

**COLLECTIVE AGREEMENT**

**Between:**

**TORONTO AGED MEN'S AND WOMEN'S HOMES  
(Belmont House)  
(hereinafter referred to as the "Employer")**

**And:**

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

**Expiry: March 31, 2020**

TABLE OF CONTENTS

ARTICLE 1 – PURPOSE ..... 1

ARTICLE 2 – RECOGNITION..... 1

ARTICLE 3 - MANAGEMENT FUNCTIONS..... 3

ARTICLE 4 - NO DISCRIMINATION ..... 3

ARTICLE 5 - NO STRIKES AND LOCKOUTS ..... 4

ARTICLE 6 - UNION COMMITTEES AND REPRESENTATIVES ..... 4

ARTICLE 7 - UNION SECURITY ..... 9

ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURES..... 9

ARTICLE 9 - SENIORITY .....13

ARTICLE 10 - EMPLOYEE FILES .....18

ARTICLE 11 - LEAVE OF ABSENCE .....18

ARTICLE 12 - PAID HOLIDAYS .....23

ARTICLE 13 – VACATIONS .....25

ARTICLE 14 – ILLNESS ALLOWANCE .....28

ARTICLE 15 - HOURS OF WORK.....29

ARTICLE 16 - PREMIUM PAYMENT .....33

ARTICLE 17 – BENEFIT PLANS- FULL-TIME ONLY .....34

ARTICLE 18 – RETIREMENT INCOME PLAN.....35

ARTICLE 19 – PROFESSIONAL RESPONSIBILITY .....36

ARTICLE 20 – ORIENTATION AND INSERVICE .....37

ARTICLE 21 – MISCELLANEOUS.....38

ARTICLE 22 – COMPENSATION .....39

ARTICLE 23 – DURATION .....40

APPENDIX “A” - RATES OF PAY .....43

APPENDIX “B” - ASSESSMENT COMMITTEE CHAIRPERSONS .....44

APPENDIX “C” - ONA GRIEVANCE FORM.....45

APPENDIX “D”.. - ONA/HOSPITAL PROFESSIONAL RESPONSIBILITYWORKLOAD REPORT  
FORM.....46

## **ARTICLE 1 – PURPOSE**

- 1.01 The purpose of this Agreement is to establish a mutually satisfactory employment relationship, an orderly collective bargaining relationship and to provide for the prompt resolution of grievances, to establish and maintain satisfactory working conditions, hours of work, and wages for all employees within the bargaining unit.
- 1.02 It is recognized that the employees wish to work together with the Employer to secure the best possible care and health protection for residents within the resources of Belmont House.

The parties confirm that Belmont House and its staff are dedicated to providing a safe and secure home for the residents and tenants.

## **ARTICLE 2 – RECOGNITION**

- 2.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for all Registered and Graduate Nurses employed in a nursing capacity employed by The Toronto Aged Men's and Women's Homes (Belmont House) in the City of Toronto, save and except Unit Manager and persons above the rank of Unit Manager.
- 2.02 The Employer recognizes the following categories of nurses:
- (a) A "full-time employee" is an employee who is regularly scheduled to work seventy-five (75) hours in a two (2) week period.
  - (b) A "regular part-time employee" is an employee who is regularly scheduled to work less than seventy-five (75) hours in a two (2) week period and a commitment to work at least four (4) shifts per pay period.
  - (c) All other employees shall be considered casual.
- 2.03 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 and who provides proof, annually by February 15 or each year of current registration.
- 2.04 A nurse who holds a Temporary Certificate of Registration in accordance with the Nursing Act, 1991 and its Regulations must obtain her Certificate of Registration prior to the expiry of her Temporary Certificate. If the nurse fails to obtain her Certificate of Registration prior to the expiry of her Temporary Certificate of Registration, but in any case not longer than one year from her date of hire, she will be deemed to be not qualified for the position of registered nurse and she will be terminated from the employ of Belmont House. Such termination shall not be the subject of a grievance or arbitration.
- 2.05 A nurse is required to present to the Director of Care or designate on or before February 15th of each year evidence that her or his Certificate of Registration is in good standing and currently in effect. Such time will be extended for reasons where the College of Nurses of Ontario permits the nurse's Certificate of Registration to remain in effect.

If the nurse's Certificate of Registration is suspended by the College of Nurses of Ontario for non-payment of the annual fee, the nurse will be placed on non-disciplinary suspension without pay. If the nurse presents evidence that her or his Certificate of Registration has been reinstated, she or he shall be reinstated to her or his position effective upon presenting such evidence. Failure to provide evidence within 90 calendar days of the nurse being placed on non-disciplinary suspension by the Employer will result in the nurse being deemed to be no longer qualified and the nurse shall be terminated from the employ of the Employer. Such termination shall not be the subject of a grievance or arbitration.

- 2.06 The word "employee" when used throughout this Agreement shall mean persons included in the above-described bargaining unit. Any reference to a specific classification will be stated in the provision.
- 2.07 (a) In order to protect the standard of care, the Employer agrees that no one outside of the above-mentioned bargaining unit shall perform the work normally performed by members of this bargaining unit except for the purpose of instruction, experimentation, in the event of an emergency situation, or situations when there are no bargaining unit employees who have made themselves available prior to the work being done. The above will not apply to special nurses employed by the residents.
- (b) The Employer undertakes to maintain the standard of nursing care required by Provincial Regulatory Authorities.
- (c) The Union recognizes staffing is an exclusive management function. The Employer agrees that when it is decided to not fill a position following an employee's resignation, termination or layoff, the Employer will advise the Union of the decision. The Union may request a meeting to make representations on this matter.
- 2.08 The Employer agrees to employ sufficient registered staff and health care aides to meet the staffing needs that may be set from time to time by statute and/or regulation.
- 2.09 Whenever the feminine pronoun is used in this agreement, it includes the masculine pronoun, where the context so requires and visa-versa. Where the singular is used, it may also be deemed to mean the plural and vice-versa.
- 2.10 For purposes of this agreement and the benefits contained herein, including insurance coverage, dependant coverage is available to the employee to cover her or his same sex partner and their dependants, in accordance with the terms and conditions of the plan.
- 2.11 This combined agreement contains provisions applicable to full-time and part- time nurses unless written otherwise.
- 2.12 The assignment of patient care duties, including the delegation or direction of duties by members of the bargaining unit to other health care providers, shall be in accordance with the *Regulated Health Professions Act* and related statutes and regulations and in accordance with the guidelines established by the College of Nurses of Ontario from time to time and any Employer policy related thereto shall meet those requirements.

### **ARTICLE 3 - MANAGEMENT FUNCTIONS**

- 3.01 The Union acknowledges that the management of Belmont House and the direction of the work force are exclusively fixed in the Employer except as specifically limited by the provisions of this Agreement. The Union acknowledges that it is the function of the Employer, without restricting the generality of the foregoing, to:
- (a) maintain order, discipline and efficiency;
  - (b) hire, assign, retire, discharge, direct, schedule, promote, demote, classify, transfer, lay off, recall and suspend or otherwise discipline nurses, provided that a claim of suspension, discharge or discipline without just cause may become the subject of a grievance and be dealt with as hereinafter provided;
  - (c) plan, direct, and control the work and direction of employees, determine job rating or classification, the hours of work, work assignments, methods of doing the work and the working establishment for any service;
  - (d) determine the number of personnel required, the services to be performed and the methods, procedures and equipment to be used in connection therewith;
  - (e) to determine and establish standards and procedures for the care, welfare, safety, and comfort of the residents in the facility;
  - (f) make and enforce and alter from time to time reasonable rules and regulations to be observed by the nurses.
  - (g) plan, direct and control Belmont House operations.
- 3.02 It is agreed that the Employer shall exercise its rights in a reasonable manner and that the Employer shall not exercise these rights in a manner inconsistent with the provisions of this agreement.

### **ARTICLE 4 - NO DISCRIMINATION**

- 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 rights under the Collective Agreement or any applicable legislation.
- 4.02 There shall be no discrimination on the part of the Employer or the Union by reason of race, creed, colour, marital status, ethnic origin, ancestry, citizenship, place of origin, age, gender identity, gender expression, record of offences, sexual orientation, disability, family status or other factors not pertinent to performance with respect to employment, placement, promotion, salary determination or other terms of employment. Ref: *Ontario Human Rights Code*.

- 4.03 Notwithstanding other provisions contained herein the Employer and the Union agree to abide by the Human Rights Code.

#### **ARTICLE 5 - NO STRIKES AND 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.

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

- 6.01 The Employer shall recognize the following representation:
- (a) a grievance committee of two (2) employees;
  - (b) a negotiating committee of two (2) employees and a Labour Relations Officer of the Ontario Nurses' Association;
  - (c) two (2) Union Representatives. Upon mutual agreement of the parties, the number may be altered from time to time;
  - (d) Union – Management Committee

A Union - Management Committee comprised of an equal number of representatives of the Employer and the Union. Meetings of this Committee shall be held at the request of either party, but no more than once quarterly. The purpose of this Committee shall be to discuss matters relating to workload, scheduling matters, job content and other matters of mutual concern. The role of the Chairperson shall rotate between the parties.

Minutes of each meeting will be reviewed and signed by the members of the Committee at the next Committee meeting. The Union, the ONA Representative and the Employer shall receive signed copies of the minutes. One (1) copy of the signed minutes shall be posted on the Union bulletin board.

