

**COLLECTIVE AGREEMENT**

**between the**

**CAPITAL DISTRICT HEALTH AUTHORITY**

**and the**

**NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION**

**HEALTHCARE BARGAINING UNIT**

**Term: November 1, 2000 - October 31, 2003**

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**NOTE** For ease of reference an asterisk (\*) has been placed beside each article which has been amended or added to this collective agreement in the most recent round of collective bargaining. This does not apply where only the numbering of articles has been altered (for example, when a new article has been added) and such numbering changes have not been identified by an asterisk.

## PREAMBLE

Whereas it is the intention and purpose of the parties to this Agreement to maintain harmonious relations and settled conditions of employment between the Employer, the employees and the Union, to improve the quality of health care service, to promote the well being and increased productivity of employees to the end that patients be well and efficiently served and to promote an environment where employees want to work and are valued, accordingly the parties hereto set forth certain terms and conditions of employment affecting employees covered by this Agreement.

Now therefore, the parties agree as follows:

### ARTICLE 1 - INTERPRETATION AND DEFINITIONS

#### 1.01 Definitions \*

For the purpose of this Agreement:

- (1) **“Common-law relationship”** is said to exist when, for a continuous period of more than one (1) year, an employee has lived with a person, publicly represented that person to be her spouse, and lives continually with that person as if that person were her spouse.
- (2) **“Day”**, except where otherwise provided, means Monday through Friday, excluding holidays.
- (3) **“Employee”** means a person who is included in the bargaining unit as defined in Article 2.01 and includes:
  - (a) **“Casual Employee”** is a non-permanent employee;
  - (b) **“Full-time Employee”** is an employee who is hired to work the bi-weekly hours of work as provided in this Agreement;
  - (c) **“Part-time Employee”** is an employee who is hired to work less than the full-time hours of work as provided in this Agreement; and
  - (d) **“Permanent Employee”** is an employee who has completed her probationary period and is employed on a full-time or part-time basis without reference to any specified date of termination of employment.
- (4) **“Employer”\*** means the Capital District Health Authority (“CDHA”).
- (5) **“Holiday”** means:

- (a) in the case of a shift that does not commence and end in the same day, the twenty-four (24) hour period commencing from the time at which the shift commenced if more than one-half of the shift falls on a day designated as a holiday in this Agreement;
  - (b) in any other case, the twenty-four (24) hour period commencing at 0001 hours of a day designated as a holiday in this Agreement.
- (6) **“Leave of absence”** means absent from work with permission.
  - (7) **“Lockout”** includes the closing of a place of employment, a suspension of work or a refusal by the Employer to continue to employ a number of its employees done to compel the employees, or to aid another employer to compel its employees, to agree to terms or conditions of employment.
  - (8) **“Predecessor Employer”\*** means the Queen Elizabeth II Health Sciences Centre, the Nova Scotia Hospital, and the Central Regional Health Board.
  - (9) **“Shift duration”\*** means the length of a shift.
  - (10) **“Spouse”** means husband, wife and common-law spouse. Common-law spouse includes a same sex partner in a common-law relationship except for purposes of a pension plan where the pension plan contemplates otherwise.
  - (11) **“Strike”** includes a cessation of work, or refusal to work or continue to work by employees in combination or in concert or in accordance with a common understanding, for the purpose of compelling their Employer to agree to terms or conditions of employment or to aid other employees in compelling their employer to agree to terms or conditions of employment.
  - (12) **“Union”** means the Nova Scotia Government and General Employees Union.
  - (13) **“Week-end”** means the forty-eight (48) consecutive hour period commencing at 0700 hours Saturday to 0700 hours Monday.
  - (14) **“Working Day”** means any calendar day on which an employee is scheduled to work.

## **1.02 Service \***

For the purposes of this Agreement, “service” means:

- (a) (i) the service with which an employee was credited with as an employee of a Predecessor Employer immediately prior to the Memorandum of Agreement between the Nova Scotia Government and General Employees’ Union and the QEII Health Sciences Centre, the Nova Scotia Hospital and the Capital District

Health Authority (former Central Regional Health Board) dated February 19, 2001;  
and

- (ii) total accumulated months of employment with the Employer.
- (b) Notwithstanding Article 1.02(a)(ii), except as otherwise provided in this Agreement, no service and therefore no service related benefits shall be credited to an employee who does not receive salary for in excess of ten (10) days during that calendar month.

### **1.03 Seniority \***

- (a) “Seniority” shall be defined in accordance with the following:

- (i) **Establishing Seniority as of February 19, 2001:**

Seniority means the seniority with which an employee was credited as an employee of a Predecessor Employer immediately prior to the Memorandum of Agreement between the Nova Scotia Government and General Employees’ Union and the QEII Health Sciences Centre, the Nova Scotia Hospital and the Capital District Health Authority (former Central Regional Health Board) dated February 19, 2001.

- (ii) **Break in Continuous Employment - “former casuals” of the Nova Scotia Hospital, Capital District Health Authority (former Central Regional Health Board) and Public Health and Drug Dependency, 1988 Nova Scotia Hospital Part-timers and 1988 Public Health and Drug Dependency Part-timers:**

The continuous employment of formerly “casual employees” of the Nova Scotia Hospital, Capital District Health Authority (former Central Regional Health Board) and Public Health and Drug Dependency, 1988 Nova Scotia Hospital part-timers, and 1988 Public Health and Drug Dependency part-timers is considered to have been broken in a year in which they did not work for at least 40% of full-time hours. For such employees, their date of hire, for the purpose of establishing seniority as of February 19, 2001, shall be their actual date of hire where there is no break in continuous employment or January 1st of the year following the most recent break in continuous employment.

- (iii) **Accumulation of Seniority after February 19, 2001:**

All employees, except casual employees, in a bargaining unit accumulate seniority after February 19, 2001, for continuous employment in a bargaining unit at the Capital District Health Authority represented by the Union.

- (b) **Posting of Seniority Lists**

- (i) Within sixty (60) days following the signing of this Agreement, and annually thereafter on December 15, the Employer shall post a list setting out each employee's seniority date. Each employee shall have thirty (30) days from the date the list is posted to challenge her seniority date in writing. The Employer shall reply to the employee's written objection within thirty (30) days of receipt of the written objection. If no written objection is received by the Employer within thirty (30) days from the date the list is posted, the seniority date on the list shall be the employee's seniority date for all purposes following the posting of the list.
- (ii) An employee who is absent from work for any part of the thirty (30) day posting period shall have thirty (30) days from the date of her return to work to object in writing to her seniority date. However, until and unless such written objection is received by the Employer, and in any event no later than thirty (30) days from the employee's return to work, the posted seniority date for the employee will be considered to be the employee's seniority date for all purposes.

