months.
- (e) Retires.
- (f) When in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for the period in excess of thirty-six (36) months, and there is no reasonable likelihood the employee will return to work within the foreseeable future.
- (g) When on illness absence not paid by the Employer for a period in excess of thirty-six (36) months, and there is no reasonable likelihood the employee will return to work within the foreseeable future.
- (h) Fails upon being notified of a recall to a position of the same employment status held prior to the layoff (other than a temporary or casual part-time position) to signify the employee's intention to return within seven (7) calendar days after the employee received the notice of recall mailed by registered mail to the last known address according to the records of the Employer and fails to report to work within fourteen (14) calendar days after the employee received the notice of recall or such further period of time as may be agreed by the parties.

The Union and the Employer agree to abide by the *Human Rights Code*.

- 9.06
- (a) Where a vacancy which is not covered by Article 9.07 (a) occurs in the bargaining unit, which the Employer intends to fill, or a new position within the bargaining unit is established by the Employer, such vacancy shall be posted in the workplace for a period of seven (7) calendar days. Employees may make written application to their Director of Care or designate for such vacancy within the posting period. Applicants will be considered in accordance with Article 9.08. The name of the successful applicant shall be posted by the Employer. A copy of the job posting shall be given to the Bargaining Unit President at time of posting, it being understood that this administrative exercise in no way inhibits the process or completion of the job posting process.
  - (b) Subsequent vacancies caused by the filling of an earlier vacancy need only be posted for seven (7) consecutive calendar days.
  - (c) Where an employee will be absent on vacation, the employee may indicate in writing to her or his Director of Care or designate her or his interest in any posting that may occur during their absence. This written indication will be treated as an application for the posting.
  - (d) The Employer may temporarily fill any such vacancy or position while observing the procedure herein set forth until such time as a successful candidate has been chosen.
  - (e) The job posting requirements apply, prior to the exercise of recall rights by laid off employees and notwithstanding the existence of layoff notices.
- 9.07
- (a) Vacancies which are not expected to exceed sixty (60) calendar days may be filled at the discretion of the Employer. In filling such vacancies, consideration shall be given to part-time employees in the bargaining unit on the basis of seniority who are qualified to perform the work in question prior to hiring new employees from outside the Nursing Home. It is understood, however, that where such vacancies occur on short notice, failure to offer part-time employees such work shall not result in any claim for pay for time not worked while proper arrangements are made to fill the vacancy.  
  
A part-time employee who is awarded a temporary full-time position shall be deemed to retain their part-time status. Full-time employees cannot apply for a position under (a) above.
  - (b) Vacancies and subsequent vacancies that are expected to exceed sixty (60) calendar days and are caused by pregnancy and/or parental leave, Union leave, Workplace Safety and Insurance Board (WSIB) leaves, sick leave under Article 14, and family medical leave or any other leave protected under the *Employment Standards Act*



or the *Human Rights Code* will be posted as “Temporary Vacancies” and filled as per Articles 9.06 and 9.08. For clarity, Article 9.07 (a) does not apply to these vacancies.

- i) The parties agree that an employee who is awarded a vacancy under (b) shall retain her original position/status and shall have the right to return to her former position upon the return of the employee whose position she is filling.
  - ii) Where a Temporary Vacancy arises under (b), full-time employees can apply for full-time Temporary Vacancies only. Part-time employees can apply for either full-time or part-time vacancies. Positions will be awarded pursuant to Article 9.08.
- (c) A part-time employee who is awarded a temporary full-time position under (b) shall be deemed to retain her part-time status.
  - (d) If no internal applicant is qualified to perform the required work, the Employer may fill the vacancy from outside the bargaining unit. The release or discharge of such persons shall not be the subject of a grievance or arbitration.
  - (e) The employee shall have the right to return to her former position upon return of the employee whose position she is filling.

9.08 In all cases of job postings under Article 9.06 and 9.07 (b) above, the following factors shall be considered:

- (a) Skill and ability,
- (b) Seniority.

Where the factors in (a) are relatively equal, seniority shall govern. Seniority will be determined as of the date the job was posted.

9.09 Notwithstanding the level of entry to practice, the Employer will not establish qualifications, or identify them in job postings, in an arbitrary or unreasonable manner.

9.10 So long as a full-time position exists there will be no splitting of that position into two or more part-time positions without the agreement of the Union, such agreement not to be unreasonably withheld.

#### 9.11 Layoff and Recall

- (a) A layoff of employees shall be made on the basis of seniority, based on an integrated seniority list of all hours paid since date of last hire. It is understood and agreed that through the bumping procedure the first to be laid off are probationary employees followed by those who work casual part-time shifts. No agency or new hires will be used

when there is an employee on layoff provided that the employees on layoff will meet the staffing requirements of the Home.

An employee will not be laid off out of seniority order if her lack of qualification for a junior employee's shift can be remedied by a three (3) day orientation to that shift. An employee will not be denied recall to a shift if her lack of qualification for the recall opportunity can be remedied by a three (3) day orientation to that shift.

- (b) Recall to a regular part-time or full-time position shall be in order of seniority. An employee will respond to a registered notice of recall within seven calendar days of receipt of same and shall be available for work within an additional fourteen (14) days unless otherwise agreed.
- (c) The Employer and Union will meet and discuss the layoffs at the earliest opportunity. This discussion will include the service which the Home will undertake after the layoff.

#### 9.12 Notice to Union of Long-Term Layoff

In the event of a pending layoff of a permanent or long-term nature, the Home will:

- (a) Provide the Union with ninety (90) days' notice.
- (b) Meet with the Union to review the following:
  - i) The reasons causing the layoff.
  - ii) The service which the Home will undertake after the layoff.
  - iii) The method of implementation, including areas of cutback and the employees to be laid off.

It is understood that permanent or long-term nature means a layoff which will be longer than eight (8) weeks.

9.13 Ninety (90) days' notice of layoff shall be given to each affected individual which is not pyramided on the notice provided for in Article 9.12.

9.14 No reduction in the hours of work shall take place to prevent or reduce the impact of a layoff without the consent of the Union, such consent not to be unreasonably withheld when shown to be in the best interests of residents.

9.15 Severance pay will be in accordance with the provisions of the *Employment Standards Act*.

9.16 Where a full-time employee receives a long-term layoff, she or he shall be entitled to receive, within twelve (12) months of the layoff, and upon the

presentation of appropriate receipts, reimbursement of retraining costs up to \$2,500.00. For regular part-time employees the maximum is \$1,500.00 and for casual part-time employees the maximum is \$250.00.

An employee, upon long-term layoff, at her or his own expense, and except for short and long-term sickness and income protection, may continue benefit coverage for a period of twelve months following the layoff by arranging to pay the full premiums, in advance, on a quarterly basis.

#### 9.17

##### Positions outside the Bargaining Unit

- (a) An employee may substitute temporarily in a position outside the bargaining unit for up to fifteen (15) months from the date of the assignment. Bargaining unit employees shall be given the first opportunity to fill the resulting vacancy. The employee shall have the right to return to her bargaining unit position prior to the expiry of the fifteen (15) month period by giving the Employer six (6) weeks' notice. Where an employee is backfilling outside of the bargaining unit for purposes of pregnancy and/or parental leave, the period of time will be extended up to nineteen (19) months from the date of the assignment. An employee will not accrue seniority while in a temporary position under this provision. An employee who remains outside of the bargaining unit beyond the period covered by this article shall lose all seniority. When the employee returns to the bargaining unit, all other employee(s) shall revert to their previous positions.

An employee must remain in the bargaining unit for a period of at least three (3) months before transferring out of the bargaining unit again or the employee will lose all seniority held at the time of the subsequent transfer unless the parties agree otherwise.

- (b) An employee who accepts a transfer under (a) above will not be required to pay Union dues for any complete calendar month during which no bargaining unit work is performed.
- (c) An employee who accepts a permanent position outside of the bargaining unit will lose all seniority held at the time of the transfer.
- (d) The Employer will advise the Union of the names of any employees pursuant to Article 9.17 (a) or (b).

#### 9.18

##### Change of Status

A part-time employee whose status is altered to full-time will be given credit for seniority and service on the basis of fifteen hundred (1500) paid hours being equivalent to one (1) year of full-time seniority and service and vice-versa. In addition, an employee whose status is so altered will be given credit for hours accumulated since date of last advancement proportionate to a full year.

Note: Provisions relating to retention of sick leave credits on transfer to part-time status will be dealt with under the sick leave issue and will not be deleted by this standard language. Similar treatment will apply to provisions on vacation or other credits on transfer.

#### 9.19 Local Health Integration Networks and Restructuring

In the event of a health service integration with another service provider the Employer and the Union agree to meet.

- (a) The Employer shall notify affected employees and the Union as soon as a formal decision to integrate is taken.
- (b) The Employer and the Union shall begin discussions concerning the specifics of the integration forthwith after a decision to integrate is taken.
- (c) As soon as possible in the course of developing a plan for the implementation of the integration the Employer shall notify affected employees and the Union of the projected staffing needs, and their location.

### **ARTICLE 10 – EMPLOYEE FILES**

10.01 A copy of any completed formal 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 her views to such evaluation prior to it being placed in her file. It is understood that such evaluations do not constitute disciplinary action by the Employer against the employee.

Having provided a written request to the Director of Care, or their designate, an employee shall be entitled to her personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Care, at a mutually agreeable time.

10.02 The Employer will accommodate reasonable requests for copies of performance appraisals and records of discipline in an employee's file.

10.03 Letters of discipline shall be removed from an employee's file eighteen (18) months following the receipt of such letters provided that the employee's disciplinary record has remained discipline free over the eighteen (18) months period. Leaves of absence in excess of thirty (30) continuous calendar days will not count towards the eighteen (18) months period noted above.

## **ARTICLE 11 – LEAVE OF ABSENCE**

### **11.01      Personal Leave of Absence**

The Administrator may grant a request for leave of absence for personal reasons without pay provided that the Administrator receives at least one (1) month's clear notice, in writing, unless impossible, and provided that such leave may be arranged without undue inconvenience to the normal operations of the Nursing Home. Employees when applying for such leave shall indicate the proposed date of departure and return. Such leave shall not be unreasonably withheld.

### **11.02      Union Leave**

#### **(a)      Local Union Leave**

Upon written request, leave of absence may be granted to employees for Union business in accordance with the following provisions:

- i)      In bargaining units with up to 12 members, no more than one (1) employee shall be on leave at any one time. In bargaining units with 13 or more members, no more than two (2) employees shall be on leave at any one time.
- ii)     The Union will give at least four (4) weeks' written notice where practicable.
- iii)    Replies to request for leaves of absence shall be given within two (2) calendar weeks of receipt of the request.
- iv)     Permission for such leave will not be unreasonably withheld.

The aggregate total number of days of leave, including Provincial Committee Leave, will not exceed sixty-five (65) working days in a calendar year.

#### **(b)      Leave of Absence for Employees on the Board of Directors of the Ontario Nurses' Association**

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 such leave of absence as the employee may require to fulfil the duties of the position without loss of seniority and benefits. Leave of absence for board members of the Ontario Nurses' Association will be separate from the Union leave provided in (a) above. Reasonable notice – sufficient to adequately allow the Home to minimize disruption of its services shall be given to the Home for such leave of absence.

(c) Leave of Absence for the President of the Ontario Nurses' Association

An employee who is elected to the office of President of the Ontario Nurses' Association shall be granted upon request leave(s) of absence without loss of seniority and benefits. During such leaves of absence salary and benefits will be kept whole by the Employer and the Union agrees to reimburse the Employer for such salary and Employer contributions to benefits. The employee agrees to notify the Employer of the employee's intention to return to work within two (2) weeks following termination of office.

(d) Leave of Absence for Employees Who Serve as Local Coordinators for the Ontario Nurses' Association

An employee who serves as Local Coordinator for the Ontario Nurses' Association shall be granted leave of absence without pay up to a total of thirty-five (35) days annually. Leave of absence for Local Coordinators for the Ontario Nurses' Association will be separate from the Union leave provided in (a) above.

(e) The Employer agrees to keep the salary and benefits whole for all employees on Union Leave under clauses (a), (b) and (d), above, and will bill the Union for such salary, as well as nineteen percent (19%) for all pension, vacation, and benefit reimbursement. It is understood that employees accrue seniority and service for all purposes while on these leaves. This clause is subject to any "effect of absence" clause, it being understood that the Union would make any prepayment of premiums under this provision, rather than the employee.

(f) ONA Staff Leave

For an employee with at least two (2) years full-time or equivalent service (e.g., 3,000 hours of part-time RN service), upon application in writing by the Union to the Employer, an unpaid leave of absence may be granted to such employee selected for a secondment or a temporary staff position with the Ontario Nurses' Association. Such leave shall not be unreasonably denied or extended beyond twelve (12) months. Notwithstanding Article 11.11, there shall be no loss of service or seniority for an employee during such leave of absence. It is understood that during such leave the employee shall be deemed to be an employee of the Ontario Nurses' Association. The employee agrees to notify the Employer of her intention to return to work at least ten (10) weeks prior to the date of such return. The employee shall be reinstated to her former position, unless that position has been discontinued, in which case the employee shall be given a comparable job.

During such leaves of absence all salary, statutory benefits, pension, vacation and benefits will be kept whole by the Employer and the Union agrees to reimburse the Employer for such salary and Employer contributions to benefits unless the Union decides to take sole responsibility for these employee obligations.

### 11.03 Professional and Education Leaves

- (a) Leave of absence with pay or without pay may be granted to employees to attend professional and educational meetings, courses, or other events which may be judged beneficial to the employee's professional development, especially as it relates to the employee's responsibilities with the Employer.

- (b) Professional and Education Leaves

Where an employee is required by the Employer to attend any training program, course or workshop, the Employer agrees to pay any applicable fee and the Employer agrees to compensate such employees for the time off from work as the result of attending the training program, course or workshop.

- (c) Leave of absence without pay may be granted to employees for up to one (1) academic year to attend further education which may be judged by the Employer to be beneficial to the employee's professional development, especially as it relates to the employee's responsibilities with the Employer. This request shall not be unreasonably denied. The employee who is granted such a leave will make a commitment to return to work for a period equal to that of the leave.
- (d) Professional leave without pay will be granted to full-time and regular part-time employees who are elected to or appointed to the College of Nurses or the Registered Nurses Association of Ontario or the Registered Practical Nurses' Association of Ontario to attend regularly scheduled meetings of the College of Nurses or the Registered Nurses Association of Ontario or the Registered Practical Nurses' Association of Ontario subject to the following limitations:
  - i) No more than one (1) employee may be absent at one time,
  - ii) Employees must provide at least thirty (30) calendar days' notice in writing,
  - iii) Provided that such leave may be arranged without undue inconvenience to the normal operations of the Nursing Home.

## 11.04

Bereavement Leave

- (a) Upon the death of an employee's spouse, spouse to include same sex partner, child or stepchild, an employee shall be granted leave up to a maximum of four (4) continuous calendar days without loss of pay. One of the days of leave shall include the day of the death, funeral or equivalent service. Additional days off with or without pay may be granted by the Employer. Part-time employees will be credited with seniority and service for all such leave.

In the event of a delayed interment or ceremony for reason of religion or other protected grounds under the *Ontario Human Rights Code*, an Employee may save one or all of the days identified above without loss of pay to attend the interment or ceremony if there is one and it is delayed.

- (b) When a death occurs in the immediate family of an employee, the employee shall be granted leave up to a maximum of three (3) continuous calendar days without loss of pay around the date of the death, funeral or equivalent service provided that the employee must be regularly scheduled to work such days to receive pay.
- (c) Immediate family shall be defined as parent, stepparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, grandmother, grandfather, and grandchildren.
- (d) An employee shall be granted one (1) day bereavement leave without loss of pay to attend the death, funeral, or if there is no funeral, an equivalent service for upon the death of the employee's aunt or uncle, niece or nephew. Where there is a funeral, but the employee cannot attend by reason of religion or other protected grounds under the *Ontario Human Rights Code*, the employee shall be granted one (1) day bereavement leave without loss of pay to attend an equivalent service within a week following the funeral.
- (e) An employee will not be eligible to receive payment for any period in which the employee is receiving any other payments. For example, holiday pay or sick pay.
- (f) Where it is necessary, with as much notice as possible, the employee may apply for personal leave of absence in addition to bereavement leave. Permission for such leave shall not be unreasonably withheld.

