

324 Employees

**UNIT NO. 3 i A**

**COLLECTIVE AGREEMENT**

**BETWEEN**

**WILLIAM OSLER HEALTH CENTRE**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204  
A.F.O.F L., C.I.O., C.L.C**

**CLERICAL - PART-TIME AGREEMENT**

**EXPIRY: OCTOBER 10, 200 i**

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## ARTICLE 1 - PURPOSE

- 1.01 The purpose of this Agreement is to maintain a harmonious and mutually beneficial relationship between the Hospital and the employees concerned, and to set forth certain terms and conditions of employment relating to remuneration, hours of work, benefits and general working conditions, and to provide a process for prompt and equitable disposition of grievances.

All parties to the Agreement share a desire to provide quality patient care in the Hospital, and to promote the well being and increased efficiency of employees so that the people of the community are well and effectively served.

## ARTICLE 2 - SCOPE AND RECOGNITION

### 2.01 Office and Clerical Part-time

The Corporation recognizes the Union as the sole collective bargaining agent for all office and clerical employees of the Northwest GTA Hospital Corporation ("William Osler Health Centre" effective August 1, 1999), regularly employed for not more than twenty-four (24) hours per week, save and except supervisors, persons above the rank of supervisor, secretaries to the President and CEO, Vice Presidents, Directors, Administrative Directors, Medical Chief of Staff, Medical Chiefs of Service, and employees covered by other collective agreements.

- 2.02 It is understood that persons employed in the Employee Services, Occupational Health and Labour Relations Departments are excluded from the bargaining unit on the basis that they are employed in a confidential capacity in matters relating to labour relations pursuant to the Labour Relations Act. Secretaries to Department Heads/Managers who are employed in a confidential capacity in matters relating to labour relations pursuant to the Labour Relations Act are excluded.

## ARTICLE 3 - MANAGEMENT RIGHTS

- 3.01 The Union recognizes that the management of the Hospital and the direction of the working force are fixed exclusively in the Hospital and shall remain solely with the Hospital except as specifically limited by the express provisions of this Agreement. Without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Hospital to:

- (a) Maintain order, discipline and efficiency;
- (b) Hire, discharge, layoff and suspend or otherwise discipline employees for cause provided that a claim of discriminatory classification, promotion, demotion or transfer or a claim that an employee has been unjustly discharged or disciplined may be the subject of a grievance and dealt with in accordance with the Grievance Procedure.

- (c) Establish and enforce rules and regulations to be observed by employees, provided that they are not inconsistent with the provisions of this Agreement;
- (d) Generally to manage and operate the Hospital in all respects in accordance ,with its obligations and without restricting the generality of the foregoing, to determine the kinds and locations of machines, equipment to be used, the allocation and number of employees required from time to time, the standards of performance for all employees and all other matters concerning the Hospital's operations, not otherwise specifically dealt with elsewhere in this Agreement.

#### **ARTICLE 4 - DEFINITIONS**

##### **4.01 Temporary Employees**

Employees may be hired for a specified term, not to exceed six (6) months, to replace an employee on leave or to perform a special non-recurring task. This term may be extended a further **six (6)** months on mutual agreement of the Union, employee and Hospital or by the Hospital on its own up to 12 months where the leave of the person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

**This** clause would not preclude such employees from using the job posting provision under the Collective Agreement and any successful applicant who has completed his probation period will be credited with the appropriate seniority.

The Hospital will outline to employees selected to fill such temporary vacancies and the Union, the circumstances giving rise to the vacancy, and the special conditions relating to such employment.

- 4.02 Where the masculine or singular pronoun is used, it shall mean and include the feminine or the plural pronoun where the context *so* requires, and vice versa.

#### **ARTICLE 5 - UNION SECURITY**

##### **5.01 Union Dues**

As a condition of employment, the Hospital will deduct from each employee covered by this Agreement an amount equal to the regular monthly union dues designated by the Union.

Such dues shall be deducted from the first pay of each month for full-time employees, and may be deducted from every pay for part-time employees. In the case of newly hired employees, such deductions shall commence in the month following their date of hire.

The amount of the regular monthly dues shall be those authorized by the Union and the union shall notify the Hospital of any changes therein and such notification shall be the Hospital's conclusive authority to make the deductions specified.

In consideration of the deduction of Union dues by the Hospital, the Union agrees to indemnify and save harmless the Hospital against any claims or liabilities arising or resulting from the operation of this Article.

Dues deducted by the 15th of the month shall be remitted monthly to the Union, no later than the end of the month in which the dues were deducted.

5.02 Interview Period

A union representative shall be given the opportunity of interviewing each new employee once, upon completion of the employee's probationary period, for the purpose of informing such employee of the existence of the Union in the Hospital. The Hospital shall advise the Union as to the time and place for each such interview, the duration of which shall not exceed fifteen (15) minutes. The interview shall take place on the Hospital premises in a room designated by the Hospital, and the employees shall be advised to report to this room for interview during the interview period.

5.03 Employee Lists

The Hospital will supply the Union with the addresses of new employees when they are placed on the check-off list for the first time.

**ARTICLE 6 - NO STRIKE/LOCKOUT**

6.01 The Union agrees that there will be no strikes and the Hospital agrees that there will be no lockouts. The term "strike" and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act. Violation of this article shall render any employee liable to discipline or dismissal, but a claim of unjust dismissal or treatment may be the subject of a grievance, and be dealt with under the appropriate section of this Agreement.

**ARTICLE 7 - UNION REPRESENTATION AND COMMITTEES**

7.01 Grievance Committee

- (a) The Hospital will recognize a Grievance Committee composed of the Chief Steward and no more than two (2) employees from each site selected by the Union who have completed their probationary period. A general representative of the union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out in this Collective Agreement.
- (b) The Union shall keep the Hospital notified in writing of the names of the members of the Grievance Committee appointed or selected under this Article as well as the effective date of their respective appointments.

- (c) A Committee member shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending grievance meetings with the Hospital up to, but not including arbitration.

#### 7.02 Union Stewards

- (a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.
- (b) A Chief Steward may be appointed or elected. The Chief Steward may, in the absence of any steward, assist in the presentation ~~of~~ any grievance, or with any steward function.
- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this article as well as the effective date of their respective appointments.
- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.
- (e) Nothing in this article shall preclude full-time stewards from representing part-time stewards and vice versa.
- (f) The Employer will recognize a Union Administrative Committee consisting of two (2) Stewards from each site, one of which shall be the Chief Steward, selected by the Union, not more than three of which committee members shall meet with management at any one time. No more than one union steward shall be appointed in any given department.
- (g) The Union acknowledges that the members of the Union Administrative committee must continue to perform their regular duties, and that so far as possible all activities of the committee will be carried on outside of the regular working hours of the members thereof, unless otherwise mutually arranged.

#### 7.03 Central Bargaining Committee

In future central bargaining between the Service Employees International Union and the participating hospitals, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. Upon

reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be seven, and in no case will more than one employee from a hospital be entitled to such payment.

The Union shall advise the Hospital's Central Negotiating Committee, before negotiations commence, of those employees to be paid under this provision. The Hospital's Central Negotiating Committee shall advise the seven Hospitals accordingly.