#### **1.04 Casual Seniority**

- (a) There shall be a separate casual employee seniority list.
- (b) Casual employees shall accumulate seniority on the basis of hours worked, including any hours worked during a Long or Short Assignment, on or after February 1, 1998.
- (c) A casual employee who is appointed to a permanent position through Job Posting shall have her seniority for all purposes as of the date of her appointment to the permanent position. If the employee was in a Long or Short Assignment, or an uninterrupted series of Long or Short Assignments immediately prior to being appointed to the said permanent position without interruption, the employee's seniority will date back to her appointment to the said Assignment. For the purpose of this provision, an interruption shall be any bi-weekly pay period where a casual employee did not receive compensation for work with respect to a Long or Short Assignment.
- (d) Within sixty (60) days following the signing of this Agreement, and semi-annually thereafter, in the first pay period ending in January and July in each year, the Employer shall post a list setting out each casual employee's accumulated hours as of the preceding pay period. This list is for the purpose of casual employees' seniority. Each casual employee shall have fifteen (15) days from the date the list is posted to challenge her casual seniority date in writing. The Employer shall reply to the casual employee's written objection within fifteen (15) days of receipt of the written objection. If no written objection is received by the Employer within fifteen (15) days from the date the list is posted, the casual seniority date on the list shall be the casual employee's seniority date for all purposes following the posting of the list.

#### **1.05 Gender**



Unless any provision of this Agreement otherwise specifies, words importing the feminine gender shall include males and vice versa.

## **1.06 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## **ARTICLE 2 - RECOGNITION**

### **2.01 Bargaining Agent Recognition \***

The Employer recognizes the Union as the exclusive Bargaining Agent of the employees in the bargaining unit, as follows:

All full-time, regular part-time and casual Healthcare employees of the Capital District Health Authority, including Healthcare employees engaged in providing Addiction/Drug Dependency and Public Health Programs, but excluding those persons described in paragraphs (a) and (b) of subsection (2) of Section 2 of the *Trade Union Act*, and those persons listed in Appendix A to the certification order of the Labour Relations Board, being LRB No. 4580.

For the sake of clarity, it is noted that the Healthcare employees providing Addiction / Drug Dependency and Public Health Programs includes Licensed Practical Nurses engaged in providing those programs.

### **2.02 No Discrimination for Union Activity**

The parties agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee for reason of membership or legal activity in the Union.

### **2.03 No Discrimination**

The Union and the employees support a workplace free of discrimination. Neither the Employer, nor any person acting on behalf of the Employer, shall refuse to continue to employ any employee or otherwise discriminate against any employee, on the basis of race, religion, creed, colour, ethnic or national or aboriginal origin, sex, sexual orientation, source of income; political belief, affiliation or activity; family status, marital status, age, or physical disability or mental disability, except as authorized by the *Human Rights Act*.

### **2.04 Sexual and Personal Harassment**

The Employer shall provide and the Union and employees shall support a workplace free from sexual harassment and any other harassment based on the protected characteristics set out in Article 2.03.

## **2.05 Same Sex Family Status**

Any applicable family oriented benefits, e.g., bereavement leave, medical/dental, etc. shall be available to families with same sex spouses except for pension plans where the pension plan contemplates otherwise.

## **2.06 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

### **ARTICLE 3 - APPLICATION**

**3.01** This Agreement, including each of the Memoranda of Agreement and the Appendices which are attached, apply to and are binding on the Union, the employees and the Employer.

### **ARTICLE 4 - FUTURE LEGISLATION**

**4.01** In the event that any law passed by the Legislature applying to the employees covered by this Agreement renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement.

### **ARTICLE 5 - MANAGEMENT RIGHTS**

#### **5.01 Management Rights**

The management and direction of employees and operations is vested exclusively in the Employer. All the functions, rights, power and authority which the Employer has not specifically abridged, deleted or modified by this Agreement are recognized by the Union as being retained by the Employer.

#### **5.02 Consistent Application**

The Employer agrees that management rights will not be exercised in a manner inconsistent with the express provisions of this Agreement.

### **ARTICLE 6 - RIGHTS AND PROHIBITIONS**

#### **6.01 No Lockout or Strike**

The Employer shall not cause a lockout and an employee shall not strike during the term of this Agreement.

#### **6.02 No Sanction of Strike**

The Union shall not sanction, encourage, or support financially or otherwise, a strike by its members or any of them who are governed by the provisions of this Agreement during the term of this Agreement.

### **6.03 Emergency Services**

- (a) Notwithstanding an employee's right to strike, the Union agrees that during a legal strike, a sufficient number of bargaining unit employees will be provided to assist the Employer where there are insufficient numbers of excluded persons to provide emergency treatment or care of any patient, if, in the opinion of the majority of the Emergency Services Evaluation Committee, a patient's life would be endangered.
- (b) The Emergency Services Evaluation Committee shall consist of equal representation from the Employer and the Union.

### **6.04 Headings**

The headings in this Article are for ease of reference only. They shall not be taken into account in the construction or interpretation of any provision to which they refer.

## **ARTICLE 7 - UNION INFORMATION AND OFFICE**

### **7.01 Bulletin Boards**

The Employer shall provide adequate and visible bulletin board space for the posting of notices by the Union pertaining to elections, appointments, meeting dates, news items, social and recreational affairs.

### **7.02 Distribution of Union Literature**

The Employer shall, where facilities permit, make available to the Union specific locations on its premises for the placement of bulk quantities of literature of the Union.

### **7.03 Union Office**

The Employer will provide the Union with an office within the CDHA. The Union is responsible for the provision of all items in this office, other than desk, chairs, filing cabinet and local distance telephone.

## **ARTICLE 8 - INFORMATION**

### **8.01 Copies of Agreement**

The Employer agrees to supply each employee with a copy of the Agreement within sixty (60) days of signing.

### **8.02 Letter of Appointment**

An employee, upon hiring or change of status, shall be provided with a statement of her classification and employment status, including designation as to her percentage of full-time hours, and pay scale applicable to her position. A copy of this statement shall be sent to the Union at the same time as it is sent to the employee.