- 6.02 The Union will provide the Employer with the names of their representatives and any changes thereto, including the names of acting representatives appointed to serve temporarily.
- 6.03 The Employer shall pay designated Union Representatives and Committee members their respective salaries for all time lost from regularly scheduled hours while negotiating the Collective Agreement and renewals thereof, not including conciliation, and while attending meetings with the Employer based on the following conditions:
- (a) Such business must be between the Union and the Management. Employees having grievances cannot discuss these with their Union Representative during working hours, except in the case of a discharged employee who shall be allowed to meet with his Union Representative for a period of not more than ten (10) minutes.

- (b) The time shall be devoted to the prompt handling of necessary Union business.
- (c) The Union Representative concerned shall obtain the permission of the supervisor concerned before leaving his work.
- (d) She must not enter a department or area other than her own, without explaining to the supervisor of such department or area her purpose before proceeding into that area.
- (e) The time away from work shall be reported in accordance with the timekeeping methods of the Employer.
- (f) The Employer reserves the right to limit such time if it deems the time so taken to be excessive.
- (g) In the application of this Article, there shall be no suspension of work by any employee without the express permission of the employee's supervisor.
- (h) The Union shall endeavour to request time off for Employees on the negotiating committee at least two (2) weeks in advance of the Union's negotiations preparation meetings.

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

6.05 The Employer agrees that a Union representative shall be given the opportunity of interviewing each newly hired employee as early as practical during the first two (2) weeks of employment. The interview will be limited to fifteen (15) minutes. Such interviews shall take place on the Employer's premises at a time and place mutually agreed upon by the new employee, the representative and the Director of Care.

Note: All references to representatives and committee members in this Agreement shall be deemed to mean representatives and committee members who are employed by the Employer.

6.06 Occupational Health and Safety

(a) It is a mutual interest of the parties to promote health and safety in workplaces and to prevent and reduce the occurrence of workplace injuries and occupational diseases. The parties agree to promote health and safety and wellness throughout the organization. Accordingly, the parties fully endorse the responsibilities of employer and employee under the Occupational Health and Safety Act, making particular reference to the following:

- The Employer shall take every precaution reasonable in the circumstances for the protection of a worker. [Occupational health and safety act, s. 25 (2) (h)].

- When the Employer receives written recommendations from a health and safety representative, that employer shall respond in writing within twenty-one days. [Occupational Health and Safety Act, s.8 (12)].
  - The Employer's response shall contain a timetable for implementing the recommendations the Employer agrees with and give reasons why the Employer disagrees with any of the recommendations that the employer does not accept. [Occupational Health and Safety Act s.8 (13)].
  - The Employer shall ensure that the equipment, materials and protective devices as prescribed are provided. [Occupational Health and Safety Act s. 28(1)(a)].
  - The employee shall use or wear the equipment, protective devices or clothing that the Employer requires to be used or worn. [Occupational Health and Safety Act, s. 28(1)(b)].
  - The employee shall not use or operate any equipment, machine device or thing or work in a manner that may endanger himself, herself or any other worker. [Occupational Health and Safety Act, s. 28(2)(b)].
  - A worker who is required by his or her employer to wear or use any protective clothing, equipment or device shall be instructed and trained in its care, use and limitations before wearing or using it for the first time and at regular intervals thereafter and the worker shall participate in such instruction and training. Personal protective equipment that is to be provided, worn or used shall, in accordance with the Ministry of Labour's legislation, regulation and policies, be properly used and maintained, be a proper fit, be inspected for damage or deterioration and be stored in a convenient, clean and sanitary location when not in use. [O. Reg. 67/93 - Health Care, s. 10(1),(2)].
- (b) The Employer agrees to accept as a member of its Occupational Health and Safety Committee, at least one (1) representative selected or appointed by the Union from amongst the bargaining unit employees. This representative will be provided with Certified Worker training at no cost to the representative or the Union and with no loss of salary, seniority, service, etc. as a result of attending this training. An employee accepting appointment to the Occupational Health and Safety Committee and who is provided Certified Worker training is expected to make a commitment to actively participate and fulfil responsibilities of such committee membership for a term of not less than two (2) years.
- (c) In accordance with the *Occupational Health and Safety Act*, the definition of Workplace Violence is:
- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;



- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or

Workplace sexual harassment:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Ref: *Occupational Health and Safety Act, Sec. 1(1)*.

The Employer shall maintain a workplace violence prevention program in accordance with the *Occupational Health and Safety Act*. The Employer will report all incidents of violence as defined herein to the Occupational Health and Safety Committee

- (d) When it has been medically determined that an employee is unable to return to the full duties of her position due to a disability, the employee may have a Union Representative present to discuss the circumstances surrounding the employee's return to suitable modified and/or accommodated work.
- (1) The Employer agrees to develop, establish and put into effect, formalized measures, 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 behaviour and situations and support to employees who have faced workplace violence. The parties shall consider appropriate measures to address violence in the workplace, which may include, but not be limited to:
- i. Assessing and reassessing risk;
  - ii. Control risks;
  - iii. Designing safe procedures for employees;
  - iv. Protection of employees;
  - v. Summon immediate assistance;

- vi. Investigate all incidents of workplace violence;
- vii. Communicate and provide appropriate training and education; and
- viii. Reporting all incidents of workplace violence.

- (2) The Employer will report all incidents of violence as defined herein to the Joint Health and Safety Committee for review.
- (3) 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.
- (4) The Employer will provide copies of any Incident Reports, related to employee workplace violence, to the Union Representative on the Joint Health and Safety Committee as soon as practical. Such Incident Reports will have all Resident names removed.

(e) Early and Safe Return to Work

The Employee acknowledges her obligations and the Employer acknowledges the Employer's obligations regarding an Early and Safe Return to Work program as may be set out under the Workplace Safety and Insurance Act, and the Human Rights Code.

- (f) When it has been medically determined that an Employee is unable to return to full duties of her/his position due to a disability, the Employer will notify and meet with the Employee and her Union Representative to discuss the circumstances surrounding the employee's return to suitable work and to develop an Early and Safe Return to Work Plan.
- (g) When it has been medically determined that an Employee is unable to return to full duties of her/his position due to a disability or workplace injury, the Employer will notify and meet with the Employee and her Union Representative to discuss the circumstances surrounding the employee's return to suitable work and to develop an Early and Safe Return to Work Plan.

6.07

Aggressive Residents

The parties agree that if incidents involving aggressive client action occur, such action will be recorded and reviewed at the Occupational 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.

Any steps that are taken must duly consider the health & safety of the residents and proper compassionate care for all residents.

The parties further agree that suitable subjects for discussion at the Union-Management Committee will include issues related to aggressive residents.

## **ARTICLE 7 - UNION SECURITY**

- 7.01 The Employer shall deduct from the first pay of each month due to each employee covered by this agreement the sum equal to the monthly Union dues of each employee. The Union shall notify the Employer in writing of the amount of such dues from time to time. The Employer will send to the Ontario Nurses' Association by the 15th day of each following month, its cheque for the dues so deducted, along with a list of the names of the employees and the amount of such deduction from each employee. Each list shall show the social insurance number of each employee as well as the names of those employees who are on unpaid leave of absence and those who have been terminated. The initial list shall contain the last known address of each employee.
- 7.02 At least once per calendar year, the Employer will provide the Union with a list which includes the addresses, shown on the Employer's personnel records, of all current members of the bargaining unit.
- 7.03 The Union shall indemnify and save the Employer harmless with respect to any liability for dues so deducted and remitted.
- 7.04 The Employer shall provide each employee with a statement of dues deduction for income tax purposes (T-4 Supplementary Slip).
- 7.05 The Home will provide the members' current addresses and phone numbers it has on record, with the dues lists, every six months.

## **ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURES**

- 8.01 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until she has first given her immediate supervisor the opportunity of adjusting her complaint. Such complaint shall be discussed with the employee's immediate supervisor within ten (10) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee. They will mutually attempt to find a satisfactory settlement.
- 8.02 In all steps of this grievance procedure an aggrieved employee, if she so desires, may be accompanied by or represented by her Union representative. At Step 2 of the grievance procedure a staff representative of the Ontario Nurses' Association may be present at the request of either party.
- 8.03 Failing settlement of a complaint by an employee following the discussion with her immediate supervisor within ten (10) calendar days it may be taken up as a grievance within ten (10) calendar days following advice of her immediate supervisor in the following manner:

### **Step Number One:**

The employee may submit a written grievance stating the specific article or articles allegedly violated, signed by the employee to the Director of Care. The Director of Care will deliver her decision in writing within ten (10) calendar days following the day on which the grievance was presented to her.

Step Number Two:

Within ten (10) days following the decision in Step No. 1, the grievance may be submitted in writing to the Chief Executive Officer or designate. A meeting will then be held between the Chief Executive Officer or designate and the Grievance Committee within ten (10) calendar days of the submission of the grievance at Step No. 2. It is understood that the Chief Executive Officer or designate may have such counsel and assistance as he may desire at such meeting. The decision of the Employer shall be delivered in writing within ten (10) calendar days following the date of such meeting. If the grievance is not settled, it may be referred to arbitration as herein after provided, in accordance with the timelines outlined in Article 8.05 and 8.12.

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

(a) A written grievance will indicate the nature of the grievance, the article or articles allegedly violated and the remedy sought by the grievor.

(b) The parties agree to use to an electronic version of the ONA Grievance Form.

(c) The grievor shall submit a sign hard copy of the electronic grievance form within the timelines as per Article 8 of the collective agreement.