#### 7.04 Local Negotiating Committee

- (a) The Hospital agrees to recognize a Negotiating Committee comprising of five (5) members to be elected, or appointed from amongst employees in the bargaining unit, who have completed their probationary period.
- (b) Where the Hospital participates in central bargaining, the purpose of the Negotiating Committee shall be to negotiate local issues as defined.
- (c) Where the Hospital does not participate in central bargaining, the purpose of the Negotiating Committee shall be to negotiate a renewal of this Collective Agreement.
- (d) The Hospital agrees that the members of the Negotiating Committee shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending such negotiating meetings with the Hospital up to, but not including, arbitration.
- (e) Nothing in this provision is intended to preclude the Union Negotiating Committee from having the assistance of any representative of the Union when negotiating with the Hospital.

#### 7.05 Labour Management Committee

There shall be a Labour Management Committee composed of three (3) representatives of the Union, one of whom shall be the local Chief Steward, or her appointee, and three (3) representatives of the Hospital. The function of the committee shall be to discuss matters of mutual concern to the parties, but it is understood and agreed that the committee will not discuss grievances. The Committee shall meet on an informal basis at a time convenient to the parties. It is understood that the Union Committee members will be paid for time spent at such meetings during their regular working hours. The party requesting the meeting will submit an agenda to the other party one (1) week in advance of the agreed upon date.

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

- 8.01 For the purpose of this Agreement, a grievance or complaint is defined as a difference arising either between a member of the bargaining unit and the Hospital or between the parties hereto relating to the interpretation, application, administration or alleged violation of the Agreement.



- 8.02 The grievance shall identify the nature of the grievance, the remedy sought, and should, where possible specify the provisions of the Agreement which are alleged to have been violated.
- 8.03 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right, to the presence of his/her steward. In the case of suspension or discharge, the Hospital shall notify the employee of his right in advance.

Where the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing, within three (3) days.

- 8.04 It is the mutual desire of the parties hereto that complaints shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. **The** grievor may have the assistance of a union steward if he so desires.

Such complaint shall be discussed with his immediate supervisor within five (5) days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee.

Failing settlement within the five (5) days, it shall then be taken up **as** a grievance within five (5) days following his immediate supervisor's decision in the following manner and sequence.

Step 1

The employee shall submit the grievance, in writing, and signed by him, to his immediate supervisor. The employee may be accompanied by a Union steward. The immediate supervisor will deliver his decision in writing within five (5) days following the day on which the written grievance was presented to him. Failing settlement then:

Step 2

Within five (5) days following the decision under Step I the employee, accompanied by a union steward, or the union steward shall submit the written grievance to his Department Head, who will deliver his decision in writing within five (5) days following the day on which the grievance was presented to him. This step may be omitted where the employee's immediate supervisor and department head are the same person. Failing settlement then:

Step 3

Within five (5) days following the decision in the immediately preceding step, the grievance shall be submitted in writing **to** the Chief Executive Officer of the Hospital **or** the designated Hospital representative.

A meeting will then be held between the Chief Executive officer or the designated Hospital representative and the designated union representatives who may be accompanied by the general representative of the Union, within five (5) days of the submission of the grievance at Step 3, unless extended by mutual agreement **of** the parties. The decision of the Hospital shall be delivered in writing within ten (10) days following the date of such meeting.

8.05 Policy Grievance

A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step 3 within ten (10) days following the circumstances giving rise to the grievance.

It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which he could have instituted himself and the regular grievance procedure shall not be thereby by-passed.

Where the grievance is a Hospital grievance it shall be filed with the Grievance Committee.

8.06 Group Grievance

Where a number of employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance, in writing identifying each employee who is grieving, to the Department Head, or his designate within ten (10) days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated as being initiated at Step 2 and the applicable provisions of this Article shall then apply with respect to the handling of such grievance.

8.07 Discharge Grievance

If an employee, who has completed his probationary period, claims that he has been unjustly discharged, such claim must be submitted by the employee, who may be accompanied by a union steward, or by the union steward at Step 3 of the grievance procedure to the Hospital within five (5) days following the date the discharge is effective.

Such grievance may be settled under the Grievance and Arbitration procedure by:

- (a) confirming the Hospital's action in discharging the employee, or
- (b) reinstating the employee with up to full seniority for time lost and up to full compensation for time lost,
- (c) any other arrangement which may be deemed just and equitable.

8.08 Failing settlement under the foregoing procedure, any grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within ten (10) days after the decision under Step 3 is given, the grievance shall be deemed to have been abandoned.

8.09 All agreements reached, under the grievance procedure, between the representatives of the Hospital and representatives of the Union will be final and binding upon the Hospital, the Union and the employee(s).

8.10 When either party requests that any matter be submitted to Arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time appoint a nominee. Within five (5) days thereafter, the other party shall appoint its nominee, provided however, that if such party fails to appoint its nominee as herein required,

the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees shall attempt to agree upon a chairman of the Arbitration Board. If they are unsuccessful in agreeing upon such a chairman within a period of ten (10) days of the appointment of the second nominee, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

- 8.11 No person may be appointed to the Arbitration Board who has been involved in an attempt to negotiate or settle the grievance.
- 8.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 8.13 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 8.14 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority, and where there is no majority, the decision of the Chairman, will be final and binding upon the parties hereto and the employee or employees concerned.
- 8.15 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the Chairman of the Arbitration Board.
- 8.16 Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.
- 8.17 Wherever Arbitration Board is referred to in the Agreement, the parties hereto may mutually agree in writing, to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

## **ARTICLE 9 - SENIORITY**

### 9.01 Probationary Period

A new employee will be considered on probation until he has completed three hundred and thirty-seven and one-half (337.5) hours of work. Upon completion of the probationary period he shall be credited with seniority equal to three hundred and thirty-seven and one-half (337.5) worked hours. With the written consent of the Hospital, the probationary employee, and the President of the Local union or designate, such probationary period may be extended. Any extension agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration and is at the sole discretion of the Hospital.

### 9.01 Definition of Seniority

Effective the date of signing this agreement, Part-time employees will accumulate seniority on the basis of one (1) year's seniority for each 1725 hours worked in the bargaining unit as of the

last date of hire, except as otherwise provided herein. Seniority will operate on a bargaining unit wide basis.

### 9.03 Transfer of Service and Seniority

**An** employee whose status is changed from full-time to part-time shall receive credit for his/her full service and seniority. Effective the date of signing this agreement, an employee whose status is changed from part-time to full-time shall receive credit for seniority and service on the basis of one (1) year equals 1725 hours worked, and will be enrolled in the employee benefit plans subject to meeting any waiting period or other requirements of those plans.

### 9.04 Loss of Seniority

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

- (a) employee quits;
- (b) employee is discharged and the discharge is not reversed through the grievance and arbitration procedure;
- (c) employee is absent from scheduled work for a period of three or more consecutive working days without notifying the Hospital of such absence and providing a reason satisfactory to the Hospital;
- (d) employee fails to return to work upon the expiration of a leave of absence or utilizes a leave of absence for a purpose other than that for which it was granted;
- (e) employee has been laid off for twenty-four (24) months;
- (f) employee fails upon being notified of a recall to signify his intention to return within five (5) working days after he has received the notice of recall, and fails to report to work within ten (10) working days after he has received the notice of recall;
- (g) employee is absent due to illness or disability which absence continues for thirty (30) calendar months from the time the disability or illness commenced.