### **8.03 Employer to Acquaint New Employees**

The Employer agrees to provide new employees with a copy of the Collective Agreement in effect and acquaint them with the conditions of employment set out in the articles concerning checkoff and stewards.

### **8.04 Position Descriptions**

- (a) Upon request by the employee, the Employer shall provide the position description outlining the duties and responsibilities assigned to her position.
- (b) The Employer will endeavour to ensure that position descriptions are reviewed and revised where necessary at periodic intervals but under no circumstances shall that interval be in excess of three (3) years.
- (c) Copies of all current position descriptions shall be forwarded to the Union upon signing of this Agreement. Thereafter, all revised position descriptions shall be provided to the Union within fifteen (15) days of revision.

### **8.05 Bargaining Unit Information**

The Employer agrees to provide the Union such information relating to employees in the bargaining unit as may be required by the Union for the purpose of collective bargaining.

## **ARTICLE 9 - APPOINTMENT**

### **9.01 Appointment Status**

An employee shall be appointed on a permanent basis, or on a casual basis in accordance with Article 36.

### **9.02 Probationary Period**

- (a) Notwithstanding Article 9.01, a newly hired employee may be appointed to her position on a probationary basis for a period not to exceed twelve (12) months.

- (b) A previous permanent employee whose employment was terminated for any reason and who is re-employed in the same classification within twelve (12) months from the date of such termination shall not be required to undergo a second (2nd) probationary period.

### **9.03 Confirmation of Permanent Appointment**

- (a) The Employer may, after a permanent employee has served in a position on a probationary basis for a period of six (6) months, confirm the appointment on a permanent basis.
- (b) The Employer shall, after the permanent employee has served in a position on a probationary basis for a period of twelve (12) months, confirm the appointment on a permanent basis.

### **9.04 Termination of Probationary Appointment**

- (a) The Employer may terminate a probationary appointment at any time.
- (b) If the employment of an employee appointed to a position on a probationary basis is to be terminated for reasons other than wilful misconduct or disobedience or neglect of duty, the Employer shall advise the employee of the reasons in writing not less than ten (10) days prior to the date of termination.
- (c) The Employer shall notify the Union when a probationary employee is terminated.

### **9.05 Pay in Lieu of Termination Notice**

Where less notice in writing is given than required in Article 9.04(b), an employee terminated in accordance with Article 9.04(b) shall continue to receive her pay for the number of days prior to the date of termination.

### **9.06 Notification to the Union**

The Employer shall advise the Union of the appointment, termination, or change of status of each employee in the bargaining unit in accordance with Article 8.02.

### **9.07 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## **ARTICLE 10 - JOB POSTING**

### **10.01 Job Posting**

- (a) When a new permanent position, a permanent vacancy, or a Long Assignment is created within the bargaining unit, the Employer shall post a notice of such in buildings where employees in the bargaining unit work.
- (b) The posting of a permanent position, vacancy, or Long Assignment shall be for a minimum of ten (10) days.
- (c) Should a Short Assignment not be able to be filled in accordance with Article 37.05, the posting of a Short Assignment shall be for a minimum of five (5) days.
- (d) The notice posted shall indicate:
  - (i) the classification and work area;
  - (ii) whether the posting is for a permanent position, or a Long or Short Assignment (if necessary);
  - (iii) the expected duration of the Assignment; and
  - (iv) whether the appointment is full-time or part-time, and any applicable part-time designation.
- (e) Only those postings which cannot be filled with a qualified employee from any bargaining unit will be available for filling from outside any of the bargaining units.

**10.02 Filling Vacancies or Assignments \***

Where it is determined by the Employer that:

- (a) two or more bargaining unit applicants for a position in a bargaining unit are qualified; and
- (b) those applicants are of equal merit, preference in filling the vacancy or Assignment shall be given to the applicant with the greatest length of seniority.

Notwithstanding the above, the Employer may award the position to the most senior applicant without conducting interviews.

**10.03 Retention of Status**

A permanent employee who successfully bids for a Long Assignment, or a Short Assignment (if posted), shall be entitled to retain her status as a permanent employee, and shall be entitled to return to her former position. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

#### **10.04 Grievance/Arbitration**

Notwithstanding any other provision of this Agreement, for the purposes of this Article, an employee has the right to grieve any filling of a vacancy or Assignment in any bargaining unit.

### **ARTICLE 11 - CHECKOFF**

#### **11.01 Deduction of Union Dues and Assessments**

The Employer will, as a condition of employment, deduct an amount equal to the amount of the membership dues and assessments uniformly required to be paid by all members of the Union from the bi-weekly pay of all employees in the bargaining unit.

#### **11.02 Notification of Deduction**

The Union shall inform the Employer in writing of the authorized deduction to be checked off for employees mentioned in Article 11.01.

#### **11.03 Religious Exclusions**

Deductions for membership dues and assessments shall not apply to any employee who, for religious reasons, cannot pay union dues and assessments, provided she makes a contribution equal to said union dues and assessments to some recognized charitable cause.

#### **11.04 Remittance of Union Dues and Assessments**

The amounts deducted in accordance with Article 11.01 shall be remitted to the Secretary-Treasurer of the Union by cheque within a reasonable time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on her behalf.

#### **11.05 Liability**

The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

### **ARTICLE 12 - STEWARDS**

#### **12.01 Recognition**

The Employer acknowledges the right of the Union to appoint employees as Stewards.

#### **12.02 Notification**

The Union agrees to provide the Employer with a list of employees designated as Chief Stewards and as Stewards for each bargaining unit.

### **12.03 Servicing of Grievances**

It is understood that the Officers, Stewards and members of the Union have their regular work to perform on behalf of the Employer. It is acknowledged that grievances should be serviced as soon as possible and that if it is necessary to service a grievance during working hours, Stewards will not leave their jobs without giving an explanation for leaving and obtaining the Supervisor's permission. Permission will not be unreasonably withheld so long as operational requirements permit. The Steward shall report back to the Supervisor before resuming the normal duties of her position.