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 be 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 Chief Executive Officer or her 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 Number Two 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. An allegation of action contrary to this clause may be taken up as a grievance.
- (b) Such grievance shall proceed directly to Step Number Two of the grievance procedure and must be presented in writing, dated and signed within ten (10) calendar days following the discharge.
- (c) A grievance claiming unjust discipline, suspension or discharge may be settled by confirming the Employer's action or by reinstating the employee and making her whole in all respects, or by any other arrangement which is just and equitable in the opinion of the conferring parties or an Arbitration Board.

- 8.09 (a) If an employee is to be reprimanded or disciplined, she shall have the right upon request to have a Union representative present.
- (b) If an employee is to be suspended or discharged, the Employer shall notify her of this right in advance.
- (c) The Employer agrees that where an employee is required to attend a meeting with the Employer, that is either investigatory or may lead to disciplinary action, the Employer will then inform the employee of the purpose of the meeting.

### 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 Number Two within ten (10) days after the circumstances have occurred stating the article or articles alleged to be violated. 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 stating the article or articles alleged to be violated with the Bargaining Unit President of the bargaining unit, with a copy to the Labour Relations Officer within ten (10) 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 Arbitration

- (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. The notice shall contain the name of the first party's appointee to an Arbitration Board and shall be delivered to the other within ten (10) calendar days for the reply under Step Number Two of the Grievance Procedure. 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 ten (10) 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

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 8.19 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 not 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, 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.
- 8.20 Any grievance which has been disposed of hereunder or settled between the Employer, the Union or the employee or employees concerned shall be final and binding upon the Employer, Union and employee(s) involved.

#### **ARTICLE 9 - SENIORITY**

- 9.01 (a) Seniority for full-time employees shall be credited as of the date of last hire into the service of the Employer.
- (b) Seniority for part-time employees shall be based on the total number of full or part-time tours worked since the date of last hire. Fifteen hundred (1500) hours shall be the equivalent to one (1) year of full-time seniority.
- (c) Newly employed full-time employee will be considered probationary for the first ninety (90) shifts (not less than six hundred and seventy-five (675) hours) worked.
- (d) Newly employed part-time employees will be considered probationary for the first six hundred and seventy-five (675) hours worked.
- (e) Newly employed casual and relief employees will be considered probationary for the first six hundred and seventy-five (675) hours worked.
- (f) Seniority shall then be credited as provided in Article 9.01 herein.
- (g) With the written consent of the Employer, the probationary employee and the President of the Local Union or designate, the probationary period of a newly employed employee may be extended. Any extensions agreed to will be in writing and will specify the length of the extension.
- 9.02 The Employer will keep up-to-date seniority lists both full-time and part-time, and will post the same in a conspicuous place, revise the same annually and prior to any layoff and supply copies of the current list to the Union.

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) when in receipt of illness allowance;
- (d) when in receipt of WSIB as the result of injury or illness incurred while in the employment of the Employer for a period of 24 months;
- (e) when on pregnancy or parental leave.

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 twenty-four (24) 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 up to 24 months;
- (d) when on illness absence not paid by the Employer for a period up to 18 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 she:

- (a) resigns;
- (b) is discharged and not reinstated;
- (c) is absent for three (3) consecutive working days without notifying the Employer unless a reason satisfactory to the Employer is given;
- (d) is laid off for more than twenty-four (24) 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 twenty-four (24) months;
- (g) when on illness absence not paid by the Employer for a period in excess of 18 months; or



- (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 position) to signify her intention to return within seven (7) calendar days after posting the notice of recall by registered mail to the last known address according to the records of the Employer and fails to report to work within seven (7) calendar days thereafter or such further period of time as may be agreed by the parties.
- (i) If an employee uses a leave of absence for purposes other than the purpose for which the leave was granted.
- (j) If the employee is a Casual employee and has not worked when work was available for a period of six (6) months, except where such is due to an approved leave of absence, pregnancy leave, parental leave, or illness. The Employer will notify the employee by mail three (3) weeks prior to giving effect to this provision.

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

9.06 Casual positions are not posted provided that existing bargaining unit members maintain the ability to request transfer to casual status. Such requests shall be considered on an individual basis and shall not be unreasonably denied.

- 9.07
- (a) Where a vacancy which is not covered by Article 9.08 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) consecutive calendar days. Employees may make written application to their immediate supervisor for such vacancy within the period referred to herein. 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 Local Union, it being understood that this administrative exercise in no way inhibits the process or completion of the job posting process.
  - (b) Vacancies created by a) above need only be posted for five (5) consecutive calendar days. Subsequent vacancies may be posted at the discretion of the Employer.
  - (c) Where an employee will be absent on vacation, she may indicate in writing to her immediate supervisor her interest in any posting that may occur during her 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.

- 9.08
- (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 bargaining unit. 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.
  - (b) A part-time employee who is awarded a temporary full-time position shall be deemed to retain her part-time status.
  - (c) If no internal applicant is qualified to perform the required work, the Employer may fill the vacancy from outside the bargaining unit.
  - (d) Provided the position still exists, the employee shall have the right to return to her former position upon return of the employee whose position she is filling.
  - (e) The Employer will outline the conditions and duration of such vacancies where possible.
  - (f) The Home may require a nurse to work days for up to twenty (20) days per calendar year for the purposes of education and assessment.

9.09 In all cases of transfer or promotion the following factors shall be considered:

- (a) skill, ability, qualifications;
- (b) seniority.

Where the qualifications of factor (a) are relatively equal, factor (b) shall govern.

9.10 Unsuccessful applicants will be notified. At the request of the employee, the Employer will discuss with unsuccessful applicants ways in which they can improve their qualifications for future postings.

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 or relief shifts. No 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.
- (b) Recall to a regular part-time or full-time position within a classification shall be in order of seniority. An employee will respond to a registered notice of recall within seven calendar days and shall be available for work within an additional 7 days unless otherwise agreed.

- (c) Layoff and recall rights for full-time and part-time employees shall remain separate.
- (d) Cancellation of single or partial shifts will be on the basis of seniority of the employees in the bargaining unit on that shift. It is understood that casual employees shall be cancelled first followed by regular part-time and then full-time employees.

9.12 Notice to Union of Long Term Layoff

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

In the event of a pending lay-off of a permanent or long-term nature, the Employer will:

- (a) Provide the Union with four (4) months notice;
- (b) Meet with the Union to review the reasons causing the layoff.

9.13 Four (4) months notice of long-term layoff shall be given to each affected individual.

9.14 No reduction in the hours of work shall take place to prevent or reduce the impact of a lay-off without the consent of the Union, such consent not to be unreasonably withheld.

9.15 Early Retirement Offers

- (a) Before issuing notice of long-term layoff pursuant to Article 9.13 and following notice pursuant to Article 9.12, the Employer will make offers of early retirement allowance in accordance with the following conditions:
  - i) The Employer will first make offers in order of seniority to employees eligible for early retirement under the Employer pension plan (including regular part-time, if applicable, whether or not they participate in the Employer pension plan).
  - ii) The number of retirements the Employer approves will not exceed the number of employees who would otherwise be laid off.

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of one (1) week's salary for each year of service, to a maximum ceiling of thirty-five (35) weeks' salary.

9.16 Positions outside the bargaining unit

- (a) An employee who substitutes temporarily in a position outside the bargaining unit for a period not greater than three (3) months shall be covered by the collective agreement for the duration of the assignment. Bargaining unit employees shall be given the first opportunity to fill the resulting vacancy.

- (b) An employee who accepts a transfer with the Employer to a temporary position excluded from the bargaining unit for a period of greater than three (3) months and who is returned to the bargaining unit within twelve (12) months shall be given credit for all seniority and service accrued in the bargaining unit prior to the transfer. Upon return to the bargaining unit, the employee shall be placed in the position held prior to the temporary transfer. Bargaining unit employees shall be given the first opportunity to fill the resulting vacancy.

9.17 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 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.

**ARTICLE 10 - EMPLOYEE FILES**

10.01 Having provided a written request to the Director of Care, or designate, an employee shall be entitled to access her employee file for the purposes of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Care or designate, 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 Any letter of reprimand, suspension or other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction, provided that the employee's record has been discipline free for eighteen (18) months.

Leaves of absence in excess of sixty (60) continuous calendar days will not count towards the period recorded as discipline free.

10.04 (a) A copy of any completed evaluation which is to be placed in an employee's file shall be first reviewed with the employee. The employee shall sign 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.

(b) All employees shall be given a copy of the signed performance appraisals.

**ARTICLE 11 - LEAVE OF ABSENCE**

11.01 Personal Leave of Absence

The Chief Executive Officer may grant a request for leave of absence for personal reasons without pay provided that he 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 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) (i) Leave of absence for Union business shall be given to employees provided that the Union provides the Employer with at least two (2) weeks notice in writing of such leave where possible. Such leaves will not be unreasonably denied.

Written notice must be provided via email with the names of employees and dates.

During such leave of absence the employee's salary and applicable benefits shall be maintained by the Employer and the Local Union agrees to reimburse the Employer in the amount of the full cost of the salary and Employer contributions to benefits and lieu of benefits in the case of part-time employees.

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

- (ii) The Employer will provide four (4) days per year (one day each quarter) of unpaid time for the Bargaining Unit President to attend on-going bargaining unit issues, meetings, representations, and any ONA business.

- (b) Leave of Absence; 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 leave of absence without pay without loss of seniority or benefits up to a total of one hundred (100) days annually. Leave of absence for board members of the Ontario Nurses' Association will be separate from the Union leave provided in 11.02 (a) above.