## 11.05

Pregnancy and Parental Leave

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



- (b) If possible, the employee shall give written notification at least one (1) month in advance of the date of commencement of such leave and the expected date of return.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Employer at least four (4) weeks in advance thereof. The employee shall be reinstated to her former position, unless the position has been discontinued in which case the employee shall be given a comparable job.
- (d) An employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date the leave begins, shall be entitled to parental leave.
- (e) Parental leave must begin no later than sixty-three (63) weeks after the day the child is born or comes into the custody, care and control of the parent for the first time. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to sixty-one (61) weeks in duration if the employee also took pregnancy leave and sixty-three (63) weeks in duration if the employee did not.
- (f) The employee shall give the Employer two (2) weeks' written notice of the date the leave is to begin unless exempt under the *Employment Standards Act*. Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave and sixty-three (63) weeks after it began if the employee did not or on an earlier day if the employee gives the Employer at least four (4) weeks' written notice of that day.
- (g) For the purposes of parental leave, the provisions under (a) and (c) shall also apply.

#### 11.06 Jury and Witness Duty

An employee required to serve on jury duty, or as a witness in a case in which the Crown is a party, or as a witness at an inquest, or as a witness in a case arising out of the employee's employment, or as a witness at a hearing of the College of Nurses of Ontario:

- (a) Shall notify the Director of Care, as soon as possible, when required to serve under any of the above circumstances.
- (b) Presents proof of service requiring the employee's attendance.
- (c) Will normally come to work during those scheduled hours of the day shift that the employee is not required to attend court. In the event that an employee is scheduled to the afternoon shift, the employee

shall not be required to attend court and then report for duty the same day.

- (d) Will not be required to work on the night shift prior to such duty. Where the employee's presence is required in court past 1700 hours, the employee shall not be required to attend work for her night shift commencing later that day.
- (e) Where the Home requires an employee to attend any meetings in preparation for a case or legal proceedings or as a result of a compliance inspection which either arises from an employee's employment with the Home or otherwise involves the Home, the Home will make every reasonable effort to schedule such meetings at the Home during the employee's regularly scheduled hours of work. If the employee is required to attend such meetings outside of her regularly scheduled hours, the employee shall be paid for all hours spent in such meetings in accordance with Articles 15 and 16.

11.07 Employees seeking to be appointed by the Province as classifiers, MOHLTC Inspectors or other secondments shall have their applications co-signed by the Employer. Subject to operational requirements employees offered such assignments by the Province will be granted leave without pay. On the basis that the Employer will be fully reimbursed for any such leave by the Ministry of Health and Long-Term Care or the LHIN, the Employer will maintain the employee's regular straight time wages and will provide full accumulation of seniority and service and as well as all other benefits under the Collective Agreement. If such leave/secondment is not fully funded by the Ministry of Health and Long-Term Care or the LHIN, it shall be without pay and subject to the effect of absence language.

#### 11.08 Family Medical Leave

- (a) An employee is entitled to family medical leave in accordance with the provisions of the *Employment Standards Act*.
- (b) An employee who is on Family Medical Leave shall continue to accumulate seniority and service and the Home will continue to pay its share of the premiums of the subsidized employee benefits, including pension (if permitted by the Plan and matched by the employee) in which the employee is participating during the leave.
- (c) Subject to any changes in an employee's status which would have occurred had the employee not been on Family Medical Leave, the employee shall be reinstated to her former position.

#### 11.09 Military Leave

An employee will be granted unpaid Military Leave in accordance with the *Employment Standards Act*. The employee will give as much notice as is

reasonably possible and will provide a copy of the Military Notice when received.

- 11.10 The Home shall seek the Union's agreement if it wishes to establish secondment arrangements. Such agreement shall not be unreasonably denied. The terms and conditions will be established by agreement of the parties.

An employee, who is seconded to another Employer, for a period not greater than one (1) year, shall not suffer any loss of seniority, service or benefits for the duration of the secondment.

Notwithstanding Article 2.04, the parties also agree that a Home may allow an employee from another Employer to be seconded to the Home for a period not greater than one (1) year. It is understood that this employee remains the employee of the sending Employer and is subject to the terms and conditions of employment of that Employer. If the seconded employee is not covered by an ONA Collective Agreement, the Home will ensure that the Union receives the equivalent of the dues remittance for all such employees.

11.11 Effect of Absence

Where any leave of absence without pay exceeds thirty (30) continuous calendar days, the following shall apply:

- (a) The Employer shall pay its share of the health and welfare benefits for the calendar month in which the leave commences and in the month immediately following.
- (b) If the leave of absence exceeds thirty (30) consecutive calendar days, benefit coverage may be continued by the employee, provided that the employee pay the total cost of the premiums to the Employer for each monthly period in excess of the thirty (30) consecutive calendar days leave of absence except as modified by (a).
- (c) Benefits will accrue from the date of return to employment following such leave of absence.
- (d) The employee's anniversary date for salary increases shall be adjusted by the period of time in excess of the thirty (30) continuous calendar days, and the new anniversary date shall prevail thereafter.
- (e) Seniority, service, vacation credits or any other benefits under any provision of the Collective Agreement or elsewhere will not accumulate but will remain fixed at the amount held at the commencement of the leave.
- (f) Notwithstanding the above, the Employer shall continue to pay its share of the premium for the benefit plans for employees who are on

paid leave of absence or WSIB, and will continue to pay its share of the premium for the benefit plans in accordance with the *Employment Standards Act* for employees who are on pregnancy/parental leave (currently a maximum of eighteen (18) months) or family medical leave (currently a maximum of twenty-eight (28) weeks in a fifty-two (52) week period) or emergency leave (currently a maximum of three (3) unpaid sick leave days for personal illness, three (3) unpaid family responsibility leave days for family member illness or other urgent matters, and two (2) unpaid bereavement leave days per year). It is understood that the obligation of the Employer to pay its share of the health and welfare benefits while an employee is on WSIB shall continue only so long as the employment relationship continues or thirty months, whichever occurs first unless prohibited by legislation.

For purposes of this provision, it is understood and agreed that any absence under Article 14.01 shall be considered a leave with pay.

- (g) It is understood that an employee who chooses to continue benefits under (a), (b) or (f) above shall provide the Employer with payment for the amount required on or before the first day of the month in which payment is due.
- (h) Notwithstanding 11.11 (e), when an employee is on an educational leave under Article 11.03 above, the employee will continue to accumulate seniority for up to one (1) academic year. The employee will have the option of remaining in the benefits plans provided the employee pays the total cost of such benefit premiums subject to clause (a) above. Seniority for part-time will be based on average hours over the last twenty-six (26) weeks prior to Leave of Absence.
- (i) In cases of absences for pregnancy and parental leave under the *Employment Standards Act*, seniority and service shall accrue for the duration of the leave and the Employer will maintain its share of the insured benefit premiums provided the employee issues a cheque to the Employer covering the employee's portion of the premiums each month in advance.

The Union and the Employer agree to abide by the *Human Rights Code*.

#### 11.12 Domestic Violence Leave

Domestic or Sexual Violence Leave will be granted in accordance with the *Employment Standards Act* as amended from time to time.

### **ARTICLE 12 – PAID HOLIDAYS**

- 12.01 (a) A full-time employee who otherwise qualifies hereunder shall receive the following paid holidays:

New Year's Day	Civic Holiday (1 <sup>st</sup> Monday in August)
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day (December 25)
Canada Day – (July 1)	Boxing Day (December 26)

There is, in addition to the above, one (1) float day which may be taken at any time of the year as mutually agreed between the manager and employee.

- (b) If another Federal, Provincial or Municipal holiday should be proclaimed during the term of this Agreement, such additional proclaimed holiday will replace one of the above-named holidays as agreed by the parties. The intent is that there will be no more than eleven (11) paid holidays per calendar year for the duration of this agreement.
- (c) In a Home where float holidays exist, in order to qualify for the float holidays, a newly hired employee must have completed their probationary period to be eligible.
- (d) Accommodations of Spiritual or Cultural Observances

Where an employee observes a cultural/spiritual day other than those listed above, the employee shall submit their request in January of each year for the twelve (12) month period following March 1, identifying the required date they need off.

Such day, if granted, will be deemed to substitute for one of the holidays listed above. The employee and Employer will agree on the substituted day, in writing. Premium pay for time worked will be paid, as required by the Collective Agreement, on the holiday named in the Collective Agreement. A lieu day off will be the substitute day in accordance with Article 12.04.

Honouring such request shall be subject to the operational requirements of the Home. Where a full-time employee is required to work the substitute day, she will receive a lieu day off with pay.

- 12.02 Holiday pay for full-time employees will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday at her regular rate of pay.

Holiday entitlement and holiday pay for part-time and casual Employees shall be in accordance with the Ontario Employment Standards Act, as amended:

- i) Calculation: The total amount of regular wages earned and vacation pay payable to the employee in the four work weeks

before the work week in which the public holiday occurred, divided by 20.

- ii) Regular Part Time employees are eligible for a Float day. Such a float day may be taken at any time of the year as mutually agreed between the manager and employee; and will be computed on the basis of the number of hours the employee would otherwise work had there been no Float day at her regular rate of pay.
- iii) Casual employees are not eligible for a Float day.
- iv) A Regular Part Time employee who is required to work on any of the statutory holidays or Float day shall be paid at the rate time and one-half (1½) her regular straight time rate of pay for all hours worked on such holiday.
- v) A Regular Part Time employee who is required to work on her scheduled Float day shall be credited back such Float day, and it shall be scheduled in accordance with 12.06 b) and c).

- 12.03 (a) In order to be eligible for a paid holiday, a full-time employee must have worked her last scheduled shift immediately preceding, and her first scheduled shift immediately following, the holiday; provided an employee shall not lose holiday pay if she is absent on any such days, and such absence is a scheduled day off, is a vacation day, is excused by the Home, or is the result of an illness or injury confirmed by a physician's certificate, if requested, or is on approved leave of absence. Employees shall not be entitled to holidays with pay which fall during the period of Pregnancy, Parental, WSIB, or unpaid leave of absence over thirty (30) days.

A full-time employee who is absent as a result of legitimate illness or accident which commenced within a calendar month of the date of the holiday will be eligible for the holiday(s), to a maximum of two (2) holidays in any period of illness.

A full-time employee who is not required to work on any of the foregoing holidays shall be given the day off with pay.

- (b) An otherwise eligible full-time employee, who is scheduled to work on one of the designated holidays but does not report to work and work as scheduled, shall forfeit their holiday pay for the particular holiday unless absent for a bona fide reason.

- 12.04 An employee who is required to work on any of the above-named holidays or scheduled Float day shall be paid at the rate of time and one-half (1 ½) her regular straight time rate of pay for all hours worked on such holiday. In addition, a full-time employee will receive a lieu day off with pay in the

amount of her regular straight time hourly rate of pay times 7.5 hours. Such lieu day shall be scheduled in accordance with Article 12.06 b) and c).

- 12.05 A shift that begins or ends during the twenty-four (24) hour period on the day of the above holiday, 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 shift.
- 12.06 (a) If a paid holiday falls during a full-time employee's vacation, such vacation shall be extended accordingly, unless the employee and the Employer agree to schedule a different day off with pay on a mutually agreeable day within a period of eight (8) weeks after the holiday, providing the employee qualifies for the holiday pay.
- (b) If a paid holiday falls on a full-time employee's regular day off, another day off with pay shall be scheduled on a mutually agreeable day within a period of eight (8) weeks after the holiday, providing the employee qualifies for the holiday pay.
- (c) Failing such mutual agreement in either (a) or (b) above, the full-time employee shall be paid in accordance with Article 12.02. Notwithstanding the foregoing, if the Home is unable to offer any lieu day to the employee, the period of time for scheduling such days will be repeated.
- 12.07 Paid Holidays – Long Weekends
- (a) When an employee is scheduled to work a weekend where a paid holiday falls on the Monday or the Friday, the Employer shall endeavour to also schedule the employee to work the paid holiday.
- (b) When the employee is scheduled off on a weekend where a paid holiday falls on the Monday or the Friday, the Employer shall endeavour to schedule the employee off the paid holiday.
- (c) In the event of a scheduling conflict, 12.07 (a) will be the deciding provision.
- 12.08 Subject to the operational requirements of the Home, an employee may accumulate up to three (3) lieu days which may be taken singly, consecutively or added to her vacation. Such leave shall not be unreasonably denied. The employee shall advise the employer of their intention to bank a lieu day.

## **ARTICLE 13 – VACATIONS**

- 13.01 All employees who are regularly scheduled seventy-five (75) hours on a bi-weekly basis shall receive vacations with pay based on length of full-time continuous service as follows:

- (a) Employees who have completed less than one (1) year of full-time continuous service (as of the date and methods for determining vacation entitlement in the individual Home as of the nurse's anniversary date) shall be entitled to a vacation on the basis of 0.83 days for each completed month of service with pay in the amount of four percent (4%) of gross earnings.
- (b) Employees who have completed one (1) or more years of full-time continuous service (as of the date and methods for determining vacation entitlement in the individual Home as of the nurse's anniversary date) shall be entitled to an annual vacation of two (2) weeks at their current rate.
- (c) Employees who have completed three (3) or more years of full-time continuous service (as of the date and methods for determining vacation entitlement in the individual Home as of the nurse's anniversary date) shall be entitled to an annual vacation of three (3) weeks at their current rate.
- (d) Employees who have completed ten (10) or more years of full-time continuous service (as of the date and methods for determining vacation entitlement in the individual Home as of the nurse's anniversary date) shall be entitled to an annual vacation of four (4) weeks at their current rate.
- (e) Employees who have completed seventeen (17) or more years of full-time continuous service (as of the date and methods for determining vacation entitlement in the individual Home as of the nurse's anniversary date) shall be entitled to an annual vacation of five (5) weeks at their current rate.

If an employee who is regularly scheduled seventy-five (75) hours on a bi-weekly basis, works less than 1500 hours in the vacation year, they shall receive vacation pay as a percentage of gross earnings in accordance with Article 13.02 below.

13.02 All employees who are regularly scheduled less than seventy-five (75) hours on a bi-weekly basis, shall be entitled to vacation pay as follows:

- (a) 4 per cent of the wages, excluding vacation pay, that the employee earned during the period for which the vacation is given, if the employee's period of employment is less than four (4) years; or
- (b) 6 per cent of the wages, excluding vacation pay, that the employee earned during the period for which the vacation is given, if the employee's period of employment is four (4) years or more.

Effective November 25, 2023



Casual part-time employees will be paid vacation pay in accordance with the above entitlement on gross earnings. Equivalent years of service will be based on the casual part-time employee's seniority established under Article 9.01 and will be calculated on the basis that 1500 hours of part-time service shall equal one (1) year of full-time service and vice-versa.

- 13.03 (a) For the purpose of vacation entitlement service for employees who transfer from part-time to full-time or vice versa, shall mean the combined service as a part-time and full-time employee employed by the Home and accumulated on a continuous basis.
- (b) Part-time employees shall receive vacation entitlement on the basis of fifteen hundred (1500) hours paid equals one year of service.

13.04 Part-time Vacation Pay

If the Employer currently has the computer systems' capability to implement bi-weekly vacation pay, they shall do so by the start of the next vacation year or earlier.

Those Employers with no computer capability will endeavour to implement bi-weekly vacation pay if there is no significant administrative burden, by the start of the next vacation year or earlier. If the Employer does not so implement, it will provide reasons in writing to the Union.

Where possible without extensive programming changes, the amount of vacation pay will be separately identified on the pay stub.

- 13.05 Part-time employees must take at least two (2) calendar weeks of vacation per year in blocks of not less than one (1) week, in accordance with the vacation scheduling provisions of the Collective Agreement. Absent the employee's co-operation in this regard, the Employer will schedule the employee's two (2) weeks of vacation.