## **ARTICLE 13 - TIME OFF FOR UNION BUSINESS**

### **13.01 Leave Without Pay**

Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted to employees for Union business:

- (a) as members of the Board of Directors of the Union for the attendance at Board meetings;
- (b) as members of the Bargaining Unit Negotiating Committees of the Union for the attendance at Committee Meetings;
- (c) as delegates to attend conventions of the Union's affiliated bodies, including N.U.P.G.E., C.L.C., Nova Scotia Federation of Labour;
- (d) as members of standing Committees of the Union for the attendance at meetings of standing Committees;
- (e) as members of the Executive to attend Executive Meetings of the Nova Scotia Federation of Labour;
- (f) for such other legitimate Union business as may be authorized by the Union such as, but not limited to, replacing Union staff, Union educational programs, etc.

Such permission shall not be unreasonably withheld.

### **13.02 Notification to Employer**

The Union shall notify the Employer of the names of CDHA employees, including the department wherein the employee is employed, who are members of the Board of Directors, the Union Executive and Bargaining Unit Negotiating Committee.



### **13.03 Salary Continuance**

The Employer will continue the salary of an employee who is granted leave without pay in accordance with Article 13.01 and will bill the Union for the employee's salary.

### **13.04 Annual Meeting/Collective Bargaining Workshop**

- (a) Where operational requirements permit and on reasonable notice as provided in Article 13.04(b), the Employer shall grant leave with pay for a period not exceeding two (2) working days, and leave without pay for travelling time for such portion of the working day prior to and following the meeting as may be required, to employees who are elected or appointed as registered delegates to attend the Annual Meeting or the Collective Bargaining Workshop of the Union. Such permission shall not be unreasonably withheld. The Employer shall only grant such leave for either the Annual Meeting or the Collective Bargaining Workshop in any one year. However, upon three (3) months advance written request, and if operational requirements permit, the Employer may grant leave as provided herein for both the Annual Meeting and the Collective Bargaining Workshop in the same year if neither were held in the previous year.
- (b) The Union shall notify the Employer in writing of the names, including the department wherein the employee is employed, of the registered delegates attending the Annual Meeting or the Collective Bargaining Workshop of the Union at least three (3) weeks in advance.
- (c) Notwithstanding Article 13.05, the number of employees entitled to attend the Collective Bargaining Workshop shall not exceed five (5) per bargaining unit represented by the Union.

### **13.05 Number of Employees Eligible**

The number of employees eligible for special leave provisions under Articles 13.01 and 13.04 shall be in accordance with the numbers laid down in the Nova Scotia Government and General Employees Union Constitution.

### **13.06 Contract Negotiations**

Where operational requirements permit, and on reasonable notice, the Employer shall grant leave with pay for not more than five (5) representatives of each bargaining unit for the purpose of attending contract negotiation meetings with the Employer. However, when any joint bargaining unit contract negotiation meetings occur on any one (1) day or part thereof, the Employer shall, where operational requirements permit, grant leave with pay to any eight (8) of these representatives at the same time. Such permission shall not be unreasonably withheld.

### **13.07 Arbitration and Joint Consultation**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to employees who are:

- (a) called as a witness by an Arbitration Board as prescribed by Article 26;
- (b) meeting with management in joint consultation as prescribed by Article 27.

### **13.08 Grievance Meetings**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to an employee for the purpose of attending grievance meetings with the Employer.

### **13.09 No Loss of Service/ Seniority**

While on leave for Union business pursuant to this Article, an employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous.

### **13.10 Leave of Absence for the Full-time President**

Leave of absence for the full-time President of the Union shall be granted in accordance with the following:

- (a) An employee who declares her intention to offer for the position of President of the Union shall notify the Employer as soon as possible after declaring her intention to seek the office of the President.
- (b) An employee elected or appointed as President of the Union shall be given leave of absence without pay for the term(s) she is to serve.
- (c) A leave of absence for a second (2<sup>nd</sup>) and subsequent consecutive term(s) shall be granted in accordance with paragraph (a) and (b).
- (d) For the purposes of paragraph (b) and (c), the leave of absence shall commence as determined by the Union, provided one month's notice is provided to the Employer.
- (e) All benefits of the employee shall continue in effect while the employee is serving as President, and, for such purposes, the employee shall be deemed to be in the employ of the Employer.
- (f) Notwithstanding paragraphs (b) and (e), the gross salary of the President shall be determined by the Union and paid to the President by the Employer, and the amount of this gross salary shall be reimbursed to the Employer by the Union.

- (g) Upon expiration of her term of office, the employee shall be reinstated in the position she held immediately prior to the commencement of leave, or if the position no longer exists, to another position in accordance with this Agreement.
- (h) Notwithstanding paragraph (b) or any provision of this Agreement to the contrary, the period of leave of absence shall be deemed to be continuous service with the Employer for all purposes.
- (i) Notwithstanding the provisions of the Agreement, vacation earned but not used prior to taking office shall be carried over to be taken in the fiscal year in which the employee returns from leave of absence.
- (j) The Union shall reimburse to the Employer the Employer's share of contributions for EI premiums, Canada Pension Plan, other pension and group insurance premiums made on behalf of the employee during the period of leave of absence.

## **ARTICLE 14 - HOURS OF WORK**

### **14.01 Hours of Work**

- (a) Unless this Agreement provides otherwise, the hours of work shall be seventy-five (75) hours per bi-weekly period, normally consisting of ten (10) seven and one-half (7 ½) hour shifts.
- (b) **Overtime Exception**

Where, during a regular scheduled shift rotation, an employee may be required to work in excess of seventy-five (75) hours in a two-week (2) period, additional hours shall not constitute overtime in that two (2) week period, provided the hours of work average seventy-five (75) hours per two (2) weeks of each complete cycle of the shift rotation.

- (c) **Rest Intervals between Scheduled Shifts**

With the exception of employees who are working shifts greater than seven and one-half (7 ½) hours, every reasonable effort shall be made by the Employer to avoid scheduling the commencement of a shift within sixteen (16) hours of the completion of the employee's previous shift. In addition to situations arising pursuant to Article 14.03, shift arrangements requested by the employee(s) in writing and approved by the Employer, in variance to the foregoing, shall not constitute a violation of this provision.

- (d) **Allied Health Instructors**

- (i) The hours of work for Allied Health Instructors shall be seventy (70) hours per two (2) week period exclusive of meal breaks.

- (ii) Allied Health Instructors shall be allowed five (5) days' leave with pay at a time agreeable to both the employee and the Employer when classes are in abeyance or at another mutually acceptable time.

#### **14.02 No Guarantee of Hours**

An employee's scheduled hours of work shall not be construed as guaranteeing the employee minimum or maximum hours of work but is a basis for computing overtime.