Note: This clause shall be interpreted in a manner consistent with the provisions of the Ontario Human Rights Code.

### 9.05 Effect of Absence

Part-time employees shall accrue seniority for a period of eighteen (18) months and service for period of fifteen (15) weeks if absent due to a disability resulting in W.C.B. benefits, on the basis of what the employee's normal regular hours of work would have been.

**ARTICLE 10 - JOB SECURITY**

10.01 (a) With respect to the development of any operating or restructuring plan which may affect the bargaining unit, the Union shall be involved in the planning process as soon as practicable and, in any event, in advance of such plans or proposals being finalized and notices of layoff being issued or other actions taken that would adversely affect the bargaining unit and through to the final phases of the process.

(b) Staff Planning Committee

In addition to that, and to any other planning committee in the Hospital of a more broadly representational make-up, there shall be immediately established a Staff Planning Committee for the bargaining unit, which shall meet during the term of this agreement every three months, unless otherwise mutually agreed by the parties. It shall be the function of the Staff Planning Committee to consider possible ways and ~~means~~ of avoiding or minimizing potential adverse effects upon employees in the bargaining unit, including:

- (i) identifying and proposing possible alternatives to any action that the hospital may propose taking;
- (ii) identifying and seeking ways to address the retraining needs of employees;
- (iii) identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period.

Composition and Meetings

The Committee shall be comprised of equal numbers of representatives of the hospital and from the Union. The number of representatives is to be determined locally, and shall consist of at least two representatives from each party.

Meetings of the Committee shall be held during normal working hours. Representatives attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance. The Hospital shall make typing and other such clerical assistance available as required.

Each party shall appoint a co-chair for the Committee. Co-chairs shall chair alternate meetings of the Committee and will be jointly responsible for establishing the agenda of the Committee meetings, preparing minutes and writing such correspondence as the Committee may direct.

Disclosure

To allow the Staff Planning Committee to carry out its mandated role under this Article, the Hospital will provide the Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit.

Accountability

The Committee shall submit its written recommendations to the Chief Executive Officer of the Hospital and the Board of Trustees. Where there is no consensus within the Committee, the individual members of the Committee shall be entitled to submit their own recommendations. Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the other provisions of this agreement.

10.02 Notice of Layoff

(a) In the event of a proposed layoff at the Hospital of a permanent or long-term nature or the elimination of a position within the bargaining unit, the Hospital shall:

- (1) provide the Union with no less than five (5) months' written notice of the proposed layoff or elimination of position; and
- (2) provide to the affected employee(s) if any, who will be laid off with no less than five (5) months' written notice of layoff, or pay in lieu thereof.

Note: Where a proposed layoff results in the subsequent displacement of any member (s) of the bargaining unit, the original notice to the Union provided in (i) above shall be considered notice to the Union of any subsequent layoff.

(b) A layoff shall not include a reassignment of an employee from her or **his** classification or area of assignment who would otherwise be entitled to notice of layoff provided:

- (1) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualification and training or training requirements;
- (2) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
- (3) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- (4) the job to which the employee is reassigned is on the same or substantially similar shift or ~~shift~~ rotations; and
- (5) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

10.03 Severance and Retirement Options

- (a) (i) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 10.02(a)(ii) that his or her position will be eliminated, he or she shall be entitled *to* a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of twelve (12) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (ii) Where an employee resigns later than 30 days after receiving notice pursuant to Article 10.02(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of four (**4**) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and **fifty** (\$1,250) dollars.
- (b) Prior to issuing notice of layoff pursuant to article 10.02(a)(ii) in any classification(s), the Hospital will offer early-retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 10.02(a)(ii).

Within thirty (30) days from the date of notice of lay-off, an employee who **has** received notice of lay-off of a permanent or long-term nature may retire provided that the employee is eligible to retire under the terms of the Hospitals of Ontario Pension Plan. **An** employee who chooses this option forfeits her right to notice and will receive severance pay on the basis of two (2) weeks' pay for each year of service with the Hospital to a maximum of twenty-six (26) weeks on the basis of the employee's normal weekly earnings

Note: The Hospital may offer any employee a retirement option as provided above, in order to avoid potential layoffs in the unit.

#### 10.04 Regional Staff Planning Committees

The central parties agree to establish Regional Staff Planning Committees to facilitate the redeployment of laid off employees among the Participating Hospitals.

To achieve this objective the Hospital Staff Planning Committee will forward to the Regional Staff Planning Committee a list of the names and addresses of laid off employees who have expressed an interest in working at other Participating Hospitals and who have undertaken skills assessment procedures provided by any government training agency, such as HSTAP, that may be in place.

In filling vacancies not filled by bargaining unit members the Hospitals are encouraged to give first consideration to laid off employees who are on the list and who are qualified to perform the work. For benefit entitlement purposes, it is recognized that hospitals shall be **free** to grant to any employees hired through *this* process full credit for service earned with another hospital.

The size structure, composition, and activities of each Committee will be mutually determined by the parties, and application will be made to any available funding source for the funding of administrative expenses.

#### 10.05 Layoff and Recall

- (a) In the event of layoff, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who then have the ability to perform the work.
- (b) **An** employee who is subject to layoff shall have the right to either:
  - (i) accept the layoff; or
  - (ii) displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the employee originally subject to layoff can perform the duties of the lower or identical classification without training other than orientation. Such employee so displaced shall be laid off.

Note: **An** identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within 5% of the laid off employee's straight time hourly rate provided he can perform the duties without training other than orientation. Such employee so displaced shall be laid off.



- (iii) The decision of the employee to choose (a) or (b) above shall be given in writing to the designated Hospital representative within ten (10) working days (excluding Saturday, Sunday and Holidays) following the notification of layoff. Employees failing to do so will be deemed to have accepted layoff.
- (c) **An** employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he has the ability to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the collective agreement shall not apply until the recall process has been completed.
- (d) In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in **an** arbitrary or unfair manner.
- (e) **An** employee recalled to work in a different classification from which he was laid off shall have the privilege of returning to the position he held prior to the layoff should it become vacant within six (6) months of being recalled.
- (f) No new employee shall be hired until all those laid off have been given an opportunity to return to work **and** have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (g) It is the sole responsibility of the employee who has been laid off to notify the Hospital of his intention to return to work within five (5) working days (exclusive of Saturdays, Sundays and paid holidays) after being notified to do so by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to have been received on the second day following the date of mailing) and to return to work within ten (10) working days after being notified. **The** notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Hospital.
- (h) Employees on layoff or notice of layoff shall be given preference for temporary vacancies which are expected to exceed (10) working days. **An** employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.
- (i) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.
- (j) In the event that a layoff commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be disentitled thereto solely because of the day on which the layoff commenced.
- (k) **A** laid off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of layoff.