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 and percentage in lieu in the case of part-time employees.

To be eligible for salary and benefits payments, the employee must request the leave not less than seven (7) calendar days in advance unless the Board meeting is called less than seven (7) days prior to the date of the meeting in which case as much notice as possible shall be given to the Employer.

- (c) Leave of Absence; 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 up to six (6) years. 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, Employer contributions to benefits and percentage in lieu in the case of part-time employees. The employee agrees to notify the Employer of her intention to return to work within two (2) weeks following termination of office.

#### 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 by the Employer to the employee's professional development, especially as it relates to her responsibilities with the Employer.
- (b) Where an employee is required by the Employer to attend a 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 course.
- (c) Professional leave with pay will be granted to full-time and part-time employees who are elected to the College of Nurses to attend regularly scheduled meetings of the College of Nurses to a maximum of six (6) days per year. Only one (1) representative may be absent at a time.

#### 11.04 Bereavement Leave

- (a) Upon the death of an employee's spouse, spouse to include common law or same sex partner, parent, child or stepchild to include the child of a common law or same sex partner, an employee shall be granted leave up to a maximum of four (4) continuous calendar days without loss of pay for scheduled days. One of the days of leave shall include the day of the funeral or a memorial service (or equivalent). Additional days off with or without pay may be granted by the Employer.
- (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) consecutive days without loss of pay for scheduled days in conjunction with the date of the funeral. It is understood that the employee must be regularly scheduled to work such days to receive pay.
  - i) A nurse shall be granted one (1) day bereavement leave without loss of regular earnings to attend the funeral of, or a memorial service (or equivalent) for her or his aunt, uncle, niece or nephew upon providing proof of death to the Employer if requested.
- (c) Immediate family shall be defined as 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. Immediate family shall also include immediate family of a spouse as defined above.
- (d) Where it is necessary, because of distance, the employee may apply for personal leave of absence without pay in addition to bereavement leave. Permission for such leave shall not be unreasonably withheld.

(e) Compassionate Leave

The Employer may grant compassionate leave without pay and in accordance with the Employment Standards Act for the following three leaves of absence:

- Family Caregiver Leave;
- Critically Ill Child Care Leave; and
- Crime-Related Child Death or Disappearance Leave.

11.05 Pregnancy and Parental Leave

- (a) Pregnancy/Parental 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 she shall be given a comparable job.
- (d) Employees who are newly hired to replace employees who are on approved pregnancy leave may be released and such release shall not be the subject of a grievance or arbitration. If retained by the Employer, in a permanent position, the employee shall be credited with seniority from date of hire subject to successfully completing her probationary period. The nurse shall be credited with tours worked towards the probationary period provided in Article 9.

The Employer will outline to employees hired to fill such temporary vacancies the circumstances giving rise to the vacancy and the special conditions relating to such employment.

- (e) An employee who is on pregnancy leave as provided under this Agreement and has applied for and is in receipt of Employment Insurance pregnancy/parenting benefits pursuant to Sections 22 and 23 of the Employment Insurance Act, 1997, as amended shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following receipt by the Employer of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy/parenting benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of seventeen (17) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

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

Effective April 1, 2018, the Employer will pay the employee eighty-four percent (84%) (or other amount of wages that are topped up) of their regular weekly earnings during the one (1) week period of leave while waiting to receive Employment Insurance benefits. The amount of any SUB payment (exclusive of the above payment) shall not increase or decrease as a result of an employee's option to extend any leave under changes to existing Employment Insurance legislation.

### Parental Leave

- (f) 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.
- (g) Parental leave must begin within thirty-five (35) weeks of the birth of the child or within 35 weeks of the day the child first came into the custody, care and control of the parent. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to eighteen (18) weeks in duration and shall, in all cases, be completed within fifty-three (53) weeks of the date the child is born, or comes into the custody, care and control of a parent for the first time.
- (h) 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 eighteen (18) weeks after it began or on an earlier day if the employee gives the Employer at least four (4) weeks written notice of that day.
- (i) An employee who is on parental leave as provided under this Agreement and has applied for and is in receipt of Employment Insurance Parental benefits pursuant to Sections 22 and 23 of the Employment Insurance Act, 1997, as amended shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following receipt by the Employer of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy/parenting benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of twelve (12) weeks. The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.



Effective April 1, 2018, the Employer will pay the employee eighty-four percent (84%) (or other amount of wages that are topped up) of their regular weekly earnings during the one (1) week period of leave while waiting to receive Employment Insurance benefits. The amount of any SUB payment (exclusive of the above payment) shall not increase or decrease as a result of an employee's option to extend any leave under changes to existing Employment Insurance legislation.

11.06 Jury and witness duty

If an employee is required to serve as a juror in any court of law or is required to serve as a witness in a court proceeding in which the crown is a party, or is required by subpoena to attend a Court of Law, other than proceedings before the Ontario Labour Relations Board or Arbitration appearances on behalf of the Ontario Nurses' Association, or coroner's inquest, or is subpoenaed to appear at the College of Nurses, the nurse will receive pay for those days of her regular schedule during which she is required to be absent, provided:

- (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 her attendance;
- (c) deposits with the Employer an amount equal to the jury duty attendance fees received by the employee in any above cases but not any expenses paid by the employee and received from the authorities for necessary travel, accommodations and meals.
- (d) will normally come to work during those scheduled hours of the day shift that she is not required to attend court. In the event that an employee is scheduled to the afternoon shift, she shall not be required to attend court and then report for duty the same day; and
- (e) 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, she shall not be required to attend work for her night shift commencing later that day.

**ARTICLE 12 - PAID HOLIDAYS**

12.01 All full-time employees shall receive the following Holidays without loss of pay:

|                                      |                             |
|--------------------------------------|-----------------------------|
| New Year's Day                       | Labour Day                  |
| Good Friday                          | Thanksgiving Day            |
| Victoria Day                         | Christmas Day (December 25) |
| Canada Day (July 1)                  | Boxing Day (December 26)    |
| Civic Holiday (1st Monday in August) |                             |

3 floating holidays scheduled in advance with the Director of Care or designate within the calendar year earned, at a mutually agreeable time.

12.02 Full-Time Only

Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the number of hours for a normal daily tour as set out in Article 15.01.

- 12.03 (a) If a full-time employee works on a paid holiday, she shall be paid for all hours worked on the holiday at one and one-half (1½) times her regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.04. In addition, she will receive another day off with pay at her straight time hourly rate times the number of hours in a normal daily tour as set out in Article 15.01 at a mutually agreeable time.
- (b) If a part-time employee works on any of the holidays listed in Article 12.01, she shall be paid at the rate of time and one half (1½) her regular straight time hourly rate for all hours worked on such holiday subject to Article 16.04.

- 12.04 (a) Lieu days are to be taken within sixty (60) days of the statutory holiday at a time mutually agreed between the Director of Care or her designate and the employee
- (b) A request for the scheduling of lieu days must be submitted to the Director of Care at least three (3) calendar days prior to the posting of the schedule.
- (c) Lieu days may be accumulated up to a total of three (3) days which shall be used prior to December 15 of the year.

12.05 When a full-time employee is scheduled off on a paid holiday, she shall be entitled to holiday pay for the paid holidays as outlined in 12.02, subject to the following:

In order to qualify for pay for a holiday, an employee shall complete her last full scheduled shift immediately preceding and following the holiday concerned unless excused by the Employer or the nurse was absent due to:

- (a) legitimate illness or accident confirmed by a physician's certificate which commenced within seven (7) days of the date of the holiday;
- (b) vacation granted by the Employer;
- (c) the employee's regular scheduled day off;
- (d) a paid leave of absence provided the employee is not otherwise compensated for the holiday.

12.06 For the purposes of this Article an employee will be considered to have worked on a paid holiday if the majority of hours worked on a tour fall within the paid holiday.

12.07 When a holiday falls during an employee's scheduled vacation period, her vacation shall be extended by one (1) day unless the nurse and the Employer agree to schedule a different day off with pay.

- 12.08 Unless an employee requests otherwise, when she is scheduled to work a weekend where a paid holiday falls on the Monday or the Friday, the Employer shall also schedule her to work the paid holiday.
- 12.09 Subject to the staffing requirement of the Home unless an employee requests otherwise, when she 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.

### **ARTICLE 13 – VACATIONS**

- 13.01 Vacations with pay as scheduled by the Employer shall be granted to employees based on seniority and service as of December 31 of the previous year.
- (a) Employees who have completed one (1) or more years of full-time continuous service (as of the date for determining vacation entitlement) shall be entitled to an annual vacation of three (3) weeks with three (3) week's pay.
  - (b) Employees who have completed three (3) or more years of full-time continuous service (as of the date for determining vacation entitlement) shall be entitled to an annual vacation of four (4) weeks with four (4) weeks' pay.
  - (c) Employees who have completed twelve (12) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Employer) shall be entitled to an annual vacation of five (5) weeks with five (5) weeks' pay.
  - (d) Employees who have completed twenty (20) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Employer) shall be entitled to an annual vacation of six (6) weeks with six (6) weeks' pay.
  - (e) Employees who have completed twenty five (25) or more years of full-time continuous service (as of the date for determining vacation entitlement in the individual Employer) shall be entitled to an annual vacation of seven (7) weeks with seven (7) weeks' pay.
  - (f) If an employee works or receives paid leave for less than 1525 hours in the vacation year, she will receive vacation pay based on a percentage of her gross salary for work performed on the following basis:
    - 3 week entitlement - 6%
    - 4 week entitlement - 8%
    - 5 week entitlement - 10%
    - 6 week entitlement - 12%
    - 7 week entitlement – 14%

- 13.02 (a) All regular part-time employees shall be entitled to vacation based upon the vacation entitlement of full-time employees. Vacation pay will be based on a percentage of her gross salary in the preceding year on the following basis:

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

Equivalent years of service, calculated pursuant to the formula set out in Article 13.02 (b), shall be used to determine vacation entitlement.