#### **14.03 Deviations from Scheduled Hours**

It is recognized and understood that deviations from the regular schedules of work will be necessary and will unavoidably result from several causes, such as, but not limited to, leaves of absence, absenteeism, temporary shortage of personnel, and emergencies. Such deviations shall not be a violation of this Agreement.

#### **14.04 Flexible Working Hours**

The Employer will, where operational requirements and efficiency of the service permit, authorize experiments with flexible working hours if the Employer is satisfied that an adequate number of employees have requested and wish to participate in such an experiment.

#### **14.05 Modified Work Week**

Where employees in a unit have indicated a desire to work a modified work week, the Employer may authorize experiments with a modified work week schedule, providing operational requirements permit and the provision of services are not adversely affected. The averaging period for a modified work week shall not exceed three (3) calendar weeks, and the work day shall not exceed ten (10) hours.

#### **14.06 Return to Regular Times of Work**

In the event that a modified work week or flexible working hours system:

- (a) does not result in the provision of a satisfactory service to the public;
- (b) incurs an increase in cost to the employing department; or
- (c) is operationally impractical for other reasons;

the Employer may require a return to regular times of work, in which case the employees shall be provided with sixty (60) calendar days' advance notice of such requirement.

#### **14.07 Shift Duration**

- (a) In the event that an existing shift duration

- (i) does not result in the provision of satisfactory service to the public; or
- (ii) is operationally impractical for other reasons;

the Employer will consult with the Union, with the view to minimizing any adverse effects that a change to existing shift duration may have on employees.

- (b) The Employer will give the employees sixty (60) calendar days advance notice of the shift requirement; and invite expressions of interest.
- (c) The expression of interest notice shall include the required:
  - (i) number of employees;
  - (ii) classification;
  - (iii) abilities, experience, qualifications, special skills and physical fitness, where applicable, reflecting the functions of the job concerned; and
  - (iv) shift duration.
- (d) If there are more qualified volunteers than required, preference in filling the positions shall be given to the employees with the greatest length of seniority.
- (e) If there are fewer qualified volunteers than required, the Employer shall staff the shifts with qualified employees, in reverse order of seniority.
- (f) Nothing in this Article precludes the Employer from:
  - (i) maintaining any and all shift arrangements in effect prior to the signing of this Agreement;
  - (ii) hiring employees to staff a specific shift duration;
  - (iii) continuously assigning an employee to a specific shift duration at the employee's request, where such continuing assignment is acceptable to the Employer.

#### **14.08 Meal Breaks and Rest Periods**

For each seven and one-half (7 ½) hour shift, subject to the provisions of Article 14.09, the Employer shall provide an unpaid meal break of one-half (½) hour and paid rest periods totalling one-half (½) hour, not to be taken in less than two (2) breaks. The Employer shall schedule meal breaks in such a way that an employee be permitted to leave her work area. Operational requirements may be such that these breaks may not be able to be taken off the premises. These breaks shall be prorated for shift duration.

#### **14.09 Recall From Meal Breaks and Rest Periods**

Should an employee be recalled to duty during the designated meal break as provided in Article 14.08 and the entire meal break cannot be rescheduled during the shift, the meal break shall be deemed to be time worked and compensated for at the applicable overtime rate set out in Article

15. Should an employee be recalled to duty during the time provided in Article 14.08, other than during the designated meal break, and time off equal to the difference between the break time taken and the total break allowance cannot be granted during the shift, the break time not taken because of recall to duty shall be considered as overtime and compensated for in accordance with the provisions of Article 15.

#### **14.10 Coverage**

The employees agree to maintain staff coverage which, in the opinion of the Employer, is adequate for all operational units during a shift change, meal breaks, and rest periods.

#### **14.11 Days Off**

During the two (2) week period employees shall, whenever possible, receive two (2) days off in each calendar week or four (4) days off in each two (2) week period. At least two (2) of the days off in the two (2) week period shall be consecutive days off.

#### **14.12 Consecutive Shifts**

- (a) The Employer will endeavour, where possible, to provide that no employee is scheduled to work more than seven (7) consecutive days in a two (2) week period. This does not preclude shift arrangements, acceptable to both the Employer and the employee(s), in variance to the foregoing.
- (b) Subject to the limitations of Article 14.03, the Employer shall provide that no employee is scheduled to work more than five (5) consecutive evening shifts or five (5) consecutive night shifts in a two (2) week period. This does not preclude shift arrangements requested by the employee, in writing, acceptable to both the Employer and the employee(s) in variance to the foregoing.

#### **14.13 Posting of Shift Schedules \***

- (a) Schedules shall be posted at least four (4) weeks in advance of the schedule to be worked and the schedule shall be for a minimum of two (2) weeks. The Employer shall make every reasonable effort not to change shifts. If the Employer changes the shift schedule within forty-eight (48) hours of the shift, the employee(s) affected shall be entitled to overtime compensation for that shift. The Employer must inform employees of the shift changes made to the posted schedules.
- (b) When the Employer requires an employee who is regularly scheduled to work Monday through Friday, to work on a weekend as part of her regular bi-weekly hours the Employer shall make every reasonable effort to provide the employee with four (4) weeks notice, but in any case not less than two (2) weeks notice of the weekend work.

#### **14.14 Exchange of Shifts**

Provided advance notice is given, which notice in the opinion of the Employer is deemed sufficient, and with the approval of the Employer, employees may exchange shifts, where operational requirements permit, and there is no increase in cost to the Employer.

#### **14.15 Week-ends Off \***

Where operational requirements permit, the Employer will endeavour to provide each employee one (1) weekend off in two (2), but in no case shall there be less than one (1) week-end off in three (3).

Arrangements and modifications to same in variance to the foregoing may be mutually agreed upon between the Employer and the employee.

#### **14.16 Split Shifts**

No shift shall be split for a period longer than the regularly scheduled meal and rest periods as provided for in Article 14.08.

#### **14.17 Rotation of Shifts**

Employees required to work rotating shifts (day, evening and night duty) shall be scheduled in such a way as to, as equitably as possible, assign the rotation equally. This does not preclude an employee from being continuously assigned to an evening or night shift at the employee's request where such continuing assignment is acceptable to the Employer.