**ARTICLE 11 - JOB POSTING**

- 11.01 Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted by the Hospital for a period of seven (7) days excluding Saturday, Sunday and Holidays. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of three (3) consecutive days excluding Saturday, Sunday, and Holidays. All applications are to be made in writing within the posting period.
- 11.02 The postings referred to in Article 11.01 shall stipulate the qualifications, classification, rate of pay, department and shift and a copy shall be provided to the Chief Steward.
- 11.03 Employees shall be selected for positions under Article 11.01 on the basis of their ability, experience and qualifications. Where these factors are relatively equal amongst the employees considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available **work**. The name of the successful applicant will be posted on the bulletin board and unsuccessful applicants will be notified.
- 11.04 Where there are no successful applicants **from** within this bargaining unit for positions referred to in Article 11.01 employees in other SEIU clerical bargaining units at the Hospital will be considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article 11.01 and selection shall be made in accordance with Article 11.03 above.
- 11.05 Vacancies which are not expected to exceed six (**6**) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies consideration shall be given to part-time employees in SEIU clerical bargaining units who have recorded their interest in writing, prior to considering persons not employed by the Hospital. In considering such part-time employees the criteria for selection in 11.03 shall apply. Part-time employees selected to fill a vacancy under this Article will continue to maintain their part-time status and upon completion of the assignment the employee will return to his former position.
- 11.06 The Hospital shall have the right to fill any vacancy on an interim basis until the posting procedure provided herein has been complied with, and arrangements have been made to assign the employee selected to fill the vacancy to the job. No grievance may be filed concerning such temporary arrangements.
- 11.07 The successful applicant will be placed in the vacancy for a trial period not exceeding forty-five (**45**) working days and if the employee proves satisfactory, then he shall be considered permanently assigned to the vacancy. If the employee proves unsatisfactory during that time, or if the employee feels he is unable to perform the duties of the vacancy to which he is posted, the employee will be returned to his former position at his former salary or rate of pay, as will any other employee in the Bargaining Unit who was promoted or transferred by reason of such placing. Newly hired employees shall be terminated and such termination shall not be subject to the grievance and arbitration procedure.

- 11.08 Successful applicants and newly hired employees will not be permitted to apply for job postings or any subsequent vacancies for a period of six (6) months, unless otherwise mutually agreed.

## **ARTICLE 12 - NO CONTRACTING OUT**

- 12.01 The Hospital shall not contract out any work usually performed by members of the bargaining unit if, as a result of such contracting out, a layoff of any employees other than casual part-time employees results from such contracting out.
- 12.02 Notwithstanding the foregoing, the hospital may contract out work usually performed by members of the bargaining unit without such contracting-out constituting a breach of this provision if the hospital provides in its commercial arrangement contracting out the work that the contractor to whom the work is being contracted, and ~~any~~ subsequent such contractor, agrees;
- (1) to employ the employees thus displaced from the hospital; and
  - (2) in doing so to stand, with respect to that work, in the place of the hospital for the purposes of the hospitals collective agreement with the Union ~~and~~ to execute into an agreement with the Union to that effect.

In order to ensure compliance with this provision, the Hospital agrees that it will withdraw the work from any contractor who has failed to meet the aforesaid terms of the contracting-out arrangement.

- 12.03 On request by the Union the Hospital will undertake to review contracted services which fall within the work ~~of~~ the bargaining unit. ~~The purpose of~~ the review will be to determine the practicality of increasing the degree to which bargaining unit employees may be utilized to deliver such services in the future. The Hospital further agrees that the results of their review will be submitted to the Staff Planning Committee for its consideration.

## **ARTICLE 13 - WORK OF THE BARGAINING UNIT**

### **13.01 Work of the Bargaining Unit**

Employees not covered by the terms of this Agreement will not perform duties normally assigned to those employees who are covered by this Agreement, except for the purposes of instruction, experimentation, or in emergencies when regular employees are not readily available.

Note: The purpose of this clause is the protection of the work of the bargaining unit employees not the broadening of that work to other areas.

13.02 Employment Agencies

Prior to enlisting the services of an employment agency, the Hospital will attempt to contact part-time staff who would normally perform the duties in question.

13.03 Volunteers

- (a) The use of volunteers to perform bargaining unit work shall not be expanded beyond the extent of existing practice as of June 1, 1986.
- (b) Where a Hospital plans a drive to increase the number of volunteers, the Union must be given at least thirty (30) days, notice of these plans and a special meeting of the local joint job security committee must be convened at least three (3) weeks prior to the initiation of such a drive.

**ARTICLE 14 - TECHNOLOGICAL CHANGE**

- 14.01 Technological change means the automation of equipment, or the mechanization or automation of operations, or the replacement of existing equipment or machinery with new equipment or machinery which results in the displacement of an employee from his/her regular job.
- 14.02 Where the Hospital has decided to introduce a technological change which will significantly alter the status of an employee within the bargaining unit, the Hospital undertakes to meet with the Union to consider the minimization of adverse effects (if any) upon the employees concerned.
- 14.03 Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.
- 14.04 Employees with one or more years of continuous service who are subject to layoff under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time.-in keeping with the notification to the Union as set forth above and the requirements of the applicable legislation.
- 14.05 Employees who are pregnant shall not be required to operate VDTs. At their request, the employer shall temporarily relocate such employees to other appropriate work without loss of employment benefits, but at the wage rate of the job in which the employee is relocated. The determination of the appropriate alternative work shall be at the discretion of the Employer and such discretion shall not be exercised in an arbitrary or discriminatory manner. If such work is not available or if the employee does not wish to accept the alternative work, the employee may be placed on unpaid leave of absence.

- 14.06 Each employee required to use a VDT more than four (4) hours per day, shall be given eye examinations at the beginning of employment or assignment to VDTs and every twelve (12) months thereafter. The eye examinations shall be paid for by the Hospital where not covered by OHIP.

## ARTICLE 15 - LEAVES OF ABSENCE

### 15.01 Bereavement Leave

An employee who notifies the Hospital as soon as possible following a bereavement shall be granted up to three (3) consecutive days off, without loss of his regular pay for his scheduled hours from the date of death up to and including the date of the funeral of a member of his immediate family. Immediate family" means parent, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent.

### 15.02 Education Leave

- (a) If required by the Employer, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his or her employment qualifications.
- (b) **A** leave of absence, without pay, to take further education related to the employee's work with the Hospital may be granted upon written application by the employee to the administration of the Hospital. It is further understood and agreed that the Employer will, wherever its operational requirements permit, endeavor to arrange the shifts of employees attending courses or seminars to permit such attendance.
- (c) Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full costs associated with the courses.

### 15.03 Jury and Witness Duty

- (a) If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:
  - (i) notifies the Hospital immediately on the employee's notification that he will be required to attend at court;
  - (ii) presents proof of service requiring the employee's attendance;
  - (iii) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

- (b) In addition to the foregoing, where an employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on a day on which he has not been scheduled to work, he shall be paid for all hours actually spent at such hearing at his regular straight time hourly rate subject to the overtime provisions of the collective agreement and subject to (i), (ii) and (iii) above.

Where the employee's attendance is required during a different shift than he/she is scheduled to work that day, the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium payment.

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

#### 15.04 Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (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 Hospital at least two (2) weeks in advance thereof.
- (d) **An** employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) 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 plus any wage increase or salary increment that she would be entitled to if she were not on pregnancy leave.

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

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.
- (f) The Hospital will continue to pay its share of the contributions of the pension plan in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.

The hospital will also continue to pay the percentage in lieu of benefits and will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

#### 15.05 Parental Leave

- (a) Parental leaves will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) **An** employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- (c) **An** employee who is **an** adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

**An** employee who is an adoptive parent may extend the parental leave for such greater time as may be required by the adoption agency concerned up to a maximum aggregate of six (6) months. Written notice by the employee for such extension will be given at least two (2) weeks prior to the termination of the initially approved leave.