- 13.06 An employee who leaves the employ of the Home for any reason shall be entitled to receive any unpaid vacation pay which has accrued to her to the date of her separation, it being understood and agreed that the employee will provide at least two (2) weeks' notice of termination.

13.07 Vacations – Interruption

- (a) Where an employee's scheduled vacation is interrupted due to a serious illness which requires hospitalization and commenced before and continues into the scheduled vacation period, the period of such illness shall be considered sick leave provided the employee provides satisfactory documentation of the hospitalization.
- (b) Where a vacationing employee becomes seriously ill requiring the employee to be an inpatient in a hospital, the period of such illness

shall be considered sick leave provided that the employee provides satisfactory documentation of the hospitalization.

- (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.
- (d) Where an employee's scheduled vacation is interrupted due to bereavement and jury and witness duty, the employee shall be entitled to bereavement leave and/or jury and witness duty in accordance with Articles 11.04 and 11.06.
- (e) The portion of the employee's vacation which is deemed to be bereavement and jury and witness duty leave under the above provisions will not be counted against the employee's vacation credits.

13.08 Annual vacation is granted from the period of April 1 to March 31 (fiscal year).

13.09 A vacation request, which has been submitted by the employee and then approved by the Employer, may not be cancelled by the Employer without the consent of the employee.

A vacation request, which has been submitted by the employee and then approved by the Employer, may not be cancelled by the employee without the approval of the Employer.

13.10 (a) For the period of April 1<sup>st</sup> to September 30<sup>th</sup>, the Employer shall post a list by January 1<sup>st</sup> and employees shall indicate their vacation preference by February 15<sup>th</sup> of each year, and the Employer shall post the final vacation schedule by March 15<sup>th</sup> of each year. Choice of vacation period shall be based in seniority.

For the period of October 1<sup>st</sup> to March 31<sup>st</sup>, the Employer shall post a list by July 1<sup>st</sup> and the employees shall indicate their vacation preference by August 1<sup>st</sup> of each year, and the Employer shall post the final vacation schedule by September 15<sup>th</sup> of each year. Choice of vacation period shall be based in seniority.

Vacation requests made after the posting of vacation schedule shall be determined on a first come first served basis.

- (b) Requests for vacation shall not be unreasonably and/or arbitrarily withheld.
- (c) Prior to leaving on vacation, an employee shall be notified of the date and time on which to report back for work following vacation if the posted work schedule does not cover the employee's vacation period, if information is known by the employer.

- (d) Full-time and part-time employees will be granted time off in single days or multiples thereof upon request.
- (e) Vacation quotas will not be unduly restrictive.
- (f) The Employer will provide each employee in the bargaining unit with the number of vacation days entitlement each January. The Employer will continue its present practice of providing updated vacation entitlement in dollars via the "employee portal".
- (g) Part-time nurses shall be paid their appropriate vacation pay on each pay cheque.

- 13.11 Employees who wish to carry over up to five (5) days of vacation shall provide notice to the Employer by January 31<sup>st</sup>.
- 13.12 Full-time employees may not waive a vacation and draw double pay.
- 13.14 When a Nurse's employment is terminated for any reason, full payment for vacation earned but not taken will form part of such Nurse's termination cheque.

## **ARTICLE 14 – DISABILITY INCOME PROTECTION PLAN**

- 14.01 Sick Bank (This article does not apply to Casual status employees)

After six (6) months of continuous active full time or regular part time employment, four (4) % of worked hours will accumulate into a sick bank to a maximum of two-hundred (200) hours. The first shift or up to a maximum of 7.5 hours of sick time is unpaid for each new incident of illness.

Sick bank usage is for legitimate personal illness or injury which is not compensable under the Workplace Safety and Insurance Act.

### Weekly Indemnity

Weekly Indemnity, administered by the provider, applies only to full-time employees. After six (6) months of continuous active full time employment, income protection, in accordance with the employer's current coverage plan, is payable when a full time employee is absent from work due to legitimate personal illness or injury which is not compensable under the *Workplace Safety and Insurance Act*. It is understood that payment of income protection is for the sole and only purpose of protecting employees against the loss of income during time of such illness.

Weekly Indemnity and the Sick Bank cannot be used concurrently. It is the Employee's responsibility to notify the Employer of when a decision is made

to utilize the Weekly Indemnity in a timely basis. It is the Employee's responsibility to make a claim with the Weekly Indemnity provider (Empire Life).

Seniority and service will accrue, and the Employer shall continue to pay its share of the premium for the benefit plans during the period of the income protection noted in this provision.

- (a) Payment under weekly indemnity will be sixty percent (60%) of the full-time employee's straight-time scheduled wages lost as a result of legitimate personal illness or injury up to 26 weeks of such illness or injury.

There is a 1 week waiting period for the weekly indemnity to apply. In the event of hospitalization there will be no such waiting period.

- (b) Employees pay 25% of the total monthly cost of the Weekly Indemnity Premium.

Note: The parties agree, without prejudice to any position either may take, that any issues or disputes arising from the use and appropriateness of the carrier's forms to adjudicate and consider the weekly indemnity may be referred to grievance right arbitration and the Employer will not raise any issues with respect to the arbitrability or timeliness of such a grievance and the issue will be decided by a mutually selected arbitrator.

14.02 The parties agree that sub-article 14.01 (a) will be applied in the following manner during the Employer self-insured period:

- (a) For any absence for which sick pay is claimed, an employee must provide the Employer with a certificate, in the form attached hereto as Schedule A, signed by the employee and confirming that personal illness or injury has prevented the employee's attendance at work on those days.
- (b) The employee will be required to provide the Employer with a medical certificate as set out in Schedule B, confirming that the employee's personal illness or injury prevented the employee's attendance at work, if:
  - i) The employee has been absent for at least three consecutively scheduled shifts, and the Employer has requested such certificate, or
  - ii) The employee has an established pattern of absenteeism, and the Employer has given the employee written notice that they must provide such a certificate.

- (c) The employee will be required to provide the Employer with a medical certificate as set out in Schedule B, confirming that the employee's personal illness or injury prevented the employee's attendance at work, if the Employer requests that the employee provide a certificate from their physician (or nurse practitioner or midwife, in the context of the employee's pregnancy) that they are sufficiently recovered from the personal illness which caused their absence and are capable of performing their former duties and responsibilities; the employee's reinstatement after sick leave will be conditional on them supplying such certificate.
- (d) The Employer reserves the right to require a medical certificate at the Employer's expense in special circumstances, such as:
  - i) When the information provided in the standard form is insufficient to substantiate illness or injury, or
  - ii) When additional information is required to establish that the employee is medically able to return to work with or without accommodation, or
  - iii) Under other circumstances, subject to a reasonable rationale.

It is understood that the Employer is not entitled to request or receive a medical diagnosis, except or unless it is required by a statutory or regulatory body or organization but is entitled to request and receive a prognosis concerning the employee's medical condition.

- 14.03 If the WSIB does not approve a claim for benefits, the employee may apply for benefits under Article 14.01 notwithstanding the delay inherent in awaiting the ruling from WSIB and notwithstanding any procedural rules of any insurance carrier administering the benefit.
- 14.06 An employee who will be absent on the afternoon or night shift due to personal illness must notify the Employer at least three (3) hours prior to the commencement of the shift unless impossible. An employee who will be absent on the day shift due to personal illness must notify the Employer at least one and one-half (1½) hours prior to the commencement of the shift unless impossible. Late notice does not cause forfeiture of sick pay benefits.
- 14.09 Each employee's pay stub will include the amount of unused sick leave in her or his bank.

## **ARTICLE 15 – HOURS OF WORK & SCHEDULING**

- 15.01 The normal hours of work for an employee are not a guarantee of work per day or per week, or a guarantee of days of work per week. The normal hours

of work shall be seven and one-half (7½) hours per day, and seventy-five (75) hours in any bi-weekly period.

- 15.02 The normal daily shift shall consist of seven and one-half (7½) consecutive hours, exclusive of a one-half (½) hour unpaid meal period. Employees shall be entitled to a fifteen (15) minute paid break during each half of the normal daily shift, at a time designated by the Employer.
- 15.03 Employees required for reporting purposes shall remain at work for a period of up to fifteen (15) minutes which shall be unpaid. Should the reporting time extend beyond fifteen (15) minutes however, the entire period shall be considered overtime for the purposes of payment.
- 15.04 Requests for change in posted work schedules must be submitted in writing and co-signed by the employee willing to exchange days off or shifts and are subject to the discretion of the Administrator or designate. In any event, it is understood that such a change initiated by the employee and approved by the Employer shall not result in overtime compensation or payment or any other claims on the Employer by any employee under the terms of this Agreement.
- 15.05 An employee will be paid for actual hours worked during a shift that is impacted by daylight savings time. Overtime will not be paid for additional hours worked during a twenty-four (24) hour period either as a result of a change-over to daylight saving from standard time or vice versa.
- 15.06 In the event that a meal period is interrupted requiring an employee to attend to a work-related problem, then the balance of the unused meal period will be taken within two (2) hours of the interruption. If the employee is unable to reschedule such time, the employee shall be paid time and one-half (1½) her regular straight time hourly rate for all time worked in excess of her normal daily hours, in accordance with Article 16.01.
- 15.07 Extended Tours/Hybrid Schedules

The Employer and the Union may agree to implement extended tours or hybrid schedule (mix of extended and normal tours). For clarity, a hybrid schedule may include extended tours on weekends and normal tours during the week. The following will apply:

- (a) Each facility/unit must have sixty-six and two thirds' percent (66⅔%) agreement of the full-time and part-time employees who work in the facility/unit.

Each Home must have the majority agreement of the full-time and part-time employees who vote on the issue to agree on a trial period of up to six months.

Once the trial period is complete, each Home must have a minimum of 66⅔% agreement of the full-time and part-time employees who

vote on the issue to continue with the new schedule on a permanent basis.

- (b) The Extended Tour/Hybrid Schedule may be cancelled by either party on giving ten (10) calendar weeks' notice to the other in writing of its desire to terminate. A meeting shall be held within two (2) weeks of receipt of such notice to discuss the reasons for the cancellation.

Extended tours may be discontinued by the Union in any facility/unit when sixty percent (60%) of the full-time and part-time employees in the facility/unit so indicate by secret ballot to the Union.

- (c) With the exception of the specific variations set forth in this Article, all other conditions and terms of the Collective Agreement and Appendices shall remain in full force and effect.

- (d) Hours of Work

- i) Where employees are now working a longer daily tour, the provisions set out in this Article governing the regular hours of work on a daily tour shall be adjusted accordingly.
- ii) The normal daily extended tour shall be 11.25 consecutive hours in any 24-hour period, exclusive of a total of forty-five (45) minutes of unpaid mealtime. For hybrid schedules, there will be scheduled normal daily tours of seven and one-half (7½) hours and 11.25 consecutive hours per day.
- iii) There will be no split shifts scheduled.
- iv) Employees working an extended tour shall be entitled, subject to the exigencies of resident care, to paid relief periods during the tour of a total of forty-five (45) minutes. For hybrid schedules, there will also be shifts that provide for relief periods in accordance with Article 15.02.
- v) Scheduling issues will be resolved at the local level.
- vi) Where the Union and the Employer have agreed to or agree to an extended daily tour or hybrid schedule that differs from the normal daily extended tour, the proportion of unpaid time to hours of work shall maintain the same ratio as set out in paragraph ii) and iii) of this Article.

- (e) Payment for bereavement leave is based on 11.25 hours for extended tours. For hybrid schedules, the payment for bereavement leave shall be based on the length of scheduled shift.

- (f) Payment for vacation and paid holidays for full-time employees is based on the equivalent to the 7.5-hour entitlement. For clarity, payment for lieu days as a result of a paid holiday for full-time employees is paid at 7.5 hours.
- (g) Shift and weekend premiums as per Article 16.07 will be paid for the same hours as applied to seven and one half (7.5) hour tours, the intention being that the total amount of shift or weekend premium will not change because of the move to extended tours or hybrid schedules.
- (h) Overtime premium as set out in Article 16.01 shall be paid for all hours paid in excess of 11.25 hours on a scheduled extended tour or 75 hours bi-weekly averaged over the duration of a six (6) week schedule.

For a hybrid schedule, the overtime premium as set out in Article 16.01 shall be paid for all hours in excess of the scheduled shift length on that day or 75 hours bi-weekly averaged over the duration of the scheduling period unless otherwise agreed between the local parties.

- (i) Shift exchanges will be in accordance with Article 15.04.
- (j) Should the Employer refuse to grant a request under this Article, it shall provide to the Union its reasons orally.
- (k) 4 on/5 off

Where the Union and the Employer agree to implement an extended tour arrangement in accordance with the above provisions, the parties can further agree to specific scheduling language related to a "4 On/5 Off" schedule that will be negotiated locally by the Home and the Union subject to the following principles:

- i) There shall be an initial trial period as negotiated by the local parties prior to the implementation of a permanent schedule.
- ii) All "4 on/5 off" schedules will be done on the basis that each full-time employee will be scheduled for 1,950 hours per calendar year, unless Articles 2.02 (a) or 15.08 applies.
- iii) All other scheduling issues (e.g., scheduling of paid holidays, weekends off, Christmas time off, etc.) shall be negotiated by the local parties.

#### 15.08 Individual Special Circumstance Arrangements

Notwithstanding Article 2.02, the Home and the Union may agree in certain circumstances, to adjust the schedule of an individual full-time employee



who normally works seventy-five (75) hours bi-weekly, to enable an average bi-weekly work assignment of sixty (60) to seventy-five (75) hours.

- (a) Such an arrangement shall be established by mutual agreement of the Home and the Union and the employee affected. The parties agree that the arrangement applies to an individual, not to a position. The parties will agree to the scheduling provisions that will apply to the employee including that no additional shifts will be scheduled for employees working Individual Special Circumstances Arrangements.
- (b) The parties shall determine the introduction of a special circumstance arrangement. Issues related to vacation, paid holidays and benefit coverage will be determined by the Home and the Union. The employee will retain full-time status, including but not limited to seniority and service.
- (c) Any party may discontinue the special circumstance arrangement with notice as determined within the agreement. In the event that the employee affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.
- (d) It is understood and agreed that these arrangements are based on individual circumstances and each agreement is made on a without prejudice or precedent basis.

#### 15.09 Innovative Scheduling

Schedules which are inconsistent with the Collective Agreement provisions may be developed in order to improve quality of working life, support continuity of resident care, ensure adequate staffing resources, and support cost-efficiency. The parties agree that such innovative schedules may be determined locally by the Home and the Union subject to the following principles:

- (a) Such schedules shall be established by mutual agreement of the Home and the Union.
- (b) These schedules may pertain to full-time and/or part-time employees.
- (c) The introduction of such schedules and trial periods, if any, shall be determined by the local parties. Such schedules may be discontinued by either party with notice as determined through local negotiations.
- (d) Upon written agreement of the Home and the Union, the parties may agree to amend Collective Agreement provisions to accommodate any innovative unit schedules.

- (e) It is understood and agreed that these arrangements are based on individual circumstances and each agreement is made on a without prejudice or precedent basis.
- (f) It is understood and agreed that these arrangements can be utilized for temporary job postings for seasonal coverage (e.g., weekend workers, etc.).

#### 15.10 Four on, Two off Schedule

In an effort to maximize full-time employment opportunities, the local parties may agree to a “four on, two off” innovative schedule, subject to the following principles:

- (a) The introduction of such schedules and trial periods, if any, shall be determined by the local parties.

Each Home must have the majority agreement of the full-time and part-time employees who vote on the issue to agree on a trial period of up to six months.

Once the trial period is complete, each Home must have a minimum of 66⅔% agreement of the full-time and part-time employees who vote on the issue to continue with the new schedule on a permanent basis.