Casual part-time employees will be paid vacation pay in accordance with the above entitlement on gross earnings or on gross salary for work performed, as applicable. Equivalent years of service will be based on the casual part-time nurse'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.

- (b) For the purpose of vacation entitlement, service for those employees whose status is changed 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. For the purpose of this Article 1500 hours of part-time service shall equal one year of full-time service and vice versa.

- 13.03 An employee who leaves the employ of the Employer 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 nurse will provide at least two (2) weeks' notice of termination.

13.04 Scheduling

- (a) i) Vacations may be taken at any time of the year provided adequate staffing of the Home can be maintained.
- ii) No more than one person in the bargaining unit may be granted vacation at times when there are special holidays, e.g. Christmas, New Year's, Easter. Vacation requests shall be granted on a rotating basis. For purposes of this provision Article 13.04 (b) iii) shall not apply.
- (b) i) A vacation list will be posted by February 1 and remain posted until February 28 of each year. After February 28, vacation requests will be allocated in the order received. The Employer will endeavour to schedule vacation in accordance with employee requests.
- ii) Vacation requests shall be submitted by February 28. The approved vacation schedule shall be posted no later than April 1.
- iii) In cases of conflict, seniority shall be the governing factor with respect to the scheduling of vacations. Employees who fail to

submit vacation requests by February 28 shall lose the right to exercise seniority rights in this matter. The vacation schedule shall not be changed unless it is with the Employer's approval.

iv) One week of vacation shall be defined as seven (7) consecutive calendar days.

v) Vacations in excess of two (2) weeks at one time must have the approval of the Chief Executive Officer which shall not be unreasonably denied.

(c) Prior to leaving on vacation, employees shall be notified of the date and time on which to report for work following vacation.

(d) Vacation may commence on any day of the week.

13.05 The vacation year is the calendar year. All employees shall earn vacation in one year to be taken in the next year. All employees shall take their vacation.

13.06 Employees may carry over from one year to the next a maximum of five (5) days.

13.07 Where an employee's scheduled vacation is interrupted due to serious illness confirmed by a physician's certificate which commenced before and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.

Where a vacationing employee becomes seriously ill requiring her to be an inpatient in a hospital, the period of such illness shall be considered sick leave.

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.

13.08 Where an employee's scheduled vacation is interrupted due to bereavement or jury or witness duty, the employee shall be entitled to bereavement, compassionate or jury and witness duty leave in accordance with Article 11.04 and 11.06. The portion of the employee's vacation which is deemed to be compassionate leave under the above provisions will not be counted against the employee's vacation credits. The employee shall notify the employer of the interruption as soon as possible.

13.09 Vacation pay for part time and casual employees shall be paid in a lump sum amount by separate cheque on or before the first pay period of May each year. Employees may request paid time off instead of a lump sum amount if a request is made by January 31st each year.

Full-time Employees may not request pay in lieu of vacation time.

13.10 Subject to the requirements of the payroll processor, and employee who wishes to receive vacation pay before going on vacation shall make such a request in writing to the employee's supervisor no later than the Friday before the last pay preceding the vacation.

## **ARTICLE 14 – ILLNESS ALLOWANCE**

### 14.01 Sick Day Credits (Full-time Only)

The purpose of the sick day credit benefit at Belmont House is to ensure that an employee is not deprived of income in the event of illness.

- (a) Following the successful completion of probationary period employees will be credited with three (3) averaged days of sick leave and shall then accumulate one sick day credit for each month of unbroken service.
- (b) No sick day credits will be accumulated during any unpaid leave of absence from work or during maternity leave.
- (c) The maximum number of sick days that can be accumulated is ninety (90) days.
- (d) Sick pay will not be given for the first day of the third and succeeding illnesses in any calendar year.
- (e) Long Term Disability may be applied for after nineteen (19) weeks of disability. Employees will notify their manager as soon as they become aware that the disability may continue beyond nineteen (19) weeks.

14.02 Reward pay related to the above noted sick day credits will continue in accordance with the Employer's policy.

14.03 Employees reporting off sick for the day shift shall inform their manager/supervisor by leaving a message on the voice mail as soon as possible with the minimum of notice being two (2) hours. A second call must be placed to the manager/supervisor before 12 noon to discuss the employee's return.

14.04 Employees reporting off sick for the evening and night shift shall inform their supervisor at least two (2) hours before the shift starts. The employee shall place a second call before 12 noon the next day to discuss the employee's return.

### 14.05 Long Term Disability

- (a) The Employer shall assume responsibility for payment of seventy-five percent (75%) of the premiums for a long term disability (LTD) insurance plan for all full-time employees, which is a taxable benefit for the employee. The employee will contribute twenty -five percent (25%) of the premiums.
- (b) The Plan shall provide coverage for sixty-seven percent (67%) of an employee's gross earnings to a maximum of five thousand dollars (\$5000.00) per month and shall be payable when an employee is totally disabled from performing all of the functions of her own occupation for a maximum of two (2) years, thereafter LTD benefits will be payable if the employee is totally disabled from engaging in any gainful employment which she is or becomes qualified by education, training, or experience. LTD benefits will be offset by benefits payable from all sources only to the

extent that the total benefits payable would exceed eighty-five percent (85%) of earnings.

- 14.06 Where an employee who is absent from work as a result of illness or injury sustained at work has been away pending approval of claim for WSIB, that employee may utilize her sick leave credits, provided the employee has not received payment from the WSIB and two (2) weeks have elapsed from the date of her reporting the claim to the Employer. The payment will be equivalent to the lesser of the benefits she would receive from WSIB if her claim were approved or the benefit to which she would be entitled under the sick leave plan. Payment will be retroactive to the first date of absence and the employee will submit a written undertaking that any payment will be refunded to the Employer following final determination of the claim by the WSIB. If the WSIB does not approve the claim, the monies paid as an advance will be applied toward the benefit to which the employee would be entitled under the sick leave plan. Any payment under this provision will continue until the employee has exhausted her sick leave credits.
- 14.07 When an employee has completed any portion of her regularly scheduled tour prior to going on sick benefits or Workers' Safety and Insurance Board benefits, the employee shall be paid for the balance of the tour at her regular straight time hourly rate. This provision will not disentitle the employee to a lieu day under Article 12 if she otherwise qualifies.
- 14.08 In any circumstance where the Employer requires that an employee undergo a medical examination, it will be done by an independent medical practitioner as chosen and mutually agreed upon by the Employer and the Union.
- 14.09 In any circumstance where the Employer requires that an employee obtain a medical certificate, the Employer shall pay the full cost of obtaining this certificate.

#### **ARTICLE 15 - HOURS OF WORK**

- 15.01 The normal tour shall be composed of 7.5-consecutive hours exclusive of the unpaid meal breaks provided for in 15.02 below.
- It is understood that at the change of tour there will normally be additional time required for reporting which shall be considered to be part of the normal daily tour, for a period of up to fifteen (15) minutes duration. Should the reporting time extend beyond fifteen (15) minutes, however, the entire period shall be considered overtime for the purposes of payment as provided for in Article 16.02.
- 15.02 (a) There will be two (2) fifteen (15) minute paid rest periods, and one (1) thirty (30) minute unpaid lunch period in each eight (8) hour tour. If an employee is recalled to duty during the mealtime or a rest period, equal additional time shall be provided later in the tour.
- (b) There will be one (1) fifteen (15) minute paid rest period and one (1) thirty (30) minute unpaid lunch period in each six (6) hour tour.
- (c) There will be one (1) fifteen (15) minute paid rest period in each four (4) hour tour.

- (d) There will be three (3) fifteen minute paid rest periods, one fifteen (15) minute unpaid rest period, and one thirty (30) minute unpaid meal period in each twelve (12) hour tour.

## 15.03

Scheduling Regulations

- (a) An employee requesting specific tours on a permanent basis will be given consideration on the basis of seniority within a classification if convenient to the Employer to make such arrangement and shall continue only as long as it is convenient for the Employer. An employee requesting removal from a permanent tour of duty will be given consideration by the Employer.
- (b) The Employer will endeavour to provide full-time employees five (5) or more consecutive days off at Christmas or New Year's.

The parties agree that scheduling provisions may be waived for the period of December 15 to January 15.

Employees shall be required to be available to work as assigned during Christmas (including December 24<sup>th</sup> (night shift), 25<sup>th</sup>, and 26<sup>th</sup>) or New Year's Eve (December 31<sup>st</sup> (night shift) and January 1<sup>st</sup>) alternating each year.

- (c) Tour schedules and days off determined by the Home shall be posted at least two (2) weeks in advance for a six (6) week period.
- (d) Requests for special days off are to be submitted to the immediate supervisor in writing at least two (2) weeks in advance of posting.
- (e) Request for change in posted time schedules must be submitted in writing and co-signed by the nurse willing to exchange days off or tour of duty. In any event, it is understood that such a tour of duty or exchange initiated by the nurse and pre approved by the Director of Care or designate shall not result in overtime compensation or payment.

Such requests for change in posted schedule shall not be unreasonably denied.