- (d) **An** employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) **An** employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) 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 plus any wage increase or salary increment that she would be entitled to if she were not on parental leave.

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

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

- (f) Credits for service and seniority shall accumulate for a period of up to eighteen (18) weeks while an employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay its share of the contributions of the pension plan in which the employee is participating, for a period of eighteen (18) weeks while the employee is on parental leave.

The hospital will also continue to pay the percentage in lieu of benefits for a period of up to ten (10) weeks. The hospital will register these benefits as part of the Supplemental Unemployment Insurance Benefit Plan with the Canada Employment Insurance Commission.

- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.



15.06 Full-Time Union Office

Upon application by the Union, in writing, the Hospital will give reasonable consideration to a request for leave of absence, without pay, to an employee elected or appointed to full time Union office. It is understood that no more than one (1) employee from each campus may be on such leave at the same time. Such leave, if granted, shall be for a period of one (1) calendar year (in the case of the Union President, two (2) calendar years) from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

15.07 Union Leave

- (a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes or other Union business provided that such leave will not interfere, with the efficient operation of the Hospital.
- (b) In requesting such leave of absence for an employee or employees, the Union must give at least twenty-one (21) days clear notice in writing to the Hospital.
- (c) The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be as provided elsewhere in the current local sections of the Agreement (unless altered by local negotiations).

15.08 Personal Leave

The hospital may grant a leave of absence to any employee for legitimate personal reasons and any employees who are absent with such written permission for a period of thirty (30) continuous calendar days or less shall not be considered laid off and their seniority shall continue to accumulate during their absence.

**ARTICLE 16 - HOURS OF WORK**16.01 Daily and Weekly Hours of Work

- (a) The regular day shift shall not normally exceed eight (8) hours inclusive of meal time for each employee, although it is understood that this Article shall not be, nor be construed to be, a guarantee as to the hours of work per shift nor as to the hours of work per week nor as for any period whatsoever nor as a guarantee of working schedules.

It is understood that normal hours include those required to accommodate the change from daylight saving time to standard time and vice versa to which the other provisions of the article dealing with hours of work and overtime do not apply. It is further understood that the amount of regular pay for a full normal shift worked shall not be affected by reason of the change in the number of normal hours worked in consequence of such change from daylight saving time to standard time and vice versa. The provisions of this article are intended only to provide a basis for calculating time worked.

- (b) Except where employees are otherwise regularly scheduled for less than seven and one-half (7-1/2) hours per day (and except in cases of emergency) the regular shift shall comprise seven and one-half (7-1/2) hours of work exclusive of meal periods, such seven and one-half (7-1/2) hours to be completed within the eight (8) hours.

#### 16.02 Rest Periods

- (a) Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes for each three and three quarter (3 3/4) hours during their shift.
- (b) When an employee performs authorized overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration.

### ARTICLE 17 - PREMIUM PAYMENT

#### 17.01 Definition of Regular Straight Time Rate of Pay

For the purpose of calculating any benefit or money payment under this agreement to which an employee is entitled, the regular straight time rate of pay is that prescribed in Wage Schedules "A" of this Agreement.

#### 17.02 Overtime Premium

Employees shall be entitled to payment of time and one-half (1-1/2X) the employee's basic straight time hourly rate for all authorized overtime work in excess of seven and one-half (7-1/2) hours in a tour of duty or in excess of the average full-time hours of work over the period scheduled by the Hospital. Such period for this purpose shall not exceed two (2) weeks.

It is understood and acknowledged that the Hospital has the right to require employees to perform reasonable authorized overtime work.

Call-back shall not be considered as hours worked for purposes of this Article.

Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week and also as hours for which the overtime premium is paid.

17.03 Reporting Pay

Employees who report for work at their regular starting time for a regularly scheduled shift when they have not been previously notified not to do so and for whom regular work is not available shall be provided with two (2) hours work or two (2) hours pay in lieu thereof at their regular straight time hourly rate. **Any** employee so affected shall take such temporary work as may be assigned to him in order to qualify. This provision shall have no application if work is not available as a result of causes beyond the control of the Hospital and if an employee received notice not to report for work at least one hour before the scheduled starting time.

17.04 Standby

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.10 per hour for all hours on standby.

Standby pay shall, however, cease where an employee is called in to work, and works during the period of standby.

17.05 Call Back

- (a) Where employees are called back to work after having completed a regular shift and prior to the commencement of their next regular shift they shall receive a minimum of four **(4)** hours of work or four **(4)** hours of pay at the rate of time and one-half (1-1/2) their regular hourly earnings. Where call back is immediately prior to the commencement of their regular shift the call back pay will only apply to the point of commencement of a regular shift at the rate of time and one-half after which they shall revert back to the regular shift.
- (b) Call back pay shall cover all calls within the minimum four **(4)** hour period provided for under (a). **If** a second call takes place after four **(4)** hours have elapsed from the time of the first call, it shall be subject to a second call back premium, but in no case shall an employee collect two call back premiums within one such four **(4)** hour period, and to the extent that a call back overlaps and extends into the hours **of** his regular shift, (a) shall apply.
- (c) Notwithstanding the foregoing an employee who has worked his **full** shift on a holiday and is called back shall receive the greater of 2-1/2 times his regular straight time hourly rate for all hours actually worked on such call-back or four **(4)** hours pay at time and one-half his-straight time hourly rate, subject to the other provisions set out above.

17.06 Shift Premium

Employees shall be paid a shift premium of forty-five **(45)** cents per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

17.07 Responsibility Outside the Bargaining Unit

Where an Employer temporarily assigns an employee to carry out the assigned responsibilities of a higher paying classification outside of the Bargaining Unit for a period in excess of one-half of one shift, the employee shall receive an allowance of five (\$5.00) for each shift from the time of the assignment.

17.08 Overtime - Lieu Time

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where the applicable rate is time and one-half, the time off shall be at one and one-half times). Where an employee chooses the latter option, such time off must be taken within the succeeding **two** pay periods of the occurrence of the overtime at a time mutually agreeable to the Hospital and the employee, or payment in accordance with the former option shall be made.

17.09 Paid Time to Working Time

Employees absent on approved leave, paid by the Employer or by the Workers' Compensation Board, shall for the purposes of computing overtime pay during the work schedule in which the absence occurred, be considered as having worked their regularly scheduled hours during such leave of absence. No pyramiding shall result from the application of this provision.

The foregoing shall also apply in cases of short term leaves of absence for Union business approved by the Employer under the applicable provisions of the Collective Agreement where payment is made to the employee by the Union.

17.10 Weekend Premium

An employee shall be paid a weekend premium **of** forty-five cents (\$0.45) per hour for each hour worked between 2330 hours Friday to 2330 hours Sunday or such other forty-eight (**48**) hour period that the Hospital may establish. If an employee is receiving premium pay pursuant to a local scheduling regulation with respect to consecutive weekends worked, he/she will not receive weekend premium under this provision.

**ARTICLE 18 - ALLOWANCES**18.01 Meal Allowance

When an employee is required to and does work for three (**3**) or more hours of overtime after his normal shift, he shall be provided with a hot meal or Five Dollars (\$5.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

Notwithstanding the foregoing, where the overtime assignment is for a period of three (3) hours, no more or less, the employee is not required to take a hot meal, if available, and may claim the Five Dollars (\$5.00) payment.