#### **14.18 Conversion of Hours**

Except as otherwise provided in this Agreement, the following paid leave benefits will be converted to hours on the basis of one day's benefit being equivalent to 1/10 of the regular bi-weekly hours for the employee's classification:

- Calculation of Service under Article 1.02(b)
- Leave for Adoption of Child
- Annual Vacation Entitlement
- General Leave
- Vacation Carry Over
- Illness/Injury Benefit
- Paid Holidays under Article 18.01
- Rest Periods
- Bereavement Leave
- Acting Pay - Qualifying Period
- Leave for Birth of Child

#### **14.19 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## ARTICLE 15 - OVERTIME

### 15.01 Overtime Exclusions

- (a) Except for Allied Health Instructors, and positions excluded from overtime entitlement listed in Appendix 2, all positions in the bargaining unit shall be eligible for overtime compensation.
- (b) Allied Health Instructors shall be entitled to five (5) days leave with pay pursuant to Article 14.01(d)(ii) but shall not be entitled to the provisions of Article 15.01(c) and (d).
- (c) Employees excluded from overtime entitlement (Appendix 1, attached), shall be entitled to time off with pay at straight time for overtime worked. Such time off shall be scheduled in accordance with the mutual agreement of the Employer and the employee and as operational requirements permit.
- (d) An employee who is excluded from overtime entitlement and cannot be granted time off with pay in lieu of the overtime hours worked within a twelve (12) month period shall be entitled to receive compensation for the accumulated overtime hours. Compensation shall be paid once per year at the employee's regular straight time rate of pay, in respect to the hours accumulated as of March 1 in any year for which time off has not been scheduled.

### 15.02 Definitions

In this Article and Article 18:

- (a) **“overtime”** \* means authorized work in excess of an employee's regular work day or normal bi-weekly hours for employees whose hours of work are set out in Article 14.01.
- (b) **“time and one-half”** means one and one-half (1 ½) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate} \times 1 \frac{1}{2}}{\text{normal bi-weekly hours}}$$

- (c) **"double time"** means two (2) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate} \times 2}{\text{normal bi-weekly hours}}$$

### 15.03 Allocation and Notice of Overtime



Subject to the operational requirements of the service, the Employer shall make every reasonable effort:

- (a) to allocate overtime work on a fair and equitable basis among readily available and qualified employees; and
- (b) to give employees who are required to work overtime, adequate advance notice of this requirement.

#### **15.04 Union Consultation**

The Union is entitled to consult the Employer or its representative, whenever it is alleged that employees are required to work unreasonable amounts of overtime.

#### **15.05 Overtime Compensation**

An employee shall be compensated at the rate of one and one-half times (1 ½T) the employee's regular hourly rate for the first four (4) hours of work and two times (2T) the employee's regular hourly rate for all overtime worked in excess of four (4) hours.

#### **15.06 Overtime Eligibility**

An employee must work at least fifteen (15) minutes beyond her normal shift before being eligible for overtime compensation.

#### **15.07 Overtime Meal Allowance**

An employee, who is required to work a minimum of three (3) hours' overtime immediately following her scheduled hours of work and where it is not practical for her to enjoy her usual meal time before commencing such work, shall be granted reasonable time with pay, as determined by the Employer, in order that she may take a meal break either at or adjacent to her place of work. Under such conditions she shall be provided a voucher for one (1) meal in the amount of \$6.50.

#### **15.08 Computation of Overtime**

In computing overtime a period of thirty (30) minutes or less shall be counted as one-half (½) hour and a period of more than thirty (30) minutes but less than sixty (60) minutes shall be counted as one (1) hour.

#### **15.09 Form of Compensation**

Compensation for overtime shall be paid except where, upon request of the employee, and with the approval of the Employer, or its representative, overtime may be granted in the form of time off in lieu of overtime hours worked.

### **15.10 Time Off in Lieu of Overtime**

Where time off with pay in lieu of overtime hours worked has not been granted prior to the end of the second (2<sup>nd</sup>) calendar month immediately following the month in which the overtime was worked, compensation for overtime shall be paid.

### **15.11 Carry Over of Overtime**

Notwithstanding Article 15.10, an employee may request to have accumulated overtime carried over for a maximum of twelve (12) months. Such a request shall not be unreasonably denied. If time off with pay in lieu of overtime hours has not been granted prior to the end of this time, compensation for overtime shall be paid.

### **15.12 No Layoff to Compensate for Overtime**

An employee shall not be subject to layoff by the Employer during regularly scheduled hours of work, established in accordance with Article 14, in order to equalize any overtime worked.

### **15.13 Daylight Saving Time**

The changing of Daylight Saving Time to Standard Time, or vice versa, shall not result in employees being paid more or less than their normal scheduled daily hours. The hour difference shall be split between the employees completing their shift and those commencing their shift.

### **15.14 Call-In \***

- (a) An employee required to report back to work after leaving the premises of the work location following completion of a shift, but before the commencement of the next shift, except as required under Article 16, or called back to work on a day the employee is not scheduled to work, except as required under Article 16, shall be granted a minimum of four (4) hours pay at straight time rates or the applicable overtime rate, whichever is greater. The minimum guarantee of four (4) hours pay shall not apply to part-time employees who are offered additional hours for a period of less than four (4) hours.
- (b) An employee on the Employer's premises prior to the commencement of her shift, who is requested to begin work by the Employer, shall be eligible for overtime rates for that period of time before her actual shift is scheduled to begin.

### **15.15 Compensation for Performing Other Duties**

When an employee is required to work overtime and during the overtime hours performs duties of a classification other than the duties of her regular classification, she will be compensated for the overtime worked at the rate applicable to the duties performed during the overtime but shall in no case be paid a rate lower than her regular overtime rate.

## ARTICLE 16 - STANDBY AND CALLBACK

### 16.01 Standby Compensation \*

Employees who are required by the Employer to standby shall receive standby pay of twelve dollars (\$12.00) for each standby period of eight (8) hours or less.

### 16.02 Employee Availability

- (a) An employee designated for standby duty shall be available during her period of standby duty at a known telephone number or pager number and be able to report for duty as quickly as possible if called.
- (b) The Employer, at its own expense, will supply pagers to members of the bargaining unit who are designated for standby duty.

### 16.03 Failure to Report

No compensation shall be granted for the total period of standby if the employee is unable to report for duty when required.