- (f) No split shifts.
- (g) There will be a period of at least twelve (12) hours off between shifts unless this provision is waived by the employee.
- (h) (Full-time employees only)  
An employee shall be scheduled a minimum of two (2) consecutive days off after working scheduled night shifts.
- (i) Employees who are members of the Bargaining Unit who have worked less than 75 hours in a pay period will have the opportunity to work extra hours or tours if in the estimation of the Employer the employee's performance will not be affected prior to the utilization of agency personnel.



- (j) The weekend is defined as commencing no later than 2330 hours on Friday and concluding not less than fifty-six (56) hours later.

This does not apply to any nurse working permanent night shifts.

(k) (Full-time employees only)

- (i) Full-time employees shall be scheduled every second weekend off.
- (ii) If a full-time employee is required to work on a second consecutive weekend, she will be paid at the rate of time and one-half (1-1/2) her regular straight time rate for all hours worked on the second consecutive weekend, save and except where:
- (1) such weekend has been worked by the employee to satisfy specific days off requested by such employee; or
  - (2) such employee has requested weekend work; or
  - (3) such weekend is worked as a result of an exchange of shifts with another employee.

(l) (Regular part-time employees only)

- (i) Regular part-time employees shall receive three (3) weekends out of six (6) weekends off.
- (ii) If such employee is required to work on a third consecutive weekend, she will be paid at the rate of time and one-half (1-1/2) her regular straight time rate for all hours worked on the third consecutive weekend, save and except where:
- (1) such weekend has been worked by the employee to satisfy specific days off requested by such employees;
  - (2) such employee has requested week-end work; or
  - (3) such weekend is worked as a result of an exchange of shifts with another employee.

Note: A regular part-time employee may pick up weekend shifts beyond three (3) weekends out of six (6) weekends if they so desire.

15.04 Employees required to remain at work beyond the end of their shift shall contact the Director of Care or designate for approval and shall submit their request, on the agreed to form, for premium payment to their manager.

No overtime shall be paid without the necessary pre-approval.

Authorization for overtime premium will not be unreasonably withheld.

15.05 Reassignment

The Union recognizes the Employer's right to reassign employees within the Home on a shift by shift basis.

In the event employees are required to be assigned elsewhere in the home, taking resident care into account, the Employer will endeavour to reassign in the following order:

1. Agency staff
2. Casual employees in reverse seniority order
3. Part-time employees in reverse seniority order
4. Full -time employees in reverse seniority order

The Employer shall advise the affected employee of the reasons the reassignment was made.

15.06 It is understood that employees are required to work rotating shifts consisting of days and evenings or days and nights subject to the provisions contained herein. Employees shall be given reasonable notice of a change of the master rotation at which time the employee will provide their preference of shift to the Director of Care or Designate.

A schedule of rotating shifts consisting of evenings and nights may be provided upon the request of an employee and agreed to by the employer. Approval shall not be unreasonably withheld.

15.07 Individual Special Circumstance Arrangements

Notwithstanding Article 2.02, the Employer and the Union may agree in certain circumstances, the schedule of an individual full-time nurse may be adjusted to enable an average weekly work assignment of 30 to 37.5 hours.

- (a) Such an arrangement shall be established by mutual agreement of the Employer and the Union and the nurse affected. The parties agree that the arrangement applies to an individual, not to a position. Each agreement shall be made on a without prejudice or precedent basis.
- (b) The parties shall determine the introduction of a special circumstance arrangement. Issues related to service and seniority such as but not limited to vacation, sick time, and benefit coverage will be determined by the Employer and the Union.
- (c) Any party may discontinue the special circumstance arrangement with notice as determined within the agreement. In the event that the nurse affected resigns, transfers, is laid off or terminated, the arrangement will be deemed to be discontinued immediately, unless the parties mutually agree otherwise.

**ARTICLE 16 - PREMIUM PAYMENT**

- 16.01 Employees shall not be scheduled or required to work in excess of normally scheduled hours of work without consent except in cases of emergency. An employee shall have the option of selecting compensating time off at one and one-half (1½) times the time actually worked in lieu of overtime or premium payment. Such payment shall not be counted towards any overtime entitlement for that pay period.
- 16.02 Premium payment of one and one-half (1½) times her regular straight time hourly rate shall be paid to an employee as follows:
- (a) for all work performed in excess of the employee's 7.5 or 11.25 hour tour;
  - (b) for all work performed in excess of a 11.25 hour tour for part-time;
  - (c) all work performed in excess of 75 hours in a biweekly pay period;
  - (d) for all work performed by a full-time employee after working in excess of two hundred and twenty-five (225) hours in a six (6) week schedule; or
  - (e) for all work performed by a part-time employee after working in excess of seventy-five (75) hours in a two (2) week period.
- 16.03 Time worked as a result of missed unpaid breaks or unpaid meal periods will be paid at the appropriate straight time hourly rate.
- 16.04 Where an employee is required to work on a paid holiday or on an overtime tour or on a tour that is paid the rate of time and one-half (1½) her regular straight time hourly rate and she is required to work additional hours following her full tour on that day (but not including hours on a subsequent regularly scheduled tour for such employee) she shall receive two (2) times her regular straight time hourly rate for such additional hours worked.
- 16.05 An employee who is called in or reports for work as scheduled and is not required to work, shall receive a minimum of four (4) hours' pay at her regular rate of pay.
- 16.06 An employee who is called into work outside her regularly scheduled working hours shall receive the appropriate hourly rate for all hours worked with a minimum guarantee of four (4) hours. This does not apply to periods when a nurse is on standby during meal breaks.
- 16.07 An employee who is called to come in to work less than two (2) hours prior to the commencement of a full tour shall have up to two hours following the call to arrive at work. If this two (2) hour period extends into the tour she shall be paid as though she had worked from the beginning of the tour provided that she arrives within the two (2) hour period following the call.

## 16.08 Evening Shift Premium

A shift premium of one dollar and ninety-five cents (\$1.95) per hour, effective date of ratification, shall be paid to employees for all hours worked between the hours of 1500 hours and 2300 hours.

On April 1, 2019 the above shift premium shall increase to two dollars (\$2.00) per hour.

## 16.09 Night Shift Premium

A shift premium of two dollars and fifteen cents (\$2.15) per hour, effective date of ratification, shall be paid to employees for all hours worked between the hours of 2300 hours and 0700 hours.

On April 1, 2019 the above shift premium shall increase to two dollars and twenty cents (\$2.20) per hour.

## 16.10 Weekend Shift Premium

A shift premium of two dollars and fifteen cents (\$2.15) per hour, effective date of ratification, shall be paid to employees for all hours worked between 2400 hours Friday and 2400 hours Sunday.

On April 1, 2019 the above shift premium shall increase to two dollars and twenty cents (\$2.20) per hour.

## 16.11 Charge Premium

Effective date of ratification, an employee who is required to be in charge of the facility shall be paid a premium of two dollars (\$2.00) per hour for all hours worked while in charge.

16.12 Effective January 1, 2013, an employee who works a second consecutive tour shall be entitled to the normal rest periods and one half (1/2) hour paid meal period and six dollars (\$6.00), if the Employer is unable to provide a hot meal.

16.13 There shall be no pyramiding of premium pay, overtime pay, sick leave pay and paid holiday pay unless otherwise expressly provided for in this Agreement.

### **ARTICLE 17 – BENEFIT PLANS- FULL-TIME ONLY**

The parties agree that the benefit plan in place will remain in effect for the duration of this agreement.

- 17.01
- (a) The Employer will pay one hundred percent (100%) of the Ontario Health Insurance Plan through the Employer Health Tax.
  - (b) The Employer will pay one hundred percent (100%) of the cost of a group life insurance plan that provides at least one (1) time the annual salary of Life Insurance for all employees who have completed their probationary period. This policy will include Accidental Death and Disbursement in the

same amount as the Life Insurance.

- 17.02 The Employer shall contribute one hundred percent (100%) of the cost of the single/family premium for full-time employees, including those aged sixty-five (65) year or greater, who have completed their probationary period for the following benefits, subject to the terms, conditions and exclusions of the benefit plans.
- (a) Health insurance with no deductible and eighty percent (80%) reimbursement plan which includes semi-private hospitalization coverage.
  - (b) Services provided by licensed practitioners up to \$500 per person insured per practitioner, per calendar year, including:
 

Chiropractor, Osteopath, Podiatrist, Massage Therapist, Naturopath, Speech Therapist, Audiologist, Physiotherapist, Psychologist, and Acupuncturist.
  - (c) Vision care - up to \$500.00 per person insured each consecutive twenty-four (24) month period (including the cost of one eye examination).
  - (d) Hearing Aids - up to \$600.00 per person insured each consecutive three (3) year period.
  - (e) A drug plan with no deductible and eighty percent (80%) reimbursement.
  - (f) Emergency Out of Province coverage.
- 17.03 The Employer shall provide a dental plan that provides reimbursement of expenses for preventive and basic treatments. There shall be no deductible and reimbursement shall be eighty percent (80%) for both preventative and basic treatments. There shall be no maximum amount of reimbursement. Covered expenses are reimbursed according to the current Ontario Dental Association fee schedule.
- 17.04 All full-time employees who retire and have not yet reached aged 65 will be allowed the opportunity to continue participation in the health and dental plans available under this Article as long as the retiree pays the Employer the full share of the monthly premiums in advance.