18.02 Uniform Allowance

- (a) When uniforms are required, the Hospital shall either supply and launder uniforms, or provide a uniform allowance of \$70.00 per year in a lump sum payment in the first pay period of November of each year.
- (b) Uniforms and working apparel must be worn at all required times, and employees are expected to report to their work places at their starting times attired for the performance of their duties. Uniforms and other apparel supplied by the hospital are property of the hospital and must not be removed from the premises without permission.

18.03 Transportation Allowance

When an employee is required to travel to the Hospital or to return to her home as a result of reporting to or off work between the hours of 2400 - 0600 hours, (other than reporting to or off work for her regular shift) or any time while on standby, the Hospital will pay transportation costs either by taxi or by her own vehicle at the rate of thirty-five cents (35 cents) per mile (to a maximum of fourteen dollars (\$14.00) or such greater amount as the Hospital may in its discretion determine for each trip between the aforementioned hours. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

## **ARTICLE 19 - HEALTH AND SAFETY**

19.01 Accident Prevention – Health and Safety Committee

- (a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention - Health and Safety Committee at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- (d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions.
- (e) Meetings shall be held every second month or more frequently at the call of the Chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.

- (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representatives to attend meetings of the Accident Prevention - Health & Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representatives shall be paid by the Hospital at his regular or premium rate as may be applicable.
- (g) The Union agrees to endeavor to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- (h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employees physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 15.04.
- (i) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B Vaccine.

19.02 Protective Clothing

The Hospital agrees to continue its present practices with respect to the provisions of protective clothing and safety devices to employees. The Hospital further agrees to meet directly with the representative of the Union or through the Occupational Health and Safety Committee to discuss the need for any protective clothing or safety equipment in addition to that which the Hospital is presently providing.

**ARTICLE 20 – HOLIDAYS**

20.01(a) If a part-time employee is required to work on any of the holidays listed in Article 20.01(b) the employee shall be paid at the rate of time and one half (1-1/2) her regular straight time hourly rate for all hours worked on such holiday.

20.01(b)	New Years Day	Civic Holiday
	Good Friday	Labour Day
	Easter Monday	Thanksgiving Day
	Victoria Day	Christmas Day
	Canada Day	Boxing Day

20.03 Payment for Working Overtime on a Holiday

Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday (but not including hours on a subsequent regularly scheduled shift), such employee shall receive two and one-half times his regular straight time hourly rate for such additional authorized overtime.

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

## ARTICLE 21 - VACATIONS

- 21.01 Effective the date of signing this agreement, service for vacation entitlement shall be as follows:

A part-time employee who has completed less than 5,175 hours of continuous service as of May 31st shall receive 4% of gross earnings.

A part-time employee who has completed 5,175 hours but less than 13,800 hours of continuous service as of May 31st shall receive 6% of gross earnings.

Effective in the vacation year where the date for determining vacation entitlement in the individual Hospitals falls on or after October 1, 1990, the service requirement for 6% of **gross** earnings shall be 3,450 hours of continuous service.

A part-time employee who has completed 13,800 hours but less than 25,875 hours of continuous service as of May 31st shall receive 8% of gross earnings.

Effective in the vacation year where the date for determining vacation entitlement falls on or after October 1, 1990, the service requirement of 8% of gross earnings shall be 10,350 hours of continuous service.

Effective in the vacation year where the date for determining vacation entitlement falls on or after October 1, 1991, the service requirement of 8% of gross earnings shall be 8,625 hours of continuous service.

A part-time employee who has completed 25,875 hours but less than 43,125 hours of continuous service or more as of May 31st shall receive 10% of **gross earnings**.

A part-time employee who has completed 43,125 hours of continuous service or more as of May 31st shall receive 12% of gross earnings.

For the purpose of this Article, gross earnings include, in part, percentage in lieu of benefits and excludes vacation pay.

- 21.02 All vacation periods for part-time employees are subject to the approval of the Department Head or his designate with consideration being given to the employee's wishes in order of their placement on the part-time employee seniority list.

- 21.03 Vacation pay entitlement shall be calculated on hours worked since April 1, 1986, for the above vacation pay provisions. The amount shall be paid after May 31st each year as soon as administratively possible.

## **ARTICLE 22 - BENEFITS FOR PART-TIME EMPLOYEES**

**(Article does not apply to employees of Brampton Memorial Hospital Campus)**

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

## **ARTICLE 23 - INJURY AND DISABILITY**

- 23.01 Workers' Compensation injury

In the case of an accident which will be compensated by the Workers' Compensation Board, the Employer will pay the employee's wages for the day of accident.

- 23.02 Disabled Employees

If an employee becomes disabled with the result that he is unable to carry out the regular functions of his position, the Hospital may establish a special classification and salary with the hope of providing an opportunity of continued employment.

- 23.03 Medical Certificates

The Hospital shall pay the full cost of any medical certificates required of an employee.

## **ARTICLE 24 -- PROGRESSION ON THE WAGE GRID**

- 24.01 Collective Agreements currently containing a part-time wage grid shall continue such wage grids in effect. Effective October 10, 1986, employees shall progress on such grid on the basis that 1725 hours worked equals one (1) year of service.

Where, however, part-time employees are on a single rate structure, the full-time wage grid shall apply and progression through the grid shall be in accordance with the foregoing. Employees hired prior to October 10, 1986 will be credited with the service they held under the Collective Agreement expiring November 15, 1985.



**ARTICLE 25 - COMPENSATION****25.01**     Experience Pay

**An** employee hired by the Hospital with recent and related experience, may claim at the time of hiring on a form supplied by the Hospital consideration for such experience. Any such claim shall be accompanied by verification of previously related experience. The Hospital shall then evaluate such experience during the probationary period. Where, in the Hospital's opinion such experience is relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) years of related experience in the classification on the completion **of** the employee's probationary period. it is understood and agreed that this shall not constitute a violation of the wage schedule of the Collective Agreement.

**25.02**     Promotion to a Higher Classification

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

**25.03**     Temporary Transfer

When **an** employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the Bargaining Unit for a period in excess of one-half of a shift, he shall be paid the rate immediately above his current rate in the higher classification to which he was assigned from the commencement of the shift on which he was assigned the job.

**25.04**     Job Classification

- (a) When a new classification (which is covered by the terms of this Collective Agreement) is established by the Hospital, the Hospital shall determine the rate of pay for such new classification and notify the local Union of the same within seven (7) days. If the local Union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavor to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational classification and rate. **Any** change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Hospital. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

- (b) When the Hospital makes a substantial change during the term of this Agreement in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.
- (c) If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classification in the bargaining unit having regard to the requirements of such classification.
- (d) The parties further agree that any change mutually agreed to or awarded as a result of arbitration shall be retroactive only to the date that the Union raised the issue with the Hospital.

#### 25.05 Wages and Classification Premiums

The Hospital agrees to pay and the Union agrees to accept for the term of this Agreement the rates of wages set out in Schedule "A" attached hereto.

### **ARTICLE 26 - DURATION**

#### 26.01 Renewal

Notwithstanding the foregoing provisions in the event the parties of this Agreement agree to negotiate for its renewal through the process of central bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendment of local matters proposed for incorporation in the renewal of this Agreement not earlier than **six** calendar months nor later than three calendar months prior to the normal termination date of this Agreement. Upon receipt of such notice by one party from the other, both parties will meet within fifteen days thereafter for the purpose of bargaining on local matters.