- (b) The implementation of such schedules shall be established only by mutual agreement of the Employer and the Union.
- (c) Notwithstanding the definition for full-time employee under Article 2.02, employees who participate in this schedule will normally be scheduled for thirty-five (35) hours per week on average and will be considered a full-time employee for all purposes of the Collective Agreement.
- (d)
  - i) Notwithstanding Article 16.01, for the purposes of bi-weekly overtime, the normal weekly full-time hours shall remain at seventy-five (75) hours per bi-weekly average over a six (6) week period. In each bi-weekly pay period the employee will be paid for all hours worked. At the end of the six (6) week period, entitlement for bi-weekly overtime will be calculated and paid.
  - ii) Notwithstanding Article 16.01, for the purposes of daily overtime, the normal daily hours shall remain at seven and a half (7.5) hours per day. In each bi-weekly pay period the employee will be paid for all hours worked including daily overtime, if any.

- (e) For the purposes of vacation entitlement, the current Collective Agreement provisions shall apply using thirty-five (35) hours per week.
- (f) Each facility/unit must have eighty percent (80%) agreement of the full-time and part-time employees who work in the facility/unit.
- (g) The Four on, Two off schedule, may be discontinued by either party upon receipt of twelve (12) weeks' notice to the other in writing of its desire to terminate. A meeting shall be held within two (2) weeks of receipt of such notice to discuss the reasons for the discontinuation.

The Four on, Two off schedule, may be discontinued by the Union in any facility/unit when sixty percent (60%) of the employees in the facility/unit so indicate by secret ballot to the Union.

#### 15.11 Job Sharing/Time Sharing

- (a) Job sharing shall be interpreted to mean two employees sharing one full-time position (10 shifts bi-weekly).
- (b) Time sharing shall be interpreted to mean two employees sharing one full line (14 shifts bi-weekly).

Clarifying Note: One full-time and a regular part-time "shadow" does not constitute a time-sharing arrangement.

- (c) The introduction of job/time sharing arrangements in a Home will be subject to mutual agreement between the Union and the Employer.

Job/time sharing requests shall be considered on an individual basis. Such approval will not be unreasonably withheld.

- (d) The employees involved in job share/time sharing are entitled to all the regular part-time provisions except those which are modified as follows:
  - i) Schedules and scheduling language shall be established by the mutual agreement of the Union and the Home. This will include the division of hours between the job/time sharers.
  - ii) Each job/time sharer may exchange shifts with her/his partner as well as other employees as provided by the Collective Agreement.

Employees who are currently in a job/time sharing arrangement and are full-time will retain that status and be covered by the full-time provisions of the Collective Agreement. For clarity, this grandparents employees in time sharing arrangements, not positions. When

individuals leave these positions, the vacant position will be posted under (f) and (g) below.

(e) Absences and Leaves

In the event that one member of the job/time sharing arrangement is off due to illness or injury or goes on any other leave of absence, the remaining partner will endeavour to cover all of the absent partner's shifts for the duration of the absence. If the employee is unable to cover the absences, she/he must inform the Director of Resident Care or designate.

(f) Implementation

- i) Where the job/time sharing arrangement arises out of the filling of a vacant full-time position, the full-time position will be posted first and in the event that there are no successful applicants, then both job/time sharing positions will be posted and selection will be based on the criteria set out in the Collective Agreement.
- ii) An incumbent full-time employee wishing to share her position may do so without having her half of the position posted. The other half of the job/time sharing position will be posted and selection will be made on the criteria set out in the Collective Agreement.
- iii) It is understood and agreed that the arrangement is for a trial period of six (6) months for the full-time employee originating the request. Once the trial period is over, the employee cannot revert to her former position except under (v) below.
- iv) Where two (2) full-time employees wish to job/time share one (1) position, neither half will be posted providing this would create one (1) full-time position to be posted and filled according to the Collective Agreement.
- v) If one of the job/time sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the remaining employee will revert to her former status. If the remaining employee was previously full-time, the shared position will become her position. If the remaining employee was previously part-time and there is no part-time position available, she shall exercise her layoff bumping rights to obtain a part-time position. The shared position would then revert to a full-time position and be posted according to the Collective Agreement.

(g) Discontinuation

Either party may discontinue the job/time 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 discontinuation shall not be unreasonable or arbitrary.

The shared position would then revert to a full-time position and be posted according to the Collective Agreement. Should the Employer or the Union discontinue job/time sharing, the employees currently working those arrangements will revert to their former status.

Where an employee does not have a former position to return to, the layoff and recall provisions of the Collective Agreement will apply. Where there remains a vacancy after employees revert to their former position, the vacancy will be posted in accordance with the Collective Agreement.

15.12 Weekend Worker

A weekend schedule may be developed in order to meet the Home's need for weekend staff, and individual employees' preference for a weekend work schedule.

A weekend schedule is defined as a schedule in which a full-time weekend worker works a weekly average of thirty (30) hours and is paid for 37.5 hours at their regular straight time hourly rate. The schedule must include two 11.25-hour tours, which fall within a weekend period as determined by the Home and the Union. An employee working a weekend schedule will work every weekend except as provided for in the provisions below.

The Employer and the Union may agree to implement weekend worker position(s) if sixty-six and two thirds' percent (66⅔%) of the full-time and part-time employees who work in the facility/unit are in agreement. The introduction of that schedule and the manner in which the position(s) are filled, shall be determined by the local parties. This schedule may be discontinued by either party with notice as determined by the local parties. The opportunity for an individual employee to discontinue this schedule shall be resolved by the local parties.

Notwithstanding the voting mechanism above, a three (3) month trial period (or longer period, where agreed by the Home and the Union) for a weekend worker arrangement may be implemented without a vote in circumstances where the following additional conditions apply:

- An RN (or RNs) volunteers or applies for a weekend worker position and the Home and the Union agrees to accept the request.

- The work schedule will be modified to accommodate such a request provided there is no reduction in the regularly scheduled hours of the other RNs in the bargaining unit.
- Prior to the conclusion of the trial period, representatives of the Home and of the Union will evaluate and discuss the outcomes.

Each Home must have the majority agreement of the full-time and part-time employees who vote on the issue to agree on a trial period of up to six months.

Once the trial period is complete, each Home must have a minimum of 66⅔% agreement of the full-time and part-time employees who vote on the issue to continue with the new schedule on a permanent basis.

(a) Weekend and shift premiums shall not be paid.

(b) Vacation Bank

Vacation entitlement is determined by Article 13. For the purposes of Article 13, hours worked or credited as paid leave will be based on an accelerated rate of 1.25 hours credit for each hour worked. Mechanism for the vacation bank is determined by current local practices.

Drawing from the vacation bank will occur at an accelerated rate of 1.25 paid hours for every hour taken as vacation (i.e., 11.25 hours worked equals 14.05 hours paid; 7.5 hours worked equals 9.375 hours paid).

Vacation must be taken as a full weekend off (i.e., Saturday and Sunday). The maximum number of weekends off cannot exceed the week entitlement level determined by Article 13.

Single vacation days may be taken on weekdays, which need not be in conjunction with the Saturday and Sunday. Vacation – Interruption does not apply.

(c) Paid Holiday Bank

Employees qualify in accordance with the Collective Agreement. The paid holidays are identified in the Collective Agreement.

Credit to the paid holiday bank will occur on the date of the holiday.

Drawing from the paid holiday bank will occur at an accelerated rate of 1.25 hours paid for every hour taken (i.e., 11.25 hours worked equals 14.05 hours paid; 7.5 hours worked equals 9.375 hours paid).

If an employee works on a paid holiday as defined by the local parties, the employee will receive one and one-half (1½) times the regular straight time hourly rate of pay for all hours worked on a holiday. The employee will not receive a lieu day. Article 16.02 also applies.

The holiday bank can be used as income replacement for absences due to illness or for lieu time off on a weekday.

(d) Sick Leave

The employee may utilize the paid holiday bank as income replacement for absences due to illness, as described in Article (c) above. The Home will provide the employee with Disability Income Protection as per Article 14.01 for any absence due to a legitimate illness.

Employees may be required to provide medical proof of illness for any absence of a scheduled shift, which is neither vacation nor an approved leave of absence.

(e) Leaves of Absence

Article 11 applies for both paid and unpaid leaves. For the purposes of an unpaid 11.25-hour shift, the deduction from pay shall equate to 14.05 hours. For the purposes of an unpaid 7.5-hour shift, the deduction from pay shall equate to 9.375 hours.

(f) Tour Exchange

Weekend shift exchanges will be permitted only between weekend shift employees. Weekday shift exchanges will be permitted, provided the Home does not incur additional costs.

(g) Overtime

Overtime will begin to accrue after sixty (60) hours in a two (2) week period averaged over the scheduling period determined by the local parties.

Overtime will apply if the employee works in excess of the normal daily hours.

Payment for overtime is as in Article 16.01.

(h) Scheduling Provisions

The scheduling and premium provisions relating to consecutive weekends off in Article 16 do not apply to employees who accept positions under this provision.

(i) Christmas Period

Article 16 relating to scheduling during this period will apply, except as modified to confirm that the weekend shift employee will continue to work weekends during this period.

## (j) When a part-time employee works on a weekend normally worked by a weekend worker, all of the provisions of the Collective Agreement except 15.12 will apply.

15.13 Self-Scheduling

The Home and the Union may agree to implement a self-scheduling process. Self-scheduling is the mechanism by which employees in a Home create their own work schedules. The purpose of self-scheduling is to improve job satisfaction and quality of work life for the participating employees. Self-scheduling requires a collaboration of employees and management to ensure proper coverage of the Home and to meet the provisions of the Collective Agreement. It is agreed that self-scheduling will be negotiated locally by the Home and the Union and will include a trial period.

Each Home must have the majority agreement of the full-time and part-time employees who vote on the issue to agree on a trial period of up to six months.

Once the trial period is complete, each Home must have a minimum of 66⅔% agreement of the full-time and part-time employees who vote on the issue to continue with the new schedule on a permanent basis.

15.14 (a) Regular Part Time

All regular part-time employees must be available to work a predetermined schedule based on the following commitment:

- i) Available to work a minimum amount of tours/hours, within any bi-weekly pay period, presented in the job posting.
- ii) Available for scheduling twelve (12) months of the year unless the employee is on scheduled weeks of vacation or an approved leave of absence.
- iii) Available to work at least one (1) weekend in two (2);
- iv) Available to work on either Christmas Day and Boxing Day or New Year's Eve and New Year's Day.
- v) Regular part-time employees will not be required to work their full



commitment in any pay period where a week of vacation is scheduled.

(b) Part Time Scheduling

Regular part-time employees will be scheduled according to the commitment identified in (a) above on the posted schedule as follows:

Before the schedule is posted:

- i) All regular part-time employees in a unit shall be scheduled up to their minimum commitment by seniority.
- ii) Once all regular part-time employees have been scheduled the minimum commitment, extra tours will then be offered to regular part-time employees on the basis of seniority up to 75 hours biweekly.
- iii) Where no regular part-time employee is willing to perform the available work or there are remaining tours after ii) above, then casual part-time employees will be offered such work.
- vii) Offers of tours will be made via Staff Stat. All calls made will be documented with date and time.

After the schedule is posted:

- i) Tours that become available for any reason after the schedule has been posted will first be offered to nurses individually on the basis of seniority to regular part-time employees that have not been scheduled the minimum commitment.
  - ii) Where all regular part-time employees have been given the opportunity to work up to their committed tours, extra tours will be offered individually to regular part-time employees on the basis of seniority.
  - vi) Where no regular part-time employee is willing to perform the available work, the tour will be offered Individually to casual part-time employees.
- (c) Where premium (overtime) shifts become available such shifts shall be offered individually and awarded individually first to full-time employees on the basis of seniority, then awarded individually to regular part-time employees on the basis of seniority and then awarded individually to casual part-time employees on the basis of seniority.
- 15.15 Where an employee is approved for time off from a tour of duty, the employee shall not be required to work another tour that day.
- 15.16 Employees will not be required to rotate over more than two (2) different shifts during the week.

Note: This article applies only to the predetermined schedule; and does not apply to offered or traded shifts.

- 15.17 Requests for specific days off shall be submitted in writing through the designated scheduling portal, to the Director of Care two (2) weeks prior to the posting of the schedule. Approval of such requests will not be unreasonably denied.
- 15.18 (a) The day shift shall be the first shift of the day.
- Days 0700-1500 hrs  
Evening 1500-2300 hrs  
Night 2300-0700 hrs
- Or
- Days 0700 – 1900 hrs  
Night 1900-0700 hrs
- (b) Work schedules shall be posted two (2) weeks in advance to cover a six (6) week period.
- (c) Requests for any of the following days off
- Holiday lieu days and
  - Single vacation days requested outside the initial vacation process, must be submitted in writing to the Director of Care or designate and will be granted based on date of request. If more than one (1) of these requests occur on the same date, seniority will govern the granting of the request, based on the date the request is submitted.

## **ARTICLE 16 – PREMIUM & OTHER PAYMENT**

- 16.01 Overtime shall be paid for all paid hours over seven and one-half (7½) hours on a shift or seventy-five (75) hours bi-weekly at the rate of one and one-half (1½) times the employee's regular straight time hourly rate of pay. Overtime is subject to authorization by the Director of Nursing or designate. Authorization shall not be unreasonably withheld. In the event of an emergency, authorization may not be required.
- 16.02 When an employee is required to work on a paid holiday or on a day for which they are entitled to receive time and one-half (1½) their regular straight time hourly rate and they are required to work additional hours in excess of their normal seven and one-half (7½) or eleven one-quarter (11.25) hour shift on that day, they shall receive two (2) times their regular straight time hourly rate for such additional hours worked.
- 16.03 If an employee reports for work at the regularly scheduled time and no work is available, such employee will be paid a minimum of four (4) hours pay at

her regular straight time hourly rate, provided the employee has not previously received notification orally or in writing not to report.

16.04 Where call-in is requested within one-half ( $\frac{1}{2}$ ) hour of the starting time of the shift and the employee commences work within one (1) hour of the call, then the employee will be paid as if the entire shift had been worked, provided they complete the shift for which they were called in.

16.05 It shall be the responsibility of the employee to consult the posted work schedule. Changes to the posted schedule required by the Employer shall be brought to the attention of the employee. Where less than twenty-four (24) hours' notice is given to the employee personally, the employee will be paid four (4) hours' straight time wages or six (6) hours' straight time wages if an extended tour. It is understood that call-ins or call-backs are not covered by this provision.

16.06 If an employee works two consecutive shifts, they shall be provided a meal by the Employer, or if a meal cannot be provided, they shall receive a meal allowance of ten dollars (\$10.00).

Note: Two consecutive shifts are understood to be two full shifts, not necessarily partial shifts.

#### 16.07 Shift and Weekend Premium

Effective November 26, 2022, an employee shall be paid a shift premium of one dollar and one cent (\$1.01) per hour for each hour worked which falls between the hours of 2200 – 0700.

On a one-time basis, in recognition that the applicability of the above noted premium increase comes into effect in year 3 of this first agreement, the Employer shall deposit a lump sum, in the following manner:

Each currently employed full-time Registered Nurse: \$479.18 less normal deductions.

Each currently employed casual Registered Nurse: \$150.00 less normal deductions.

The deposits shall be made within 30 days of ratification of this first collective agreement between the parties.

#### 16.08 Standby and Call In

(a) An employee who is required to remain available for duty on standby outside her regularly scheduled working hours shall receive standby pay in the amount of three dollars and thirty cents (\$3.30) per hour for the period of standby scheduled by the Home. Where such standby duty falls on a weekend or paid holiday, the employee shall receive standby pay in the amount of four dollars and ninety cents

(\$4.90) per hour. Standby pay shall, however, cease where the employee is called in to work.