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

- 18.01 Each newly employed full-time employee shall, and each current full-time and any part-time employee may, having six (6) months' service, establish an individually vested plan within the Retirement Income Plan in effect on the date of ratification of this agreement. The Employer shall deduct four (4) percent of applicable wages from the employee's pay and remit it to the credit of the employee's individual plan, together with a matching Employer contribution.
- 18.02 The definition of applicable wages for purposes of determining contributions to the Retirement Income Plan shall be the basic straight time wages for all hours worked including straight time holiday pay and vacation pay. All other payments of any nature are hereby excluded.

## **ARTICLE 19 – PROFESSIONAL RESPONSIBILITY**

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

- (a) (i) At the time the workload issue occurs, discuss the issue with Nursing Management to develop strategies to meet resident care needs using current resources.
- (ii) If unresolved, report in writing or by submitting a completed ONA/Long Term Care Professional Responsibility workload Report Form (PRWRF) to the Director of Care within ten (10) calendar days of the alleged improper assignment. The chairperson of the Union - Management Committee shall convene a meeting of the committee within fifteen (15) calendar days of the filing of the complaint. The committee shall hear and attempt to resolve the complaint to the satisfaction of both parties.
- (iii) The Employer will provide a written response to the Union, with a copy to the ONA representation within ten (10) calendar days.
- (iv) 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. Any settlement arrived at under 9.01 (a) i) - iii) shall be signed by the parties and be subject to the grievance/arbitration process.
- (v) Failing resolution of the complaint within fifteen (15) calendar days of the meeting of the Union - Management Committee, the complaint shall be forwarded to an independent assessment committee composed of three (3) registered nurses; one (1) chosen by the Ontario Nurses' Association, one (1) chosen by the Employer and one (1) chosen from a panel of five (5) independent registered nurses who are well respected within the profession and have experience in the field of Homes for the Aged.  
  
The member of the committee chosen from the panel of independent registered nurses shall act as chairperson.
- (vi) The Assessment Committee shall set a date to conduct a hearing into the complaint within twenty-one (21) calendar days of its appointment, and shall be empowered to investigate as is necessary, and to make what findings as are appropriate under the circumstances. The Assessment Committee shall report its findings

in writing, to the parties within twenty-one (21) calendar days following completion of its hearing.

- (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.
- (c) (i) The list of the Assessment Committee is attached as Schedule "B" and forms part of this Agreement.

The members of the panel shall sit in rotation as agreed by the parties. If a panel member is unable or unwilling to sit within the time limit stipulated, the panel member next on the list will be appointed by the parties.

- ii) Each party will bear the cost of its own nominee and will share equally the fee of the chairperson, and whatever other expenses are included by the Assessment Committee in the performance of its responsibilities as set out herein.

19.02 Both the Employer and the Union recognize their 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. Available programmes will be publicized

## **ARTICLE 20 – ORIENTATION AND INSERVICE**

- 20.01 It is agreed that orientation and inservice programmes will be provided to all employees; these programmes shall be reviewed and updated from time to time by members of the Union – Management Committee.
- 20.02 Time spent at orientation or inservice programmes when the employee is required by the Employer shall be paid at the straight time rate of pay.
- 20.03 A newly employed employee shall be entitled to orientation and shall not be placed in charge until she has been fully oriented to the Home, and to the area where she will be working.
- 20.04 The following minimums are to be observed in the orientation - familiarization of an 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 the employees within the same classification in the Home;
  - (b) A period of orientation-familiarization shall be at least two (2) shifts on the day shift and one (1) shift on the night shift or evening shift.
  - (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.

## **ARTICLE 21 – MISCELLANEOUS**

- 21.01 The Union shall have the use of a bulletin board in the Employer's premises for the purpose of posting notices relating to the Union's business which shall be approved by the Director of Care. Approval will not be unreasonably denied.
- (a) Internet, Office, E-mail Access
- The Employer agrees to provide:
- i) Computer access, including a secure designated ONA folder and access to e-mail for the Bargaining Unit President if requested when available.
- 21.02 A photocopy of this agreement will be issued to each employee now employed or who becomes employed within the bargaining unit. The cost of printing these agreements will be shared equally between the Employer and the Union.
- 21.03 The Ontario Nurses' Association may hold meetings in the Employer's premises with the Employer's permission at times agreed upon by the Union and the Employer.
- 21.04 Paycheques or pay statements are to be issued on a regular day of the week, with a clarified itemized statement of all deductions, premiums and changes of increment in an envelope. Employees leaving the employ of the Employer shall be paid all outstanding monies as above, on the next regularly scheduled pay date.
- 21.05 Prior to affecting any changes in the Employer's policies or procedures, which would affect employees covered by this Agreement, the Employer shall provide a copy of changes to the Union and the Union shall be given the opportunity, if requested, to discuss changes prior to implementation.
- 21.06 Each employee shall keep the Employer informed of any changes to relevant employment information. The Employer shall not be responsible for the failure of any notice to reach an employee whose current address or phone number is not on file.
- 21.07 Commitment levels for full and regular part-time employees shall be reviewed within sixty (60) days following the ratification or award of this agreement and annually thereafter.
- 21.08 The parties agree that staff and residents should be protected annually from Influenza. Belmont House will provide Influenza Immunization annually without charge to all employees. 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.



- (a) If the costs of such medication are not covered by some other sources, the Employer will pay the cost for such medication, and the employer shall endeavour to offer the vaccinations during a nurse's working hours.
- (b) Nurses will be provided with information including risks and side effects, regarding the vaccine
- (c) If the employee fails to take the medication, she may be placed on 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 she cannot attend work.
- (d) Upon written direction with 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 any dispute between the physicians, the employee will be placed on unpaid leave.
- (e) If the employee gets sick as a reaction to the drug, and applies for WSIB, the Employer will not oppose the application.
- (f) If any employee is pregnant and her physician believes the pregnancy could be in jeopardy as a result of the influenza inoculation and/or the antiviral medication she shall be eligible for sick leave in circumstances where she is not allowed to attend work as a result of an outbreak.
- (g) The Home recognizes that nurses have the right to refuse any required vaccinations

## **ARTICLE 22 – COMPENSATION**

- 22.01 The salary rates in effect during the term of this agreement shall be those set forth in Appendix "A" attached to and forming part of this agreement.
- 22.02 An employee who holds a Temporary or Provisional Certificate of Registration as a registered nurse and who obtains her General Certificate of Registration shall be given the salary of the Registered Nurse.
- 22.03 The hourly salary rates for part-time and casual employees, inclusive of the percentage in lieu of fringe benefits in effect for the duration of the term of this agreement shall be those calculated in accordance with the following formula: Applicable straight time hourly rate + 13%.
- 22.04 The hourly rates payable to part-time and casual employees include compensation in lieu of all fringe benefits which are paid to full-time employees except those specifically provided to part-time employees in this agreement. It is understood that holiday pay is included within the percentage in lieu of fringe benefits. It is further understood and agreed that pension is included within the percentage in lieu of fringe benefits. Notwithstanding the foregoing, all part-time employees may on a

voluntary basis enrol in the Retirement Income Plan. In this case the percentage in lieu of fringe benefits will be reduced to nine percent (9%).

- 22.05 (a) Claim for recent related experience, if any, shall be made in writing by the employee at time of hiring. The employee shall provide the Employer with verification of previous experience no later than the completion of the probationary period. Having established recent related experience the Employer shall credit the employee with one (1) annual service increment for each year of experience retro active to the employee's start date.
- (b) The annual increment shall be paid on each employee's anniversary date of employment and after each fifteen hundred (1500) hours paid in the case of part-time employees.

22.06 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, or where an employee alleges she has been improperly classified, 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 review the appropriate rate of pay providing any such meeting shall not delay the implementation of the new classification.

Where the Union challenges the rate of pay established by the Employer and the matter is not resolved following any meeting with the Union, a grievance may be filed at Step #2 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.

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

## **ARTICLE 23 – DURATION**

23.01 This Agreement shall continue in effect until March 31, 2020 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.

All amended provisions are effective the date of the award or ratification unless otherwise provide. Retroactivity, if any, will be paid within four (4) full pay periods of the date of the award or ratification 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. In such circumstances, the Home undertakes that the rate of income tax on the retroactivity will not change unless the retroactive pay changes the employee's annual tax bracket.

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

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 AT Toronto ONTARIO THIS 6 DAY OF February, 2019.

**FOR THE EMPLOYER**

**FOR THE UNION**

Socrates Theophylactou

Todd Davis  
Labour Relations Officer

Donna Locke

Carol Nash  
Bargaining Unit President

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX "A"****RATES OF PAY**

April 1, 2018 1.4% across the grid wage increase.