It is understood and agreed that local matters means those matters which had been determined by mutual agreement between the central negotiating committees respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures as may be determined by mutual agreement between the central bargaining committees referred to above.

#### 26.02 Term

This agreement shall continue in effect until October 10, 2001 and shall continue automatically thereafter from year to year unless either party gives notice in writing to the other party within 90 days prior to the expiration date that it desires to amend or terminate this agreement.

**LETTER OF UNDERSTANDING re: 10.01 and 10.04 (CENTRAL)**

- a) Parties to mutually agree on a neutral chair within 30 days of the Adams award to replace Arbitrator Mitchnick. Failing mutual agreement, the Adams Board to rule on the replacement chair.
- b) Pursuant to the award of the Adams Board dated October 5, 1999 in the event of any dispute between the parties regarding the implementation of Article 10.01 and 10.04 the matter shall be referred to a Board of Arbitration chaired by G. Charney, and nominees J. Sack and R. Filion.

**LOCAL ISSUES**

A.01 Seniority lists shall be established for all employees who have completed their probationary period based on each employee's total number of hours worked since January 1, 1979. A copy of the seniority list will be filed with the Union and the Chief Steward, within thirty (30) days of the execution of this Agreement. Thereafter seniority lists will be supplied to the Union and the Chief Steward twice yearly (March and September). In addition to the foregoing, the Hospital will supply the Union and the Chief Steward with the addresses of new employees when they are placed on the checkoff list for the first time.

B.01 It shall be the obligation of employees to notify the Hospital of any change of address or telephone number. The Hospital shall be entitled to rely on the last address and telephone number furnished by the employee for all purposes.

C.01 Employees shall be offered work in accordance with operating requirements and their stated availability. Each employee shall elect, in writing, his part-time availability, for the duration of the Collective Agreement in accordance with the following:

(a) Available for work a minimum of two (2) tours per week as required and assigned by the Hospital; and

- Available for work a minimum of *two* (2) of day, evening or night shifts where required to rotate; and

- Available for work no less than two (2) weekends in every four (4) week period; and

- Available for work as required and assigned by the Hospital on the Christmas Holiday (including December 24th and 25th), or the New Year's Holiday (including December 31st and January 1st) and in addition, at least three (3) of the remaining paid holidays; two (2) of which must be either in the months of May, July, August and September;

- or -

(b) Available for work a minimum of six (6) shifts in any thirty (30) consecutive day period; and

- Available for work as required and assigned by the Hospital on the Christmas Holiday (including December 24th and 25th), or the New Year's Holiday (including December 31st and January 1st).

- C.02 The schedule will be posted at least two (2) weeks in advance of going into effect and will cover a four (4) week period.
- C.03 Requests for specific days off are to be submitted in writing at least two (2) weeks in advance of posting.
- C.04 Requests for change in posted time schedules must be submitted in writing in advance of the change requested. **An** exchange of shifts must be signed by the employee willing to exchange days off or tour of duty. It is understood that such tour of duty initiated by the employee and duly initialled by the employee and approved by the Hospital shall not result in overtime payment of the employee by such change.
- C.05 Employees shall be offered to work in accordance with operating requirements and their stated availability. Failure to be available as set out above, and as required and scheduled, may result in the employee not being offered further work and the employee may be removed from the part-time roster.

It is understood and agreed that absence due to illness accompanied by a Doctor's certificate or any approved Leave of Absence will not be considered as a failure to meet the commitment given to the Hospital

- C.06 Where additional part-time tours are required over and above the posted work schedule the work will be offered to employees within the same classification, by department, and with stated availability on the day in question in descending order of seniority on a rotating basis, provided the employee is qualified and experienced to perform the work.

D.01 Relationship

Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practised upon any employee because of membership or lack of membership in the Union Which is hereby recognized a voluntary act on the part of the individual concerned.

The union further agrees that there will be no solicitation for membership, collection of dues or other union activities on the premises of the hospital, save as specifically permitted by this agreement or in writing by the hospital.

E.01 Pay Day

The Hospital shall pay on a regular pay day every two (2) weeks except when interfered with by the occurrence of a Paid Holiday on the regular pay day. In this case, the regular pay day shall be the day before the regular pay day. Employees will continue to be paid by the bank deposit system.

F.01 Access To Files

Each employee shall have reasonable access to his file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein in the presence of his supervisor. A copy of any evaluation will be provided to the employee upon request.

G.01 Bulletin Boards

The hospital will provide bulletin boards in mutually satisfactory locations for the convenience of the union in posting notices of union activity. **All** such notices must be signed by the proper officer of the local union and be submitted to the Administrator, of his authorized representative, for approval before posting.

Signed this 16 day of Feb, 2001.

FOR THE HOSPITAL:

Mary  
DD  
A. Anthony  
Scott

FOR THE UNION:

Rudie Thayer  
Kathy Lyke  
Sandra O'Donnell  
Jean Mulbudd

**LETTER OF UNDERSTANDING  
re: 1725 Hours**

It is understood that no employee's service or seniority shall be recalculated and/or reduced as result of the parties' agreement to adopt a standard definition of equivalency to one year based on a 1725 hour formula.

**LETTER OF UNDERSTANDING  
re: Union Meetings**

The hospital agrees to make available to the union a meeting room for union business. It is agreed that the union will give at least two (2) weeks prior notice for approval of the Director of Human Resources of the hospital. Such approval will not be unreasonably withheld.

**LETTER OF UNDERSTANDING  
re: Liability Insurance**

Upon request of the Local Union, and with reasonable notice, the hospital will provide a union representative the opportunity to read the provisions of the insurance policy or policies as to employee liability insurance coverage for the classifications of employees represented by the union.

**LETTER OF UNDERSTANDING  
re: Shift Premium**

This letter is to confirm the parties' understanding that the 11:00 a.m. to 7:00 p.m. shift would not be eligible for shift premium payments.

Signed this 16 day of Feb '2001.

FOR THE HOSPITAL:

May  
J. D. ...  
A. ...  
...

FOR THE UNION:

Lynda Thayer  
Kathy Dyke  
Sandra O'Donnell  
Jean Milbudd

**LETTER OF UNDERSTANDING**  
**re: Scheduling Arrangements (Etobicoke General Hospital Campus)**

This letter is to confirm the parties' understanding that notwithstanding the provisions of the collective agreement between the parties, the present scheduling of part-time clerical employees may be continued or altered as operating conditions warrant in the following departments only: 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> Levels and Emergency. (See Hours of Work provisions below.)

Signed this 16 day of Feb, 2001

FOR THE HOSPITAL:

FOR THE UNION:

[Signature]  
[Signature]  
[Signature]  
[Signature]

[Signature]  
[Signature]  
[Signature]  
[Signature]

Hours of Work for Extended Tours

1. The normal extended tour shall be composed of eleven and one-quarter (11-1/4) consecutive hours exclusive of an unpaid meal period.
2. Within each twelve (12) hour tour, three (3) rest periods of fifteen (15) minutes will be granted during each tour, and forty-five (45) minutes of unpaid lunch break will be granted at a time designated by the employer.
3. Authorized work performed by an employee in excess of the employee's normal daily shift, shall be paid for at the rate of time and one-half (1-1/2) the employee's regular straight time hourly rate of pay for all hours worked.