- (b) When an employee is required to work (in circumstances where the employee is on standby or where Employer asserts that the employee is not allowed to decline attendance) outside of regular hours, the minimum payment will be equivalent to four (4) hours work or time and one-half (1½) her applicable hourly rate for hours worked, whichever is greater. Where the hours worked are continuous with the commencement of her regular shift, the minimum payment will not apply, and she will receive payment at the rate of time and one-half (1½) for the hours worked prior to the commencement of her regular shift.
- (c) Where the employee is required to be on-standby outside their regular hours of work, they shall receive the standby premium in accordance with Article 16.08 (a). When the employee's response to telephone calls from the Home does not necessitate travel, they shall be paid one and one-half times (1½) the regular hourly rate for a minimum of thirty (30) minutes or for the duration of the call (whichever is the more advantageous). The employee shall keep a log of all calls and submit it to the Director of Care or designate. The employee cannot receive pay for other calls received during the same thirty (30) minute period. However, if the employee must return to the Home, they shall be paid in accordance with 16.08 (b).

16.09 (a) If an employee is required by the Employer to work a weekend in violation of the weekends off scheduling obligations of the Collective Agreement (if any), the employee will receive premium payment of time and one-half (1½) for all hours worked on that weekend. Time worked on that weekend will not be considered when determining future such premium obligations.

- (b) Premium pay is payable whenever a weekend is worked in excess of the consecutive weekends permitted by the Collective Agreement unless the assignment of the weekend shift to the employee was initiated by that employee or unless another provision of the agreement makes it clear that premium pay is not due.

16.10 The Employer is not required by the seniority scheduling provisions of the Collective Agreement (if any) to assign work to senior employees that triggers premium pay. In the event that any such assignment would trigger premium pay and the Employer chooses to assign the shift to an employee, the seniority scheduling provisions (if any) shall apply.

This provision is applicable to all of Articles 15 and 16 except for 16.02.

16.11 Overtime premium will not be duplicated for the same hours worked under Article 15 nor shall any shift or weekend premium or responsibility allowance be included in the straight time hourly rate for compounding

purposes for hours payable at time and one half. It is expressly agreed that where the employee qualifies for two (2) or more of the following payments: time and one half, shift premium, weekend premium [subject to the limitation in 16.07 (b)] and responsibility allowance, this is not considered pyramiding and each of the applicable payments is payable.

- 16.12 Full-time employees shall receive every second weekend off. Part-time employees shall receive two (2) weekends in four (4) off.
- 16.13 A weekend off shall be defined as at least fifty-six (56) consecutive hours off duty between 1500 hours on Friday and 0700 hours on Monday.

## **ARTICLE 17 – BENEFITS**

- 17.01 The Employer agrees, during the term of the Collective Agreement, to contribute towards the premium coverage of participating eligible employees in the active employ of the Employer under the insurance plans set out below , including The Empire Life Insurance Company (Empire Life) Policy Number GB080-001, subject to their respective terms and conditions including any enrolment requirements:

- (b) The Employer agrees to contribute 100% of the billed premiums towards coverage of eligible employees in the active employ of the Employer under an Extended Health Care Plan, with a Drug Card providing for a \$15.00 cap on re-imbursement on the dispensing fee. Positive Enrolment provision to be included. Reimbursement for prescribed drugs covered by the plan will be based on the cost of the lowest priced therapeutically equivalent generic version of the drug, unless there is a documented adverse reaction to the generic drug or unless the beneficiary's doctor stipulates that the generic drug is not an alternative, in which case the reimbursement will be for the prescribed drug.

In addition to the standard benefits, coverage will include hearing aids in the amount of three hundred dollars (\$300) every sixty (60) months; and vision care in the amount of three hundred dollars (\$300) plus seventy-five dollars (\$75) for an eye exam every 24 months.

The Plan will include a paramedical coverage bank which covers the following services from paramedical providers who are licensed or registered in the province of Canada in which the services are provided:

- Osteopath
- Chiropractor
- Chiropodist
- Naturopath or Homeopath
- Audiologist

- Physiotherapist
- Podiatrist
- Social Worker (MSW required)
- Clinical Psychologist
- Dietitian
- Occupational Therapist
- Speech Therapist
- Acupuncturist
- Massage Therapist

to a maximum of \$500/insured person per service per year.

#### Out-of-country benefits for all Homes

It is also understood that coverage will include dependant children up to 22 years or 26 years if full-time students.

- (c) The Employer agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Employer under a group life insurance plan providing for one and a half (1.5x) annual salary. AD&D benefit providing for one and a half (1.5x) annual salary.
- (d) The Employer agrees to contribute 100% of the billed premiums towards coverage of eligible employees in the active employ of the Employer under The Empire Life Insurance Company (Empire Life) Policy Number: GB080-001 Dental Plan.

It is also understood that coverage will include dependant children up to up to 22 years or 26 years if full-time students.

17.02 Notwithstanding Articles 14 and 17, full-time employees who continue to be employed past age 65 shall be eligible for the following benefits under the same cost sharing basis as active employees:

After age 65 until the age of 70 years:

- 14.01 (a) (b) and (c)
- 17.01 (b) EHC
- 17.01 (c) Reduce life insurance by 50% to the equivalent of three quarter times (0.75x) salary and reduce AD&D by 50%
- 17.01 (d) Dental

After Age 70:

- \$0.65 per hour in lieu of weekly indemnity benefits and life insurance
- (b) In any event, once an employee reached age 70 and the employee continues to be employed, the employee shall automatically be placed on

the percentage-in-lieu as per Appendix A for all items now included in the payment.

- 17.03 The Employer shall provide to each person a copy of the current information booklets for those benefits provided under this Article. The Union shall be provided with a current copy of the Master Policy. It is clearly understood that the Employer's obligation pursuant to this Collective Agreement is to provide the insurance coverage bargained for. Any problem with respect to the insurer acknowledging or honouring any claims is a matter as between the employee and the insurer. The Employer will notify the Union if it intends to change the Insurance Carrier.
- 17.04 The Employer may substitute another carrier for any of the foregoing plans (other than O.H.I.P.) provided that the level of benefits conferred thereby are not decreased. The Employer will advise the Union of any change in carrier or underwriter at least sixty (60) days prior to implementing a change in carrier.
- 17.05 The Employer agrees, during the term of the Collective Agreement, to contribute on behalf of participating eligible full-time employees who have completed six (6) months of employment in the active employ of the Employer towards the premium coverage under the insurance plans set out above subject to their respective terms and conditions including any enrolment requirements.
- 17.06 In the event of a layoff, provided the employee deposits with the Home her share of insured benefits for the succeeding month (save for weekly indemnity for which laid off employee are not eligible) the Employer shall pay its share of the insured benefits premium for a period of up to three (3) months from the end of the month in which the layoff occurs, or until the laid off employee is employed elsewhere, whichever comes first.

## **ARTICLE 18 – RETIREMENT INCOME PLAN**

### **18.01 Manulife: Pension Plan #74838004**

In this Article, the terms used shall have the meanings as described:

"Plan" means the Manulife pension plan.

"Applicable Wages" means the basic straight time wages for all hours worked, including:

- (a) The straight time component of hours worked on a holiday.
- (b) Holiday pay, for the hours not worked.
- (c) Vacation pay.
- (d) Paid Union leaves.

All other payments, premiums, allowances etc. are excluded.

"Eligible Employee" means full-time and part-time (excluding casual) employees in the bargaining unit who have completed two (2) years of continuous employment. In addition, part-time employees need to have seven hundred (700) hours of service in each of the two (2) previous calendar years immediately prior to joining the plan and who are not prohibited from contributing to the Plan by legislation or the Plan rules because of their age or because they are in receipt of a pension from the Plan.

- 18.02 Each eligible employee covered by this Collective Agreement shall contribute from each pay period an amount equal to four percent (4%) of applicable wages to the Plan. The Employer shall match such contributions, the amount being four percent (4%) of applicable wages. After twenty (20) years of employment, the Employer portion increases to six percent (6%).

Notwithstanding the foregoing, where an error has been made in deduction, the Employer shall, upon request, make full payment on any outstanding Employer contributions irrespective of whether the employee pays the matching amount.

The parties agree that this Article in no way prejudices the position of either party as it relates to the retroactivity application if an error is discovered.

- 18.03 The employee and Employer contributions shall be remitted to the Plan within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.

- 18.04 The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan or be responsible for providing any such benefits.

The Union and Employer acknowledge and agree that under current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan but is required to contribute only that amount as required by the Collective Agreement in force between the parties.

It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the Collective Agreement then in force, the parties will meet directly to finalize methods to relieve the Employer of this increased obligation to the extent that any such obligation exceeds that which the Employer would have if the Plan were a defined contribution plan.

- 18.05 The Employer agrees to provide to the Administrator of the Plan, on a timely basis all information required pursuant to the *Pension Benefits Act, R.S.O.*



1990, Ch P-8, as amended, which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits.

The Employer will endeavour to provide the following information to the Administrator of the Plan in electronic format if the Employer has the technology.

For further specificity, the items required for each Eligible Employee are:

(a) To be Provided Once Only at Plan Commencement

- i) Date of Hire,
- ii) Date of Birth,
- iii) Date of First Contribution,
- iv) Seniority List include hours from date of hire to Employer's fund entry date (for purposes of calculating past service credit).

(b) To be Provided with Each Remittance

- i) Name,
- ii) Social Insurance Number,
- iii) Monthly Remittance,
- iv) Pensionable Earnings,
- v) Year to Date Contributions,
- vi) Employer portion of arrears owing due to error, or late enrolment by the Employer.

(c) To be Provided Initially and if Status Changes

- i) Full Address as provided to the Employer,
- ii) Termination date where applicable (MM/DD/YY),
- iii) Gender,
- iv) Marital Status.

(d) To be Provided Annually but no later than December 1

- i) Current complete address listing,

- ii) Details of all absences of members from the workplace due to an injury for which the member received Workplace Safety and Insurance Board benefits,
- iii) All approved leaves of absence including type of leave.

Any additional information requests beyond that noted above may be provided, if possible, by the Employer at the expense of the Plan, unless the Employer is obligated by law to provide the information.

- 18.06 If there is an allegation of non-payment of pension contributions, the Union will file a grievance and the employer will respond within seven (7) days. If not resolved, the grievance may be referred to arbitration by either party.
- 18.07 Where legislation or the Plan prohibits an employee from contributing to a pension plan because of age, an amount equivalent to the deductions in Article 18.02 will be paid to the employee on their regular pay.

#### **ARTICLE 19 – PROFESSIONAL RESPONSIBILITY (Applies to RNs Only)**

- 19.01 The parties agree that resident care is enhanced if concerns relating to professional practice and workload are resolved in a timely and effective manner, as set out below.

In the event that the Home assigns a number of residents or a workload to an individual employee or group of employees, such that they have cause to believe that they are being asked to perform more work than is consistent with proper resident care, they shall:

- (a)
  - i) At the time the workload issue occurs, discuss the issue within the Home to develop strategies to meet resident care needs using current resources.  
  
If necessary, using established lines of communication, seek immediate assistance from an individual(s) identified by the Home who has responsibility for timely resolution of workload issues.
  - ii) Failing resolution at the time of occurrence of the workload issue, complain in writing to the Union-Management Committee within twenty (20) calendar days of the alleged improper assignment. The chairperson of the Union-Management Committee shall convene a meeting of the Union-Management Committee within twenty (20) calendar days of the filing of the complaint. The Union-Management Committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.

The Employer will provide a written response to the Union, with a copy to the ONA representation within ten (10) calendar days.

- iii) At any time during this process, the parties may agree to the use of a mediator to assist in the resolution of the Professional Practice issues.
  - iv) Any settlement arrived at under 19.01 (a) i) – iii) shall be signed by the parties.
  - v) Failing resolution of the complaint within twenty (20) calendar days of the meeting of the Union-Management Committee, they may also, however, file an individual or group grievance or have the Union file a grievance on their behalf alleging the improper workload as prescribed by the Grievance Procedure, Article 8 herein.
- (b) i) Time limits fixed in this process may be extended only by written, mutual consent of the parties.
  - ii) In all steps of this process, either party may be accompanied by or represented by their Union or Employer representative.

- 19.02
- (a) Employees are expected, as part of their regular duties, to provide leadership, supervision, guidance and advice to members of the health care team. The parties agree that discipline of all bargaining unit and non-bargaining unit employees of the Home is the responsibility of management. Nothing in this clause amends, modifies or clarifies any interpretation under Article 2.01, nor does it prejudice the employees' continued membership in the bargaining unit or the employee's entitlement to qualify and receive benefits under Article 22.06.
  - (b) Nurses may be required, as part of their regular duties, to supervise activities of nurses working with a temporary certificate of registration in accordance with the current College of Nurses of Ontario *Standards*. In circumstances where the Home hires a nurse with a temporary certificate of registration, the Director of Care or designate shall provide every nurse who is responsible to work with the temporary registrant with the College of Nurses limitations/restrictions on their practice.

19.03 CMI/RAI MDS Report

Recognizing the mutual objective of quality resident care, the Employer agrees to meet through the Union Management Committee with the Union as soon as practicable after the receipt of the annual CMI/RAI MDS report. The Employer agrees to provide the Union with staffing levels and staffing

mix information; the impact of related payroll costs on staffing levels and a written notice of the CMI/RAI MDS report for the facility.

The purpose of this meeting is to discuss the impact of the CMI/RAI MDS report on the staffing levels in the Home, quality resident care, and provide the Union with an opportunity to make representation in that regard.

The parties shall meet as necessary to discuss other changes or workload issues.

The parties may invite additional participants to attend the meeting to support constructive review and discussion.

## **ARTICLE 20 – ORIENTATION AND IN SERVICE**

- 20.01 An orientation and in service program will be provided to all employees. These programs shall be reviewed and discussed from time to time by members of the Union-Management Committee.
- 20.02 A newly employed employee shall not be placed in charge, until they have been fully oriented to the Home.
- 20.03 The following minimums shall be observed in the orientation/familiarization of a newly hired employee:
  - (a) She is to be familiarized with the physical aspects of the building, the applicable policies and procedures of the Employer, and the daily routine of employees in the Home.
  - (b) The period of orientation/familiarization shall be for a minimum of five (5) days or such greater period that the Employer deems necessary.
  - (c) She shall be an additional employee to the usual staffing pattern.
  - (d) The employee or employees involved in the orientation/familiarization will confirm that it has been completed, and this will be noted on the newly hired employee's personnel file, which will be reviewed with such employee, and the employee shall also be able to comment.
  - (e) The employee may request up to three (3) additional days of paid orientation. When making their request, the employee will specify their learning needs and discuss with the Director of Care the development of the orientation learning plan. This request will not be unreasonably denied.
  - (f) Notwithstanding the above, orientation/familiarization when an employee is transferred to a new unit/shift will be provided as required.

- (g) The Employer may, at its discretion, provide orientation in other circumstances.

20.04 Both the Employer and the Union recognize the joint responsibility and commitment to provide, and participate in, in-service education. The Union supports the principle of its members' responsibility for their own professional development and the Employer will endeavour to provide programmes related to the requirements of the Home.

Programmes will be publicized, and related material will be made readily accessible to staff in a timely manner.

Any problems in accessing this information will be reported to the Union-Management Committee for resolution.

20.05 (a) When an employee is required by the Employer to attend any in-service program or e-learning within the Home during their regularly scheduled working hours the employee shall suffer no loss of regular pay.

(b) When an employee is required by the Employer to prepare for in service or to attend meetings, in service and other work-related functions outside their regularly scheduled working hours, and the employee does attend same, they shall be paid for all time spent on such attendance at their regular straight time hourly rate of pay.

When an employee is required by the Employer to complete an e-learning programme outside their regularly scheduled working hours, they shall be paid for all time spent completing such learning at their regular straight time hourly rate of pay.

Part-time employees will be credited with seniority and service for all such hours paid as provided above while in attendance at in-services, meetings, and completing e-learning.

(c) The Employer will endeavour where practical to schedule in-services at times which will facilitate the attendance of employees working outside the day shift.

20.06 When required by a certifying body to update an employee's qualifications, except where this matter is covered by another provision of the Collective Agreement, the Employer shall grant leave of absence without pay which shall include the time required to write any examinations.

20.07 The Employer undertakes to notify the Union in advance, so far as practicable, of any technological changes which the Employer has decided to introduce which will significantly change the employment status of the employee(s) within the bargaining unit.