April 1, 2019 1.75% across the grid wage increase.

|          | April 1, 2018 | April 1, 2019 |
|----------|---------------|---------------|
| Start    | \$32.66       | \$33.23       |
| 1 Year   | \$32.81       | \$33.39       |
| 2 Years  | \$33.36       | \$33.94       |
| 3 Years  | \$35.00       | \$35.62       |
| 4 Years  | \$36.66       | \$37.30       |
| 5 Years  | \$38.72       | \$39.40       |
| 6 Years  | \$40.80       | \$41.52       |
| 7 Years  | \$42.89       | \$43.64       |
| 8 Years  | \$45.94       | \$46.75       |
| 25 Years | \$46.76       | \$47.57       |

**APPENDIX "B"**

**ASSESSMENT COMMITTEE CHAIRPERSONS**

Carol Anderson  
16151 Old Simcoe Rd  
Port Perry, ON  
L9L 1P2

Judith Peterson  
5 Pod's Lane  
Oro-Medonte, ON  
LOL 2LO

## APPENDIX "C"

## ONA GRIEVANCE FORM

| ONA LOCAL SECTION LOCALE DE L'AIO  |  | EMPLOYER EMPLOYEUR        |  | STEP ÉTAPE   | DATE SUBMITTED TO EMPLOYER DATE DE SOUMISSION À L'EMPLOYEUR |
|--|--|---------------------------|--|--|---|
| GRIEVOR PLAIGNANTE   |  |                           |  | 1.   |   |
| DEPARTMENT SERVICE   |  | GRIEVANCE NO. N° DU GRIEF |  | 2.   |   |
|  |  |                           |  | 3.   |   |
| NATURE OF GRIEVANCE AND DATE OF OCCURRENCE / NATURE DU GRIEF ET DATE DE L'ÉVÈNEMENT  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
| SETTLEMENT REQUESTED / RÈGLEMENT DEMANDÉ   |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
|  |  |                           |  |  |   |
| SIGNATURE OF GRIEVOR: SIGNATURE DE LA PLAIGNANTE:  |  |                           | SIGNATURE OF ASSOCIATION REP: SIGNATURE DE LA REP. DE L'AIO: |  |   |
| STEP ONE<br>PREMIÈRE ÉTAPE   | EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR                     |                           |  | DATE RECEIVED FROM THE UNION: DATE DE RÉCEPTION DU SYNDICAT:   |   |
| ▶  | DATE RECEIVED BY THE UNION: DATE DE RÉCEPTION PAR LE SYNDICAT: |                           |  | DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:   |   |
|  |  |                           |  | SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE: SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR |   |
| STEP TWO<br>DEUXIÈME ÉTAPE   | EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR                     |                           |  | DATE RECEIVED FROM THE UNION: DATE DE RÉCEPTION DU SYNDICAT:   |   |
| ▶  | DATE RECEIVED BY THE UNION: DATE DE RÉCEPTION PAR LE SYNDICAT: |                           |  | DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:   |   |
|  |  |                           |  | SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE: SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR |   |
| STEP THREE<br>TROISIÈME ÉTAPE  | EMPLOYER'S ANSWER / RÉPONSE DE L'EMPLOYEUR                     |                           |  | DATE RECEIVED FROM THE UNION: DATE DE RÉCEPTION DU SYNDICAT:   |   |
| ▶  | DATE RECEIVED BY THE UNION: DATE DE RÉCEPTION PAR LE SYNDICAT: |                           |  | DATE SUBMITTED TO THE UNION: DATE DE SOUMISSION AU SYNDICAT:   |   |
|  |  |                           |  | SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE: SIGNATURE ET TITRE DU REPRÉSENTANT DE L'EMPLOYEUR |   |
| ON-09 REV. 01/2000      DISTRIBUTION: 1. BLACK - EMPLOYER    2. BROWN - ONA    3. BLUE - LOCAL ASSOCIATION    4. GREEN - GRIEVOR<br>DISTRIBUTION: 1. NOIR - EMPLOYEUR    2. BRUN - AIO    3. BLEU - ASSOCIATION LOCALE    4. VERT - PLAIGNANTE |  |                           |  |  |   |

APPENDIX "D"

ONA/HOSPITAL PROFESSIONAL RESPONSIBILITY WORKLOAD REPORT FORM

ONA/LONG-TERM CARE PROFESSIONAL RESPONSIBILITY WORKLOAD (PRW) 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. The PRW report 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: _____             |
| # of Beds in Unit/Home: _____ | Unit//Home Census this Shift: _____ |

Date of Occurrence: [Click to enter date](#) Time : \_\_\_\_\_ 7.5 hr. shift  11.25 hr. shift  Other: \_\_\_\_\_

Is this a Specialty Unit? Yes  No

|                           |                           |                                     |
|---------------------------|---------------------------|-------------------------------------|
| Name of Supervisor: _____ | Date/Time notified: _____ | <a href="#">Click to enter date</a> |
|---------------------------|---------------------------|-------------------------------------|

SECTION 2: DETAILS OF OCCURRENCE

Provide details of how the residents well being was potentially or actually compromised. Please identify the Nursing Standard(s)/Practice Guidelines/Best Practices or employer policy that are believed to be at risk:

\_\_\_\_\_

Is this an: Isolated incident?  Ongoing problem?  (when in outbreak)  (Check one)

SECTION 3: WORKING CONDITIONS

In order to effectively resolve workload issues, please provide details about the working conditions **at the time of occurrence** by providing the following information:

|                     |                              |                             |                     |                      |
|---------------------|------------------------------|-----------------------------|---------------------|----------------------|
| Regular Staffing #: | RN _____                     | RPN _____                   | PSW _____           | Clerks & Other _____ |
| Actual Staffing #:  | RN _____                     | RPN _____                   | PSW _____           | Clerks & Other _____ |
| Agency/Registry RN: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | And how many? _____ |                      |
| Junior Staff*:      | Yes <input type="checkbox"/> | No <input type="checkbox"/> | And how many? _____ | RN _____             |
|                     |                              |                             |                     | RPN _____            |
|                     |                              |                             |                     | PSW _____            |
|                     |                              |                             |                     | Temp RNs _____       |



RN Staff Overtime: Yes  No  If yes, how many staff? \_\_\_\_\_ Total Hours: \_\_\_\_\_  
 -

*\*as defined by your unit/floor/pod*

If there was a shortage of staff at the time of the occurrence, (including support staff) please check one or all of the following that apply:

Absence/Emergency Leave  Sick Call(s)  Vacancies   
 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

Charge nurses (CN) are not held accountable for the actions of others, they are accountable for their actions in relation to others ("Nurse in Charge", *CNO Communique*, Sept. 2002).

Were you working in a Charge Nurse Leadership Role? Yes  No

i) Assigning:

Could you assign staff according to their abilities? Yes  No   
 Did you have time to determine what staff was most likely to need your help? Yes  No   
 Did you have time to provide necessary support and supervision? Yes  No

ii) Communication:

Could you regularly check in with staff during the shift to identify the need for support? Yes  No   
 Are there clear roles and responsibilities? Yes  No   
 Are there decision trees, current care plans etc. to assist the CN to quickly identify problems, decide on follow-up action, and who will take that action based on the roles and responsibilities? Yes  No   
 Have you notified compliance? Yes  No

iii) Leadership/Supervision:

Were you given enough time, opportunity, tools and resources to properly supervise? Yes  No   
 Did you need to stop an unsafe situation? Yes  No   
 If yes, did this include intervening or taking over the care of a resident? Yes  No

On this shift, leadership was demonstrated in the following ways: (Check all that apply)

Facilitating  Role model/mentor  Advocating/promoting quality care  
 Resource person  Problem solver  Team collaborator

#### SECTION 4: NURSE/RESIDENT/ENVIRONMENT CARE FACTORS CONTRIBUTING TO THE CONCERN/ISSUE

Please check off the factor(s) you believe contributed to the workload issue and provide details:

Change in resident acuity/incidents e.g. falls. Provide details:

\_\_\_\_\_

Number of residents on infectious precautions \_\_\_\_\_ Type of Precautions: \_\_\_\_\_

# of Admissions \_\_\_\_\_ # of Deaths \_\_\_\_\_ # of Transfers to Hospital \_\_\_\_\_

Lack of/or equipment/malfunctioning equipment. Please specify:

\_\_\_\_\_

Visitors/Family Members  Lack of resources/supplies  Home in outbreak

Communication/Process Issues  Home in enhanced compliance monitoring

Drs. Days Non-Nursing Duties. Please specify:

\_\_\_\_\_

Other (i.e. Physician/Nurse Practitioner unavailable, # of RAIs & RAPs, # of palliative residents). Please specify:

\_\_\_\_\_

Exceptional Resident Factors (i.e. significant amount of time required to meet residents' needs/expectations). Please specify:

\_\_\_\_\_

#### SECTION 5: 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 6: RECOMMENDATIONS

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

Inservice

Orientation

Review nurse/resident ratio

Change unit layout

Float/casual pool

Review policies & procedures

Adjust RN staffing

Adjust support staffing

Replace sick calls/LOAs, etc.

Input into how compliance recommendations are implemented

Change Start/Stop times of shift(s). Please specify:

\_\_\_\_\_

Equipment/Supplies. Please specify:

\_\_\_\_\_

Other. Please specify:

**SECTION 7: EMPLOYEE SIGNATURES**

|                       |                                     |
|-----------------------|-------------------------------------|
| Signature: _____      | Phone # / Personal E-mail: _____    |
| Signature: _____      | Phone # / Personal E-mail: _____    |
| Signature: _____      | Phone # / Personal E-mail: _____    |
| Signature: _____      | Phone # / Personal E-mail: _____    |
| Date Submitted: _____ |                                     |
|                       | <a href="#">Click to enter date</a> |

**SECTION 8: MANAGEMENT COMMENTS**

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

Yes  No

If yes, date: [Click to enter 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).

**SECTION 9: RESOLUTION**

Is the issue resolved? Yes  No

If yes, how is it resolved?

\_\_\_\_\_  
If no, please provide the date in which you forwarded this to Labour-Management. [Click to enter date](#)

**SECTION 10: RECOMMENDATIONS OF UNION MANAGEMENT-COMMITTEE (LABOUR-MANAGEMENT)**

The Union-Management Committee recommends the following in order to prevent similar occurrences:

\_\_\_\_\_  
Dated: [Click to enter date](#)