**LETTER OF UNDERSTANDING**  
**re: Hours of Work (Georgetown Hospital Campus)**

It is agreed that the regular shift of bargaining unit employees at the Georgetown Hospital Campus shall continue to be based on the payment of seven (7) hours per shift, until mutually agreed otherwise.

Signed this 16 day of Feb, 2001.

FOR THE HOSPITAL:

*M. King*  
*D. ...*  
*A. ...*  
*Ernie ...*

FOR THE UNION:

*Lynne Thayer*  
*Kathy Lyke*  
*Sandra O'Donnell*  
*Jean Gubuda*

**LETTER OF UNDERSTANDING**  
**re: Article 20 Paid Holidays (Brampton Memorial Hospital Campus)**

**(Applies only to employees making part-time commitment level "a" as per article C.01)**

Part-time employees shall not qualify for Holiday Pay if the employee:

- (i) has been employed for less than three (3) months
- (ii) has not earned wages for twelve (12) working days during the thirty (30) calendar days immediately preceding the holiday

Note: New Year's Day Holiday qualifier shall be eight (8) days.

- (iii) does not work the scheduled shift preceding and following the holiday.

Where a part-time employee is eligible for holiday pay above, but is required to work on the holiday, the employee shall be paid at time and one-half (1.5) their regular rate of pay for all time worked on the holiday in addition to their holiday pay.

Where a part-time employee is not eligible for holiday pay, the employee shall be paid at time and one-half (1.5) their regular rate of pay for all hours worked on the holiday.

Floating: Holidays

In addition to the designated holidays listed in Article 20.01, the hospital will grant two (2) floating holidays annually with the following provision:

- (a) **An** employee has completed three (3) months of employment
- (b) Two floating holidays to be taken, one from January 1 to June 30; the other from July 1 to December 31.

Signed this 16 day of Feb, 2001.

FOR THE HOSPITAL

Mary  
D. Adams  
A. Anthony  
Ernesto

FOR THE UNION:

Lynne Thayer  
Kathy Lyke  
Sandra O'Donnell  
Jean Yelbudd

**LETTER OF UNDERSTANDING**  
**re: Pro-rated Benefits (Brampton Memorial Hospital Campus)**

**(Applies only to employees making part-time commitment level "a" as per article C.01)**

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

(a) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under Blue Cross Dental and Extended Health Care Benefits (inclusive of Semi-Private Hospitalization coverage) providing for 50% co-insurance, providing the balance of the monthly premiums is paid by the employee through payroll deduction. Under this Plan dental benefits will be paid based on the 1990 O.D.A. Fee Schedule. In addition to the standard benefits, coverage will include Vision Care (maximum \$90.00 every 24 months) as well as Hearing Aid Allowance (lifetime maximum \$500 per individual).

(b) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under Mutual Life Insurance plan. Coverage will be \$10,000.

(c) Elective Benefits

(i) Voluntary Life-Insurance

Eligible employees in the active employ of the Hospital may elect to increase their life insurance coverage to \$25,000 subject to the provisions of the Mutual Life Plan and at no cost to the Hospital. Participating employees through payroll deduction will pay premiums.

(ii) Health and Dental CO-Insurance

Eligible employees in the active employ of the Hospital may elect to increase the co-insurance provision of the Health and Dental benefits described in Article 22.01(b) to 80% co-insurance, subject to the conditions of the Plan and at no cost to the Hospital. Premiums will be paid by all participating employees through payroll deduction.

Change of Carrier

The Hospital may at any time substitute another carrier for any Plan provided that the benefits provided thereby are substantially the same.

.04 When sick pay is claimed, the Hospital reserves the right to request proof of illness by medical certificate.

.05 Workers' Compensation Benefits and Sick Leave

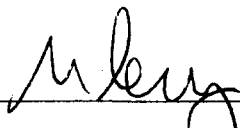

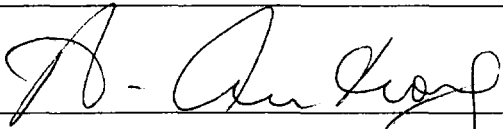
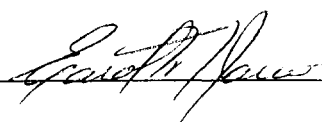
An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of a claim for Workers' Compensation for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the lesser of the benefit she would receive from Workers' Compensation if her claim was approved, or the benefit to which she would be entitled under the short term sick portion of the disability income plan (HOODIP or equivalent plan). Payment will be provided only if the employee provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by the Workers' Compensation Board. If the claim for workers' compensation is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the short term portion of the disability income plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

.06 Long Term Disability

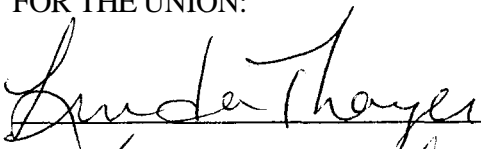
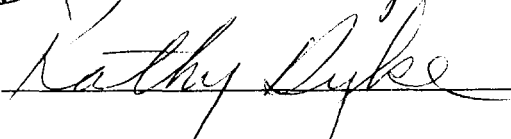
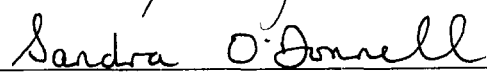
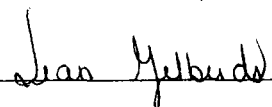
Any dispute which may arise concerning an employee's entitlement to long-term disability benefits, and which is not covered by the appeal mechanism provided for under the policy of insurance, may be the subject of grievance and arbitration under the provisions of this agreement.

Signed this 16 day of Feb, 2001.

FOR THE HOSPITAL:

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

FOR THE UNION:

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

SCHEDULE A  
**SEIU OFFICE & CLERICAL CONSOLIDATED GRIDS**

NEW JOBS	START	ONE	TWO	THREE	
CLERK TYPIST MAIL CLERK PRINTING ASSISTANT CAFETERIA CASHIER CLERK - PHYSIO DATA PROCESSING CLERK SENIOR CLERK I- GRASP	A	14.73	15.12	15.49	15.88
TELECOMMUNICATION ATTENDANT HEALTH RECORDS CLERK INVENTORY CONTROL CLERK	B	14.81	15.20	15.59	15.96
MEDICAL SECRETARY TRANSCRIPTIONIST IN TRAINING DIET CLERK	C	14.87	15.27	15.65	16.02
CLERK - HSKG/MATMAN/SPD/PURCH/SOCIAL WORK JUNIOR BUYER	D	14.81	15.28	15.55	16.13
PATIENT REGISTRATION CLERK CLERICAL ASSOCIATE HR TECH IN TRAINING	E	15.12	15.53	15.95	16.40
SENIOR CLERK IIB	F	15.16	15.39	15.62	16.56
STENO DICTA SECRETARY	G	15.44	15.55	15.66	16.68
TRANSCRIPTIONIST	H	15.38	15.81	16.25	16.70
FINANCE CLERK	I	15.80	16.10	16.41	16.70
SR. TELECOMMUNICATIONS ATTD.	J	15.81	16.20	16.50	16.96
OPERATIONS CLERK - FINANCE	K	17.48	17.78	18.09	18.38
HEALTH RECORDS TECHNICIAN	L	16.90	17.52	18.16	18.76