The Employer agrees to discuss with the Union the effect of such technological changes on the employment status of the employee(s) and to consider practical ways and means of minimizing the adverse effect, if any, on the employee(s) concerned.

20.08 Provided that an employee provides thirty (30) calendar days' notice in writing, an employee shall be entitled to leave of absence without pay from her regularly scheduled working hours for the purpose of writing exams arising out of the Quality Assurance Program required by the College of Nurses of Ontario. In the event the employee is scheduled to work the night shift immediately before the exams the Employer shall schedule the employee off.

20.09 The Employer will meet with the Union to discuss any remediation or continuing education required by the College of Nurses of Ontario (CNO) to re-establish eligibility for clinical practice following an employee's return from an approved absence.

20.10 Liability Insurance

Should an employee, who is a Health Professional under the *Regulated Health Professions Act*, be required to provide their Regulatory College with proof of the Employer's liability insurance, the Employer, upon request from the employee, will provide the employee with a letter outlining the Home's liability coverage for Health Professionals in the Home's employ.

It is understood and agreed that the provision of the above noted letter in no way obligates the Employer to amend, alter or augment existing insurance coverage or to obtain or maintain insurance coverage beyond what is required by applicable LTC legislation or regulation.

## **ARTICLE 21 – MISCELLANEOUS**

21.01 A copy of this agreement in a mutually agreed form will be issued to each employee now employed and as employed. The cost of printing this agreement, including the printing of the French Translation, shall be equally shared between the Union and the Employer. The cost of the French translation for the template will be shared equally by the Union and the Participating Homes, to a maximum of five hundred dollars (\$500) each. The parties agree that the English version of the template is the official version.

21.02 Each employee shall keep the Employer informed of changes to relevant employment information.

21.03 The Employer shall upon entry into the Service Agreement or the Long-Term Care Service Accountability Agreement (L-SAA) with the Ministry of Health and Long-Term Care or the Local Health Integration Network (LHIN)

in respect of residents cared for by members of this bargaining unit and provide copies of such agreements to the Union.

21.04 Influenza Vaccine

Upon recommendation of the Medical Officer of Health, all employees shall be required, on an annual basis to be vaccinated and or to take antiviral medication for influenza. If the costs of such medication are not covered by some other sources, the Employer will pay the cost for such medication.

If the employee fails to take the required medication, they may be placed on an unpaid leave of absence during any influenza outbreak in the Home until such time as the employee has been cleared by the public health or the Employer to return to the work environment. The only exception to this would be employees for whom taking the medication will result in the employee being physically ill to the extent that they cannot attend work. Upon written direction from the employee's physician of such medical condition in consultation with the Employer's physician, (if requested), the employee will be permitted to access their sick bank, if any, during any outbreak period. If there is a dispute between the physicians, the employee will be placed on unpaid leave.

If the employee gets sick as a reaction to the drug and applies for WSIB the Employer will not oppose the application.

If an employee is pregnant and their physician believes the pregnancy could be in jeopardy as a result of the influenza inoculation and/or the antiviral medication, they shall be eligible for sick leave in circumstances where they are not allowed to attend at work as a result of an outbreak.

This clause shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

21.05 Prior to effecting any changes in rules or policies which affect employees covered by this Agreement, the Employer will endeavour to discuss the changes with the Union and will provide copies to the Union, upon request.

21.06 Criminal reference checks for employees that may be required by the Employer pursuant to provincial legislation will be paid by the Employer. It is understood that this provision does not apply to pre-employment criminal reference checks, and that any employee subsequently hired would not be eligible for reimbursement for any related costs.

21.07 Within fourteen (14) days of receipt of a written request from the employee, during employment, the Home will provide the employee with a letter detailing their employment dates, length of service (including total hours worked, available as of the date of the request) and experience at the Home.

The Employer will provide to each employee, upon request, upon termination of employment a letter detailing their employment dates, length of service, including total hours worked, and experience.

21.08 Errors on Pay

In the event of an error resulting in an employee being underpaid by six (6) hours or more, the Employer will perform an order for payment to the employee's financial institution for the shortfall within three (3) business days from the date it is notified of the error. If possible, the Employee will supply the Employer with an email address for the purpose of performing an electronic fund transfer within the above prescribed time limits. The Employer agrees to reimburse the employee for any associated costs, for which receipt(s) are furnished.

If the Employer makes an overpayment of a day's pay or less for an employee, the overpayment will be deducted on the pay period following the date that the error is discovered. If the error is in excess of a normal day's pay, the Employer will be reimbursed based on a mutually satisfactory arrangement between the employee and the Employer.

21.09 Where the Home provides electronic pay statements and/or T4 slips, the Home will provide accessibility to a computer and printer, or a hard copy.

21.10 The Home, as a good labour relations practice, will notify the nurse when it reports them to the College of Nurses of Ontario and refer them to the Union as a resource.

It is understood that the requirement to notify the nurse when the Home reports them to the College of Nurses of Ontario has no bearing on the Home's right to reprimand or discipline a nurse for just cause. Under no circumstances will a failure or untimely notification provide grounds to nullify any right to reprimand or discipline a nurse.

21.11 Parking

The employer will not introduce paid parking without prior discussion with the Union.

21.12 The Employer shall provide to the Union individual bulletin board space in such place so as to inform all employees in the bargaining unit of the activities of the Union.

21.13 The regular pay day shall be every second Friday.

21.14 Electronic Grievance Forms

(a) The parties agree to use the electronic version of the (O.N.A. Grievance Form at Appendix "B").



- (b) The parties agree that hard copies of the electronic form are valid for purposes of Article 8 (grievance procedure).
- (c) Electronic grievances may be sent, via email, to the applicable manager and copied to Human Resources, or the identified designate.
- (d) The electronic signature of the Union representative or Labour Relations Officer will be accepted as the original signature.
- (e) The Union undertakes to get a copy of the electronic version signed by the grievor.

## **ARTICLE 22 – COMPENSATION**

22.01 The salary rates shall be those set forth in schedule(s) attached to and forming part of this agreement.

### 22.02 Retroactivity

Except as expressly noted, all the terms and conditions shall be effective from the date of receipt of written notice of ratification or release of award. Provisions which are expressly made retroactive shall apply to all employees in the bargaining unit on or after the date specified.

Retroactivity will be paid within four full pay periods (approximately 8 weeks) of the date of ratification or arbitration award. Retroactivity will be on the basis of hours paid. Retroactive pay will be paid on a separate cheque where the existing payroll system allows. Where the existing payroll system does not allow for such separate cheque, the Home may pay retroactivity as part of the regular pay.

The Home will contact former employees at their last known address on record with the Home, with a copy to the bargaining unit, within 30 days of the date of ratification or arbitration award to advise them of their entitlement to retroactivity.

Such employees will have a period of sixty (60) days from the date of the notice to claim such retroactivity and, if they fail to make a claim within the sixty (60) day period, their claim will be deemed to be abandoned.

### 22.03 Recognition of Previous Experience

- (a) The Employer will recognize recent related RN experience on the basis of one (1) annual increment for each one (1) year of service up to the maximum of the grid. Part-time service shall be recognized on the basis of fifteen hundred (1500) hours paid in previous employment equals one (1) year of service. It shall be the responsibility of a newly hired employee to make a claim of recent

and related experience within the probationary period in order to be considered for a salary increment. If they fail to make a claim in the specified time period or fail to provide reasonable proof of recent related experience, they shall not be entitled to recognition.

NOTE: For greater clarity, recent related experience includes recent related RN experience out of province and out of country.

22.04 An annual increment shall be paid on each full-time employee's anniversary date of employment and after each fifteen hundred (1500) hours paid in the case of part-time employees.

22.05 When a new classification in the bargaining unit is established by the Employer or the Employer makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Employer shall advise the Union of such new or changed classification and the rate of pay established. If requested, the Employer agrees to meet with the Union to permit it to make representations with respect to the appropriate rate of pay providing any such meeting shall not delay the implementation of the new classification. Where the Union challenges the rate established by the Employer and the matter is not resolved following any meeting with the Union, a grievance may be filed at Step No. 1 of the Grievance Procedure within seven (7) calendar days following any meeting. If the matter is not resolved in the Grievance Procedure, it may be referred to Arbitration, it being understood that an Arbitration Board shall be limited to establishing an appropriate rate based on the relationship existing amongst other nursing classifications within the Home and duties and responsibilities involved.

Any change in the rate established by the Employer either through meetings with the Union or by a Board of Arbitration shall be made retroactive to the time at which the new or changed classification was first filled.

22.07 An employee who is promoted to a higher rated classification within the bargaining unit will be placed on the level of the salary schedule of the higher rated classification which represents an increase above their current salary. They shall retain their service review date for purposes of wage progression.

22.08 Temporary Class Certificate of Registration Rate

An employee holding a Temporary Class Certificate of Registration upon presenting proof of current General Class Certificate of Registration by the College of Nurses of Ontario shall be given the salary of the registered staff nurse as provided in this Article retroactive to the date of sitting the certification examination or the date of last hire, whichever is later.

**ARTICLE 23 – DURATION**

- 23.01        This Agreement shall continue in effect until November 25, 2023 and shall remain in effect from year to year thereafter unless either party gives the other party written notice of termination or desire to amend the agreement.
- 23.02        Notice that amendments are required or that either party desires to terminate this agreement may only be given within a period of ninety (90) days prior to the expiration date of this agreement or to any anniversary of such expiration date.

DATED THIS 3rd DAY OF April, 2023.

**FOR THE EMPLOYER:**

Mark Coburn  
Executive Director

Stacey Zehr  
Executive Director

Nancy Eros  
Executive Director

Steven Harrison  
Chief Executive Officer

**FOR THE UNION:**

Carol Gunsch  
Labour Relations Officer

Bernie Robinson  
Interim Provincial President

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX A – RATES OF PAY**

### **Registered Nurse**

<b>Step</b>	<b>Current</b>	<b>November 26, 2020</b>	<b>November 26, 2021</b>	<b>November 26, 2022</b>
Start	\$31.87	\$32.19	\$32.51	\$32.84
1 Year	\$32.33	\$32.65	\$32.98	\$33.31
2 Years	\$32.87	\$33.20	\$33.53	\$33.87
3 Years	\$34.49	\$34.83	\$35.18	\$35.53
4 Years	\$36.12	\$36.48	\$36.84	\$37.21
5 Years	\$38.15	\$38.53	\$38.92	\$39.31
6 Years	\$40.20	\$40.60	\$41.01	\$41.42
7 Years	\$42.26	\$42.68	\$43.11	\$43.54
8 Years	\$45.26	\$45.71	\$46.17	\$46.63

Note: 1% increase per year

### **Percentage in Lieu (Applicable only to Part Time employees)**

A sixty-five cent (\$0.65) premium is given in lieu of benefits under Article 17.

## APPENDIX B – O.N.A. GRIEVANCE FORM

<b>ONTARIO NURSES' ASSOCIATION</b> <b>ASSOCIATION DES INFIRMIERES ET INFIRMIERS DU L'ONTARIO</b> <b>GRIEVANCE REPORT/RAPPORT DE GRIEF</b>			
ONA LOCAL SECTION LOCALE DE L'AIIO	EMPLOYER EMPLOYEUR	STEP ETAPE	DATE SUBMITTED TO EMPLOYER DATE DE SOUMISSION A L'EMPLOYEUR
GRIEVOR PLAIGNANTE		1.	
DEPARTMENT SERVICE	GRIEVANCE NO. NO DU GRIEF	2.	
		3.	
<b>NATURE OF GRIEVANCE AND DATE OF OCCURENCE/NATURE DU GRIEF ET DATE DE L'EVENEMENT</b>			
<b>SETTLEMENT REQUESTED/REGLEMENT DEMANDE</b>			
<b>SIGNATURE OF GRIEVOR:</b> <b>SIGNATURE DU LA PLAIGNANTE:</b>		<b>SIGNATURE OF ASSOCIATION REP:</b> <b>SIGNATURE DE LA REP. DE L'AIIO</b>	
STEP ONE  PREM- IERE ETAPE  	EMPLOYER'S ANSWER/REPOSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION: DATE DE RECEPTION DU SYNDICAT:	
		DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:	
		SIGNATURE AND POSTION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR	
	DATE RECEIVE BY THE UNION: DATE DE RECEPTION PAR LE SYNDICAT:		
STEP TWO  DEUX- IEME ETAPE  	EMPLOYER'S ANSWER/REPOSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION: DATE DE RECEPTION DU SYNDICAT:	
		DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:	
		SIGNATURE AND POSTION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR	
	DATE RECEIVE BY THE UNION: DATE DE RECEPTION PAR LE SYNDICAT:		
STEP THREE  TROIS- IEME ETAPE  	EMPLOYER'S ANSWER/REPOSE DE L'EMPLOYEUR	DATE RECEIVED FROM THE UNION: DATE DE RECEPTION DU SYNDICAT:	
		DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:	
		SIGNATURE AND POSTION OF EMPLOYER'S REPRESENTATIVE SIGNATURE ET TITRE DU REPRESENTANT DE L'EMPLOYEUR	
	DATE RECEIVE BY THE UNION: DATE DE RECEPTION PAR LE SYNDICAT:		

ON-09 REV.01/2000

DISTRIBUTION: 1. BLACK – EMPLOYER 2. BROWN – ONA 3. BLUE – LOCAL ASSOCIATION 4. GREEN – GRIEVOR  
 DISTRIBUTION: 1. NOIR – EMPLOYEUR 2. BRUN – AIIO 3. BLEU – ASSOCIATION LOCALE 4. VERT – PLAIGNANTE

## APPENDIX C – PROFESSIONAL RESPONSIBILITY WORKLOAD REPORT FORM

### ONTARIO NURSES' ASSOCIATION (ONA) LONG-TERM CARE (LTC) PROFESSIONAL RESPONSIBILITY WORKLOAD REPORT FORM

The Professional Responsibility Clause in the collective agreement is a problem solving-process for nurses to address nursing practice and workload concerns relative to resident care/outcomes and safety. This form is a documentation tool that can facilitate and promote a problem-solving approach.