### 16.04 Callback Compensation \*

- (a) An employee who is called back to work and who reports for work shall be compensated for a minimum of four (4) hours at the straight time rate for the period worked, or at the applicable overtime rate, whichever is greater. The minimum guarantee of four (4) hours pay at the straight time rate shall apply only once during each eight (8) consecutive hours on standby.
- (b) When a part-time employee is not scheduled to work but is required by the Employer to standby, the day(s) on standby shall be considered as the employee's rest day(s) and shall be compensated for all call back as overtime in accordance with Article 15 or a minimum of four (4) hours at the straight time rate, whichever is greater.

### 16.05 Transportation Allowance

Employees called back from standby shall be reimbursed for actual expenses incurred for transportation to and from the place of work to a maximum of \$8.00 per call.

### 16.06 Rest Interval After Callback \*

The Employer shall provide at least six (6) hours between the time an employee completes a period of callback and the commencement of the employee's next scheduled shift. During an eight (8) hour period of standby, if the first callback is within two (2) hours of the commencement of the next scheduled shift, the employee shall not be entitled to a six (6) hour

rest interval. If mutually agreeable between the employee and the Employer, arrangements in variance to the foregoing will be acceptable and will not constitute a violation of this Article.

### **16.07 Compensation Where Rest Interval Not Taken**

Subject to Article 16.06, where, because operational requirements do not permit or where mutually agreeable variations between the employee and the Employer are not acceptable, the six (6) hour rest period, pursuant to Article 16.06, cannot be accommodated, the hours worked from the commencement of the regular shift to the end of the period on which the rest period would normally end shall be compensated at the rate of time and one-half (1 ½T).

## **ARTICLE 17 - VACATIONS**

### **17.01 Annual Vacation Entitlement \***

- (a) An employee shall be entitled to receive annual vacation leave with pay:
  - (i) each year during her first forty-eight (48) months of service at the rate of one and one-quarter (1 ¼) days for each month of service; and
  - (ii) each year after forty-eight (48) months of service at the rate of one and two-thirds (1 ⅔) days for each month of service; and
  - (iii) each year after one hundred and eighty (180) months of service at the rate of two and one-twelfth (2-1/12) days for each month of service; and
  - (iv) each year after three hundred (300) months of service at the rate of two and one-half (2 ½) days for each month of service.
- (b) An employee who, as of February 19, 2001, has earned entitlement to more vacation than provided for in Article 17.01(a) of the collective agreement by virtue of her terms and conditions of employment with a predecessor employer shall retain that entitlement. Any future increase in vacation entitlement for such employees shall be pursuant to Article 17.01(a).

### **17.02 Vacation Year**

The vacation year shall be April 1 to March 31, inclusive.

### **17.03 Authorization**

An employee shall be granted vacation leave at such time during the year as the immediate management supervisor determines.

### **17.04 Vacation Scheduling \***

- (a) Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The employee shall advise the immediate management supervisor in writing of her vacation preference as soon as possible for the following vacation year but before March 1st in each year. The immediate management supervisor will respond in writing by April 1st indicating whether or not the employee's vacation request is authorized.
- (b) Preference in vacation schedule shall be given to those employees with greater length of seniority.
- (c) After the vacation schedule is posted, if operational requirements permit additional employee(s) to be on vacation leave, such leave shall be offered to employees on a work unit by seniority to those employees who may have requested the leave but were denied the leave for their request submitted before March 1<sup>st</sup>. Any additional vacation shall be granted on a first come, first serve basis.

#### **17.05 Employee Request \***

Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure that an employee's written request for vacation leave is approved. Where, in scheduling vacation leave, the Employer is unable to comply with the employee's written request, the immediate management supervisor shall:

- (a) give the reason for disapproval; and
- (b) make every reasonable effort to grant an employee's vacation leave in the amount and at such time as the employee may request in an alternative request.

Where operational requirements necessitate a decision by the Employer to place a restriction on the number of employees on vacation leave at any one time, preference shall be given to the employees with the greatest length of seniority.

#### **17.06 Unbroken Vacation**

Where operational requirements permit, the employer shall make every reasonable effort to grant to an employee her request to enjoy her vacation entitlement in a single unbroken period of leave.

#### **17.07 Vacation Carry Over**

- (a) Except as otherwise provided in this Agreement, vacation leave for a period of not more than five (5) days may, with the consent of the immediate management supervisor, be carried over to the following year, but shall lapse if not used before the close of that year. Request for vacation carry over entitlement shall be made in writing by the employee to the immediate management supervisor not later than January 31st of the year in which the

vacation is earned, provided however that the immediate management supervisor may accept a shorter period of notice of the request. The immediate management supervisor shall respond in writing within one (1) calendar month of receiving an employee's request.

- (b) An employee scheduled to take vacation and who is unable to do so within the vacation year due to illness or injury shall be entitled to carry over this unused vacation to the subsequent year.

#### **17.08 Accumulative Vacation Carry Over**

An employee, on the recommendation of the immediate management supervisor and with the approval of the Employer, may be granted permission to carry over five (5) days of her vacation leave each year to a maximum of twenty (20) days, if in the opinion of the immediate management supervisor, it will not interfere with the efficient operation of the Department.

#### **17.09 Use of Accumulated Vacation Carry Over**

The vacation leave approved pursuant to Article 17.08 shall be used within five (5) years subsequent to the date on which it was approved and shall lapse if not used within that period unless the immediate management supervisor recommends that the time be extended and the recommendation is approved by the Employer.

#### **17.10 Borrowing of Unearned Vacation Credits**

With the approval of the Employer, an employee who has been employed for a period of five (5) or more years may be granted five (5) days from the vacation leave of the next subsequent year.

#### **17.11 Employee Compensation Upon Separation**

An employee, upon her separation from employment, shall be compensated for vacation leave to which she is entitled.

#### **17.12 Employer Compensation Upon Separation**

An employee, upon her separation from employment, shall compensate the Employer for vacation which was taken but to which she was not entitled.

#### **17.13 Vacation Credits Upon Death**

When the employment of an employee who has been granted more vacation with pay than she has earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to her.

#### **17.14 Vacation Records**

An employee is entitled to be informed, upon request, of the balance of her vacation leave with pay credits.

#### **17.15 Recall from Vacation\***

The Employer will make every reasonable effort not to recall an employee to duty after she has proceeded on vacation leave or to cancel vacation once it has been approved.