#### SECTION 1: GENERAL INFORMATION

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

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

Employer: \_\_\_\_\_

Unit//Floor/Pod: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time: \_\_\_\_\_ 7.5 hr. shift ☐ 11.25 hr. shift ☐ Other: \_\_\_\_\_

Is this a Specialty Unit? Yes ☐ No ☐

Name of Supervisor: \_\_\_\_\_

Time notified: \_\_\_\_\_

#### RESIDENT/CLIENT CENSUS

Unit//Home Census this Shift:	_____
# of Beds in Unit/Home:	_____
RN/RPN to Patient Ratio:	_____

#### SECTION 2: NUMBER OF BASE LINE STAFF FOR SHIFT

##### Staffing Levels

<input type="checkbox"/> Baseline RN	Regular _____	Actual _____
<input type="checkbox"/> RPN coverage	Regular _____	Actual _____
<input type="checkbox"/> PSW coverage	Regular _____	Actual _____
<input type="checkbox"/> Vacancies	How many? _____	
<input type="checkbox"/> Agency staff	Regular _____	Actual _____
<input type="checkbox"/> Clerk/receptionist/scheduler	Regular _____	Actual _____
<input type="checkbox"/> Details of Unit assignment _____		

#### SECTION 3: DETAILS OF OCCURRENCE

Provide details of how the resident's well-being was potentially or actually compromised:

\_\_\_\_\_  
Is this an: Isolated incident? ☐ Ongoing problem? ☐ (Check one)

#### SECTION 4: WORKING CONDITIONS

##### Notification of Manager or Designate:

Management Support available on site? Yes ☐ No ☐  
On Standby? Yes ☐ No ☐ On Call? Yes ☐ No ☐  
Did they respond? Yes ☐ No ☐ Did they resolve the issue? Yes ☐ No ☐

**Roles and Responsibilities required for:**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Charge Nurse | <input type="checkbox"/> PSW       |
| <input type="checkbox"/> RPNs         | <input type="checkbox"/> Dietary   |
| <input type="checkbox"/> Clerical     | <input type="checkbox"/> Skill mix |
| <input type="checkbox"/> Other _____  |                                    |

**Workload:**

- ☐ Occupancy/high intensity/respite  
☐ Break relief  
☐ Physician related  
☐ Resident factors/acuity/complexity/palliative/ death: \_\_\_\_\_  
☐ Non-nursing duties: \_\_\_\_\_  
☐ Home in outbreak  
☐ Insufficient/lack of (equipment, supplies) Please Specify \_\_\_\_\_  
☐ Unable to assign staff to residents utilizing CNO's 3 Factor Frame work  
☐ Unable to provide necessary support and supervision to staff  
☐ Delay or missed treatments or care  
☐ Negative outcome, harm or incident (Circle all that apply)
- Critical incident
  - Violence
  - Medication error
  - Other (Please specify) \_\_\_\_\_
- ☐ Ministry of Health Inspector on site  
☐ Inability to provide safe resident care  
☐ Vacant shifts not replaced  
☐ Resident admissions  
☐ Resident transfers  
☐ Resident mix/acuity  
☐ Fragmented Care  
☐ Scheduling  
☐ Other \_\_\_\_\_

**Environment**

- |   |  |
|---|--|
| <input type="checkbox"/> Alarm systems                      | <input type="checkbox"/> Physical layout     |
| <input type="checkbox"/> Cleanliness of area                | <input type="checkbox"/> Compliance issues   |
| <input type="checkbox"/> Construction/renovations           | <input type="checkbox"/> Infectious diseases |
| <input type="checkbox"/> Dietary needs                      | <input type="checkbox"/> Noise level         |
| <input type="checkbox"/> Fire alarm                         |  |
| <input type="checkbox"/> Power/plumbing/heating             |  |
| <input type="checkbox"/> Isolated incident or ongoing _____ |  |

**Equipment and facilities**

- ☐ Faulty (what \_\_\_\_\_)  
☐ In-service of new equipment  
☐ Insufficient /lack off (what \_\_\_\_\_)



- ☐ Maintenance (what \_\_\_\_\_)
- ☐ Not appropriate Equipment (what \_\_\_\_\_)
- ☐ Other \_\_\_\_\_

**Medication**

- ☐ Dispensing
- ☐ Pharmacy related
- ☐ Supply inadequate /outdated \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**SECTION 5: PRACTICE STANDARDS AND GUIDELINES/ POLICIES NOT MAINTAINED**

- ☐ RN and RPN Practice, The client, The Nurse and the Environment
- ☐ Working with Unregulated Care Providers (circle all that apply)
- Personal Support Workers
  - Health Care Aides
  - Volunteers
  - Students
  - Physician Assistants
- ☐ Working in different roles
- ☐ 24 hours RN/RPN Coverage
- ☐ Telepractice
- ☐ Consent
- ☐ Clinical pathways/medical directives
- ☐ Supporting Learners
- ☐ Disagreeing with the Plan of Care
- ☐ Guiding Decisions about End of Life Care
- ☐ Long-Term Care Homes Act Accountabilities (circle all that apply)
- Care plan
  - Skin and wound assessment
  - Bath
  - Nutrition
  - Falls Risk
  - Other (Please specify) \_\_\_\_\_
- ☐ Employer policy – Specify \_\_\_\_\_ (include policy if able)
- ☐ Other \_\_\_\_\_

Please provide a brief explanation of the specific reference to standard/policy/guideline not met:

\_\_\_\_\_

**SECTION 6: REMEDY**

- (A) Discuss the concern/issue within the unit/area/home at the time the concern/issue occurs. Provide details of how it was or was not resolved.

\_\_\_\_\_

- (B) Failing resolution at the time of the concern/issue, seek assistance from the person designated by the employer as having responsibility for a timely resolution. **Continue to move up the management ladder for a timely resolution. Provide details including name(s) of individual(s):**
- \_\_\_\_\_

#### SECTION 7: RECOMMENDATIONS

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> In-service   | <input type="checkbox"/> Orientation             | <input type="checkbox"/> Review nurse/resident ratio   |
| <input type="checkbox"/> Change unit layout   | <input type="checkbox"/> Float/casual pool       | <input type="checkbox"/> Review policies & procedures  |
| <input type="checkbox"/> Adjust RN staffing   | <input type="checkbox"/> Adjust support staffing | <input type="checkbox"/> Replace sick calls/LOAs, etc. |
| <input type="checkbox"/> Input into how compliance recommendations are implemented  |  |  |
| <input type="checkbox"/> Equipment/Supplies. Please specify: _____                  |  |  |
| <input type="checkbox"/> Change Start/Stop times of shift(s). Please specify: _____ |  |  |

☐ Equipment/Supplies. Please specify: \_\_\_\_\_

☐ Other. Please specify: \_\_\_\_\_

#### SECTION 8: EMPLOYEE SIGNATURES

Signature: _____	Phone # / Personal E-mail: _____
Signature: _____	Phone # / Personal E-mail: _____
Signature: _____	Phone # / Personal E-mail: _____
Signature: _____	Phone # / Personal E-mail: _____

Date

Submitted: \_\_\_\_\_

#### SECTION 9: MANAGEMENT COMMENTS

Did you discuss the issues with your employee/nurse on his/her next working day?

Yes ☐ No ☐ If yes, date: \_\_\_\_\_

Provide details:

\_\_\_\_\_

Please provide a written response with information/comments in response to this report, including any actions taken to remedy the situations, where applicable and provide a copy to the nurse(s), Bargaining Unit President and Labour Relations Officer (LRO).

\_\_\_\_\_

If no, please provide the date in which you forwarded this to Labour-Management.

Dated: \_\_\_\_\_

**ONTARIO NURSES' ASSOCIATION (ONA)  
LONG-TERM CARE (LTC)  
PROFESSIONAL RESPONSIBILITY WORKLOAD REPORT FORM  
GUIDELINES AND TIPS ON ITS USE**

The parties have agreed that resident care is enhanced if concerns relating to professional practice, resident acuity, fluctuating workloads and fluctuating staffing are resolved in a timely and effective manner. The collective agreement provides a problem solving process for nurses to address concerns relative to resident care. This report form provides a tool for documentation to facilitate discussion and to promote a problem-solving approach.

**PRIOR TO SUBMITTING THE WORKLOAD REPORT FORM PLEASE FOLLOW THE PROBLEM-SOLVING PROCESS BELOW AND AS OUTLINED IN THE COLLECTIVE AGREEMENT ARTICLE 19 FOR NURSING HOMES OR AS IDENTIFIED IN YOUR COLLECTIVE AGREEMENT.**

**PROBLEM-SOLVING PROCESS**

- 1) At the time the workload issue occurs, discuss the matter within the Unit/Floor to develop strategies to meet resident care needs using current resources. Using established lines of communication, seek immediate assistance from an individual identified by the Employer (e.g. Charge Nurse/Assistant Director of Care/ Director of Care/Administrator) who has responsibility for timely resolution of workload issues.
- 2) Failing resolution of the workload at the time of the occurrence, **complete** the form. **Some** collective agreements require the nurse to discuss the issue with the Manager (or designate) on the next day that both the Employee and Manager (or designate) are working or within the time frame stated in the collective agreement, **however** in the absence of this language, it is recommended and a good practice to discuss the concern with your Manager.
- 3) When meeting with the Manager, you may request the assistance of a Union representative to support/assist you in the meeting. Every effort will be made to resolve the workload issues at the unit level. The Bargaining Unit Representative shall be involved in any resolution discussions at the unit level. All discussions and action will be documented.
- 4) The Nursing Home Professional Responsibility Clause assumes the Nursing Leader consulted in Steps 1 & 2 would be the same person consulted in the above Step 3 and therefore the Nursing Home Step 2 is: Failing resolution, **submit** the Professional Responsibility Workload Report Form to the Union-Management Committee within 20 calendar days from the alleged improper assignment. The Union-Management Committee will meet within 20 days of the filing of the complaint to attempt to resolve the complaint to the satisfaction of both parties. This is Step 3 in most of the other collective agreements. Please check your own collective agreement for accurate timelines. (SEE BLANK REPORT FORM ATTACHED TO THESE GUIDELINES.)
- 5) Prior to the complaint being forwarded to the Independent Assessment Committee (IAC), the Union may forward a written report outlining the complaint and recommendations to the Director of Resident Care and/or the Administrator.
- 6) If the issue remains unresolved it shall be forwarded to an IAC as outlined in the collective agreement within the requisite number of days of the meeting in 3) above.
- 7) The Union and the Employer may mutually agree to extend the time limits for referral of the complaint at any stage of the complaint procedure.
- 8) Any settlement arrived at under the Professional Responsibility Clause of the collective agreement shall be signed by the parties.

**TIPS FOR COMPLETING THE FORM**

- 1) Review the form before completing it so you have an idea of what kind of information is required.
- 2) Print legibly and firmly as you are making multiple copies.
- 3) Use complete words as much as possible. Avoid abbreviations.
- 4) As much as possible, you should report only facts about which you have first-hand knowledge. If you use second-hand or hearsay information, identify the source if permission is granted.
- 5) Identify the College of Nurses of Ontario (CNO) Standards/Practice Guidelines/Long-Term Care policies and procedures you believe to be at risk. The CNO Standards can be found at [www.cno.org](http://www.cno.org).
- 6) Do not, under any circumstances, identify residents.

**APPENDIX D – Schedule of Benefits Policy Number GB080-001**

**Eligibility:** 6 months continuous service

**BASIC LIFE**

<b>Benefit:</b>	1.5 times Annual Salary
<b>Minimum Benefit:</b>	\$20,000
<b>Maximum Benefit:</b>	\$150,000
<b>No Evidence Limit:</b>	Under age 65, no evidence of insurability is required. Age 65 and over, evidence of insurability is required for amounts in excess of \$100,000.
<b>Reduction:</b>	Reduces by 50% at age 65.
<b>Termination:</b>	Age 70 or prior retirement.
<b>Waiver of Premium:</b>	To age 65 or prior retirement.
<b>Own Occupation Period:</b>	Not Applicable.
<b>Elimination Period:</b>	For the purposes of the Waiver of Premium Benefit. 180 days

## **ACCIDENT DEATH AND DISMEMBERMENT**

<b>Benefit:</b>	1.5 times Annual Salary
<b>Minimum Benefit:</b>	\$20,000
<b>Maximum Benefit:</b>	\$150,000
<b>No Evidence Limit:</b>	Under age 65, no evidence of insurability is required. Age 65 and over, evidence of insurability is required for amounts in excess of \$100,000.
<b>Reduction:</b>	Reduces by 50% at age 65.
<b>Termination:</b>	Age 70 or prior retirement.

### **Additional Benefits**

<b>Seat Belt Benefit</b>	Equal to 10% of the Amount of Insurance payable.
<b>Child Benefit</b>	\$2,500 for each Dependant Child of the Insured Employee.

**Repatriation Benefit**                      \$10,000 maximum

**Family Transportation Benefit**    \$5,000 maximum

Employee Rehabilitation/Training Benefit    \$10,000 maximum

Spousal Occupational Training Benefit    \$10,000 maximum

Child-Post Secondary Education Benefit    The lesser of \$5,000 or 5% of the Amount of Insurance, per Child per year, for a maximum of 4 years.

Home Alteration and Vehicle Modification Benefit                      \$10,000 maximum for home and vehicle combined, once per lifetime.

WEEKLY INDEMNITY

<b>Benefit:</b>	60% of weekly earnings rounded to the next higher \$1	
<b>Maximum Benefit:</b>	The Employment Insurance Commission maximum.	
<b>Elimination Period:</b>	Hospitalization and	0
	days Outpatient Surgery	
	Injury	0 days
	Sickness	7 days
<b>Benefit Period:</b>	26 weeks	
<u>Assisted Return to</u> <b>Work Benefit:</b>	Included	
<b>No Evidence Limit:</b>	No evidence of insurability is required.	
<b>Termination:</b>	Age 70 or prior retirement.	
<b>Tax Status:</b>	Benefits payable under this Provision are Non-Taxable.	

## EXTENDED HEALTH BENEFITS

**Benefit Period** - 12 month period from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Survivor Benefit** - 24 months.

**Termination Age** - Employee's age 70 or prior retirement.

*For detailed descriptions and limitations for these benefits  
refer to the Extended Health Benefit section*

Empire Life will pay for Eligible Expenses (up to the maximum outlined below or the **Reasonable and Customary Charge**, whichever is less), for a Person Insured, that are **Medically Necessary** for the treatment of a Sickness or injury.

The Extended Health Benefits provided under this Policy to any Person Insured who is a resident of a province that offers a public prescription drug plan will be administered in accordance with the requirements of applicable provincial prescription drug insurance legislation (e.g. *An Act Respecting Prescription Drug Insurance* in Quebec) and will meet any applicable minimum coverage standard, as determined by Empire Life.

Key: **Ref** – Physicians's referral required      **Coins** – Coinsurance amount  
**Ded S/F** – Single & Family deductibles **Max** – Maximums and other limitations

Each Person Insured is covered for the following with an **unlimited** maximum, with any exceptions noted and subject to the Extended Health Benefit Provision.

The overall combined deductible for EHB, per benefit period, is:

**Single amount** – \$12

**Family amount** – \$25

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### Drugs

<b>Pay direct plan</b>	<b>Coins</b>	<b>Ded S/F</b>	<b>Max</b>
Mandatory Generic Substitution. Plan will pay up to \$15.00 of the Dispensing Fee and the employee will pay the balance.	100%	\$0/\$0	\$10,000 per benefit period

### Specialty Drug Program<sup>1</sup>

Drug Type	Purchase Location	Coins	Dispensing Fee
Specialty	Express Scripts Canada Pharmacy	100%	Plan will pay up to \$15.00 of the Dispensing Fee and the employee will pay the balance.
Specialty	Retail Pharmacy	80%	Plan will pay up to \$15.00 of the Dispensing Fee and the employee will pay the balance.

Maintenance and Other	Retail Pharmacy	100%	Plan will pay up to \$15.00 of the Dispensing Fee and the employee will pay the balance.
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<sup>1</sup> The Specialty Drug Program does not apply to residents of Quebec.

### Major Medical

	Coins	Ded S/F	Max
Accidental dental	100%		
Ambulance	100%		
Diagnostic tests	100%		\$1,000 per benefit period
Eye Exam	100%	\$0/\$0	\$75, 1 per 24 consecutive months
Hearing aid	100%		\$300 per 60 consecutive months
Private duty nursing	100%		\$10,000 per benefit period

### Hospital Coverage

	Coins	Ded S/F	Max
Convalescent hospital	100%		\$20 per day, 120 days per claim
Semi private hospital room	100%	\$0/\$0	



## Medical Supplies and Appliances

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- Medical Supplies and Appliances **require a separate Physician's referral for each supply or appliance prescribed**. The date of the Physician's referral and diagnosis must be within a six month period of submission of any claim. Only **Medically Necessary** supplies and appliances are covered under this Plan. Medical Supplies and Appliances prescribed solely for comfort, sports or recreational activities are not an Eligible Expense under this Plan. Empire Life reserves the right to request additional information for any Medical Supply or Appliance prescribed.
- Empire Life will pay for Eligible Expenses (up to the maximum outlined below or the **Reasonable and Customary charge**, whichever is less), for a Person Insured, that are **Medically Necessary** for the treatment of a Sickness or injury.
- Prior to making a purchase for a supply or appliance, a Person Insured should contact Empire Life to obtain the Reasonable and Customary charge for a supply or appliance and a confirmation that such supply or appliance is covered under this Plan.
- Orthopaedic shoes and Custom Orthotics have a combined maximum of \$250

	<b>Coin S</b>	<b>Ded S/F</b>	<b>Max</b>
Apnea machine (CPAP)	100%		\$2,000, 1 per 60 consecutive months
Apnea machine supplies	100%		
Apnea mask	100%		1 per benefit period
Artificial eye; initial prosthesis	100%		1 per lifetime
Artificial eye; repair & replacement	100%		\$1,000 per benefit period
Artificial limb; initial prosthesis	100%		1 per lifetime
Artificial limb; repair & replacement	100%		\$1,000 per benefit period
Blood pressure monitor	100%		\$100 lifetime
Braces with rigid supports	100%		1 per benefit period
Compression stockings with a strength of 20 mmHg or higher	100%		\$100 per benefit period
Crutches	100%		
Custom-made foot orthotics	100%		subject to any combined maximum shown above per benefit period
Diabetic monitor	100%		\$1,000 lifetime
External breast prosthesis	100%		1 per benefit
period Hospital bed	100%		
Insulin pump	100%		\$4,000 per 60 consecutive months
Insulin pump supplies	100%		
IPP Breathing machine	100%		
Orthopaedic shoes	100%		subject to any combined maximum shown above per benefit period
Ostomy supply	100%		
Surgical bras	100%		2 per benefit period

TENS	100%	\$1,500 lifetime
Viscosupplementation	100%	\$600 per benefit period
Wheelchair; electric	100%	\$3,000 lifetime
Wheelchair; manual	100%	\$1,000 lifetime
Wigs, post-chemotherapy	100%	\$500 lifetime

## Paramedical Practitioners

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Provincial and territorial legislation specifies for each province or territory which paramedical practitioners are, or are not, regulated. In cases where the paramedical practitioner is not regulated, Empire Life has set the required level of education, training and/or professional affiliations.

Each paramedical service has a Reasonable and Customary amount and a limit of one visit per day.

Payment will not be made for services or supplies that were received or purchased from a provider that is not approved by Empire Life.

	Ref	Coins	Ded S/F	Max
Acupuncturist		100%		\$500 per benefit period
Audiologist		100%		\$500 per benefit period
Chiropodist		100%		\$500 per benefit period
Chiropractor		100%		\$500 per benefit period
Clinical Psychologist		100%		\$500 per benefit period
Dietician		100%		\$150 per benefit period
Massage therapist		100%		\$500 per benefit period
Naturopath		100%		\$500 per benefit period
Occupational therapist		100%		\$500 per benefit period
Osteopath		100%		\$500 per benefit period
Physiotherapist		100%		\$500 per benefit period
Podiatrist		100%		\$500 per benefit period
Social Worker (MSW required)		100%		\$500 per benefit period
Speech therapist		100%		\$500 per benefit period

## Vision

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### **Maximums:**

- Frames and Lenses (including Single Vision and Safety glasses), Bifocals, Trifocals, Laser Eye Surgery and Regular Contacts have a **combined maximum of \$300 per 24 consecutive months**
- Contact lenses - special (required for severe corneal scarring, keratoconus or aphakia) have a maximum of \$300 per 24 consecutive months

### **Coinsurance:**

- **100%** on the covered procedures listed below except where otherwise noted

### **Deductible:**

- There is no deductible on the covered procedures listed below

**Covered Procedures:**

- Bifocal glasses
- Contact lenses
- Contact lenses - special (required for severe corneal scarring, keratoconus or aphakia)
- Frames and Lenses (including Single Vision and Safety glasses)
- Laser eye surgery
- Trifocal glasses

**Out of Province of Residence Coverage**

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**Out of Province of Residence – Emergency Coverage – \$5,000,000 lifetime maximum (combined)**

- one period is 90 continuous days from the date of departure.
- the Travel Emergency Assistance Program services will only apply to a Person Insured who is travelling on business or vacation outside of his province of residence.

	<b>Coins</b>	<b>Ded S/F</b>	<b>Max</b>
Emergency Charges for Other Eligible Medical Expenses	100%	\$0/\$0	
Emergency Hospital In-Patient Room Charges	100%	\$0/\$0	
Emergency Hospital Out-Patient Charges	100%	\$0/\$0	
Emergency Physicians Charges	100%	\$0/\$0	
Medical transport	100%	\$0/\$0	
Out of country	100%	\$0/\$0	
Repatriation of remains	100%	\$0/\$0	
Return of dependant children	100%	\$0/\$0	
Trip delay	100%	\$0/\$0	
Vehicle return	100%	\$0/\$0	
Visit of Family Member - Travel	100%	\$0/\$0	
Visit of Family Member - Meals/Accommodation	100%	\$0/\$0	\$200 per day

**Out of Province of Residence – Referral Coverage – \$15,000 lifetime maximum (combined)**

	<b>Coins</b>	<b>Ded S/F</b>	<b>Max</b>
Out of province; referral; hospital	100%		\$150 per day
Out of province; referral; other	100%		
Out of province; referral; physician	100%		

**DENTAL**

<b>Deductible Amount:</b>	Single \$0 Family \$0	
<b>Coinsurance:</b>	Basic Restorative, Periodontics/Endodonti cs	80%
<b>Benefit Period Maximum:</b>	Basic Restorative, Periodontics/Endodonti cs	\$1,00 0
<b>Dental Fee Guide:</b> approved by the	Current Fee Guide for General Practitioners  Provincial Dental Association less 1 year in the Province where the Employee resides.	
<b>Survivor Benefit:</b>	24 months.	
<b>Benefit Period:</b>	12 month period from January 1 <sup>st</sup> to December 31 <sup>st</sup> .	
<b>Dental Recall Frequency:</b> under Basic	9 months (Please refer to LEGEND #2 and #17 Restorative)	
<b>Dental Scaling:</b>	All Provinces 10 units	
<b>Termination:</b>	Employee's age 70 or prior retirement.	

## **LETTERS OF UNDERSTANDING**

### **Letter of Understanding Supernumerary Positions**

The Home may introduce supernumerary positions to be offered to newly graduated nurses. Where such positions are introduced, the following will apply:

1. The Employer may hire full-time supernumerary nurses, up to the maximum funding available as per the Ministry guidelines. The duration of such supernumerary appointments will be defined by the Nursing Graduate Guarantee rules and regulations.
2. Newly graduated nurses are defined by the Nursing Graduate Guarantee rules and regulations, currently defined as nurses who have graduated from a nursing program within the last year.
3. Supernumerary positions are defined as those positions offered to newly graduated nurses that are over and above the minimum staffing complement. Furthermore, supernumerary nurses will not be utilized to fill/backfill permanent and temporary vacancies.
4. No appointment will be made to a supernumerary position without prior discussion with the Union as to where the supernumerary nurse will be assigned, what will be expected of them, and what mentoring arrangement will apply. The parties agree to discuss this matter without undue delay following the Employer's initial request to meet.
5. All nurses hired under the new graduate initiative will be full-time and covered by all terms and conditions of the Collective Agreement. Such positions will not be subject to internal postings or request for transfer processes outlined in Article 9.06.
6. Such supernumerary nurses can apply for and transfer to positions after the initial twelve (12) week supernumerary period in the manner defined by the Nursing Graduate Guarantee Guidelines.
7. Where supernumerary nurses successfully post into positions (pursuant to # 6 above) there is the potential that Ministry funding pursuant to the Nursing Graduate Guarantee Program will not have been fully utilized. The Employer and the Union will meet to determine the distribution of the reinvestment initiative funding.
8. Notwithstanding paragraph 5 above, in the event of a layoff, the parties may require that the supernumerary nurse be laid off first.
9. Notwithstanding paragraph 5 above, if the nurse has not successfully posted into a permanent position by the end of the supernumerary appointment, they will be reclassified as casual part-time, and this will not be considered a layoff.

10. Any issues related to the new graduate initiatives may be discussed at the Union-Management Committee Meetings.
11. The Home bears the onus of demonstrating that such positions are supernumerary.
12. The Union will be provided with such written information as it may reasonably require so the Employer can realize the funding regarding such supernumerary position.
13. Where there is a dispute or timeliness issue, either party may raise the concern with the spokespersons for the central teams.

**Letter of Understanding**  
**Supernumerary Positions-Nursing Career OrIENTATION (NCO) Initiative for**  
**Internationally Educated Nurses (IENs)**

The Home may introduce supernumerary positions that may be offered to Internationally Educated Nurses (IENs). Where such positions are introduced, the following will apply:

1. Only so many positions will be created as are covered by government funding for supernumerary positions.  
  
 Nursing Career OrIENTATION (NCO) Initiative nurses are defined as those nurses who have initially (never before) registered with the College of Nurses (CNO) whose location of initial nursing education is outside of Canada. NCO nurses will be recognized as such from May 2014 to a period of time that the MOHLTC continues to implement the NCO. NCO nurses must be hired as supernumerary within six (6) months of initial registration with the CNO.
2. Positions will be created on units/areas where the parties agree. Such agreement will not be unreasonably withheld.
3. No appointment will be made to a supernumerary position without prior discussion with the Union as to where the supernumerary nurses will be assigned, what will be expected of them, and what mentoring arrangement will apply. The parties agree to discuss this matter without undue delay following the Employer's initial request to meet.
4. Such positions will not be subject to internal postings or request for transfer processes outlined in Article 9.06.
5. Such nurses will be full-time and covered by the full-time provisions of the Collective Agreement.
6. The duration of such supernumerary appointments will be for the period of funding or such other period as the parties may agree, provided such period is not less than twelve (12) weeks.

7. Such nurses can apply for posted positions after the probationary period is completed.
8. If the nurse has not successfully posted into a permanent position by the end of the supernumerary appointment, they will be reclassified as casual part-time, and this will not be considered a layoff and the nurse will not be reassigned.
9. The Home bears the onus of demonstrating that such positions are supernumerary.
10. The Union will be provided with such written information as it may reasonably require so the Employer can realize the funding regarding such supernumerary position.
11. In the event of a layoff in the area of assignment of the supernumerary nurse, either the Home or the Union may require that the supernumerary nurse shall be first laid off.

**Letter of Understanding  
Nurse Practitioner (NP)**

The parties agree that the Nurse Practitioner employed by Nithview Community is included within the scope of the ONA bargaining unit.

All aspects of the ONA collective agreement with Nithview Community will apply except as modified below:

- 1) The current position consists of up to 30 hours on a bi-weekly basis. The scheduling of these hours will be in accordance with the collective agreement. For the purposes of this position the parties recognize that currently this is a part time position as per article 2.02 (b) and the individual awarded the position will receive all benefits and rights as identified in the collective agreement as a part time employee.
- 2) Subject to operational requirements, the primary hours of work for this position are between Monday to Friday from 0800-1600. Hours of work may include weekends, evenings, and nights.
- 3) For the purpose of article 22.03 (Recognition of previous experience), for Nurse Practitioners, the Employer will recognize related Registered Nurse and Nurse Practitioner experience on the basis of one (1) annual increment for each one (1) year of service up to the maximum of the Wage Grid. Part-time service shall be recognized on the basis of fifteen hundred (1500) hours paid in previous employment equals one (1) year of service. It shall be the responsibility of a newly hired employee to make a claim of related experience within the probationary period in order to be considered for a salary increment. If the Nurse Practitioner fails to make a claim in the specified time period or fails to provide reasonable proof



of related experience, the Nurse Practitioner shall not be entitled to recognition.

For greater clarity, related experience includes related Registered Nurse and Nurse Practitioner experience out-of-province and out-of-country.

- 4) Where the Nurse Practitioner receives a stipend/remuneration from an academic institution in recognition of their supervision/mentorship of a Nurse Practitioner student, that stipend/remuneration will be retained by the Nurse Practitioner.
- 5) The Nurse Practitioner hours of work, as specifically funded under the MOHLTC/LHIN "Attending Nurse Practitioners in Long-Term-Care Homes Initiative Funding Policy" are over-and-above the complement of Registered Nurses as set out in Article 2.06.
- 6) If the Home receives an adjustment to Nurse Practitioner funding, the Parties will meet to discuss any potential impact to the Nurse Practitioner hours.
- 7) The wage grid below will be used for the Nurse Practitioner classification shall be amended in accordance with the outcome of Appendix A.:

Step	November 26, 2020	November 26, 2021	November 26, 2022
Start	\$49.93	\$50.43	\$50.93
1 Year	\$52.07	\$52.59	\$53.12
2 Years	\$54.22	\$54.76	\$55.31
3 Years	\$57.07	\$57.64	\$58.22
4 Years	\$57.69	\$58.27	\$58.85

**Note: 1% increase per year**

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### **Letter of Understanding Grandfathering Full Time Status**

Those employees who are currently scheduled to work less than the bi-weekly full-time hours and are categorized as full-time shall be grandfathered subject to confirmation of their terms and conditions.

It is understood that Grandfathering Full-Time status shall continue until such time as the employee posts out of the positions, at which time the employee shall be subject to the definition clauses in Article 2.02.

As of October 27, 2022 these employees are:

Misty Otterbien

Dilviya Xavier

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**Letter of Understanding**  
**Transitioning from 78.75 to 75 regular hours biweekly**

**Whereas** the NC and ONA (the Parties) first collective agreement includes an Extended Tours regular schedule clause (Article 15.07) recognizing 11.25-hour tours at 75 hours bi-weekly averaged over the duration of a six (6) week schedule; and

**Whereas** the current Registered Nurse regular master schedule includes 11.25-hour tours at 78.75 hours biweekly; and

**Whereas** Full Time Registered Nurses are currently compensated an additional 0.25 hours per extended tour; and

**Whereas** the Parties wish to transition the Registered Nurse schedule from its current state to align with Article 15.07;

**The Parties hereby agree** that the current regular 11.25 hour tours at 78.75 biweekly hours will remain undisturbed status quo until such time that:

- 1) Sixty-six and two thirds' percent (66⅔%) agreement of the full-time Registered Nurses to transition to the regular extended tours schedule of Article 15.07, namely: 11.25-hour regular extended tours at 75 hours biweekly averaged over the duration of a six (6) week schedule.
- 2) Unless otherwise agreed to by the Parties, the date of implementation will be no more than approximately 2 ½ months from the date of a positive vote to change the regular hours.
- 3) It is understood that until the schedule transitions to 75–hours biweekly at a 6-week averaging period, overtime premiums, as set out in Article 16.01, shall be paid for all hours in excess of 11.25 hours on a scheduled extended tour or 78.75 hours biweekly.

It is understood that until the schedule transitions to 75–hours biweekly at a 6-week averaging period, overtime premiums, as set out in Article 15.03, shall be paid for all hours in excess of 11.5 hours.

**SCHEDULE A – CERTIFICATE OF EMPLOYEE CONFIRMING ABSENCE DUE TO  
PERSONAL ILLNESS OR INJURY**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

DATE(S) OF ABSENCE: \_\_\_\_\_

I hereby affirm on my honour that my personal illness or injury prevented me from attending work on the date(s) shown above.

I understand that I will be compensated for the time absent from work at 70% of my straight time wages only.

SIGNATURE OF THE EMPLOYEE: \_\_\_\_\_

PAYMENT APPROVED: \_\_\_\_\_  
SIGNATURE OF SUPERVISOR

DATE APPROVED: \_\_\_\_\_

**SCHEDULE B – MEDICAL CERTIFICATE OF INABILITY TO WORK OR READINESS  
TO RETURN TO WORK DUE TO/FOLLOWING PERSONAL ILLNESS OR INJURY**

**PHYSICIAN/NURSE PRACTITIONER/MIDWIFE\***

\*(in the context of the employee's pregnancy)

**INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

I, \_\_\_\_\_ confirm that \_\_\_\_\_  
(Physician's/Nurse Practitioner's/Midwife's name) (Please print employee's name)

was treated by me on \_\_\_\_\_, is or was unable to work  
(Date)

due to \_\_\_\_\_  
(Nature of illness/injury only)

**PROGNOSIS:**

\_\_\_\_\_

Will not return to work: \_\_\_\_\_

Will return to work on: \_\_\_\_\_  
(Date)

**RETURN TO WORK**

\_\_\_\_\_ can return to work on \_\_\_\_\_ to carry out normal duties.  
Employee's Name (Date)

Without restrictions \_\_\_\_\_ OR with the following restriction(s) and duration (if applicable):

\_\_\_\_\_

\_\_\_\_\_

Physician's/Nurse Practitioner's/Midwife's signature: \_\_\_\_\_

Date: \_\_\_\_\_