#### **17.16 Reimbursement of Expenses upon Recall \***

Where, during any period of approved vacation, an employee is recalled to duty, she shall be reimbursed for reasonable expenses, subject to the provisions of Article 28, that she incurs:

- (a) in proceeding to her place of duty; and
- (b) in returning to the place from which she was recalled if she immediately resumes vacation leave upon completing the assignment for which she was recalled.

In addition to the above, an employee shall be compensated at two (2) times her regular rate of pay for time worked during the period of recall from vacation.

#### **17.17 Reinstatement of Vacation Upon Recall**

The period of vacation leave so displaced resulting from recall and transportation time in accordance with Articles 17.15 and 17.16, shall either be added to the vacation period, if requested by the employee and approved by the Employer, or reinstated for use at a later date.

#### **17.18 Illness During Vacation**

If an employee becomes ill during a period of vacation and the illness is for a period of three (3) or more consecutive days, and such illness is supported by a medical certificate from a legally qualified medical practitioner on such form as the Employer may from time to time prescribe, the employee will be granted sick leave and her vacation credits restored to the extent of the sick leave. The form is to be provided to the Employer immediately upon the return of the employee. If the employee does not have access to the Employer's form, the employee shall provide the Employer with a medical certificate from a legally qualified medical practitioner with the following information:

- (a) the date the employee saw the physician;
- (b) the date the employee became ill;
- (c) the nature of the illness; and

- (d) the duration, or the expected duration of the illness.

Upon the employee's return, she shall sign an authorization if requested by Occupational Health Services, permitting the physician to clarify or elaborate on the nature of the employee's illness or injury, as it relates to this claim, to Occupational Health Services in accordance with Article 21.

## **ARTICLE 18 - HOLIDAYS**

### **18.01 Paid Holidays**

The holidays designated for employees shall be:

- (a) New Year's Day
- (b) Good Friday
- (c) Easter Monday
- (d) Victoria Day
- (e) Canada Day
- (f) Labour Day
- (g) Thanksgiving Day
- (h) Remembrance Day
- (i) Christmas Day
- (j) Boxing Day
- (k) One (1) additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed, or, in any area where, in the opinion of the Employer, no such additional day is recognized as a provincial or civic holiday, the first Monday in August.
- (l) one-half (½) day beginning at 12:00 noon on Christmas Eve Day
- (m) any other day or part of a day declared by the province of Nova Scotia to be a general holiday.

### **18.02 Exception**

Article 18.01 does not apply to an employee who is absent without pay on both the working day immediately preceding and the working day following the designated holiday.

### **18.03 Holiday Falling on a Day of Rest**

When a day designated as a holiday coincides with the employee's day of rest, the Employer shall grant the holiday with pay on either:

- (a) the working day immediately following her day of rest; or
- (b) the day following the employee's annual vacation; or



- (c) another mutually acceptable day between the Employer and the employee.

#### **18.04 Holiday Coinciding with Paid Leave**

Where a day that is a designated holiday for an employee as defined in Article 18.01, falls within a period of leave with pay, the holiday shall not count as a day of leave.

#### **18.05 Compensation for Work on a Holiday**

- (a) Where an employee is regularly scheduled to work, in accordance with Article 14, and her regularly scheduled day of work falls on a paid holiday, as defined in Article 18.01, she shall receive compensation equal to two and one-half (2½) times her regular rate of pay as follows:
  - (i) compensation at one and one-half (1½) times her regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
  - (ii) time off with pay in lieu of the holiday on an hour-for-hour basis at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.05(a)(ii), compensation shall be granted at the employee's regular rate of pay for those hours worked on the holiday.

#### **18.06 Overtime on a Holiday**

- (a) Where an employee is required to work overtime on a paid holiday, as defined in Article 18.01, she will receive compensation equal to three (3) times her regular rate as follows:
  - (i) compensation at two (2) times her regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
  - (ii) time off with pay in lieu of the holiday on an hour for hour basis at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.06 (a)(ii), compensation shall be granted at the employee's regular rate of pay for those hours worked on the holiday.

#### **18.07 Time Off in Lieu of Holiday**

In no case shall the total time off in lieu of a holiday referred to in 18.05(a)(ii) and 18.06(a)(ii) above exceed the equivalent of one complete shift.

### **18.08 Christmas or New Year's Day Off**

Each employee shall receive either Christmas Day or New Year's Day off, unless otherwise mutually agreed, and every effort will be made to give at least two (2) other holidays off on the actual day of the holiday.

### **18.09 Illness on a Paid Holiday**

- (a) An employee who is scheduled to work on a paid holiday, as defined in Article 18.01, and who is unable to report for work due to a reason covered by Article 19.11 (General Leave), shall receive sick leave for that day, and shall be granted time off in lieu of the holiday at a mutually acceptable time prior to the end of the second (2<sup>nd</sup>) calendar month immediately following the month in which the holiday fell.
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.09(a), compensation shall be granted at the employee's regular rate of pay for those hours.
- (c) An employee who is on Short Term Illness pursuant to Article 21 (Illness/Injury Benefit), shall be deemed to have received the holiday pay on the day designated as a holiday.

### **18.10 Time Off in Lieu for Part-time and Job Share Employees \***

Where a part-time employee or an employee in a job sharing arrangement works on a holiday, in addition to compensation at the applicable rate, she will receive time off with pay in lieu of the holiday, on an hour for hour basis, at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.

For purposes of clarity it is understood that a part-time employee or an employee in a job sharing arrangement would receive time off in lieu of the holiday in the amount of 7.5 hours for 7.5 hours worked and 11.25 hours for 11.25 hours worked.

## **ARTICLE 19 - LEAVES**

### **19.01 Special Leave**

The Employer, in any one year, may grant to an employee:

- (a) special leave without pay for such a period as it deems circumstances warrant;
- (b) special leave with pay for reasons other than those covered by 19.02 to 19.11 inclusive, for such period as it deems circumstances warrant.

### **19.02 Bereavement Leave**

- (a) If a death occurs in the employee's immediate family when the employee is at work, the employee shall be granted leave with pay for the remainder of her scheduled shift. The employee shall also be granted seven (7) calendar days' leave of absence effective midnight following the death and shall be paid for all shifts the employee is scheduled to work during that seven (7) calendar day period. In any event, the employee shall be entitled to thirty-seven and one-half (37 ½) consecutive hours paid leave, even if this extends past the seven (7) calendar days leave. "Immediate Family" is defined as the employee's father, mother, guardian, brother, sister, spouse, child, father-in-law, mother-in-law, step-child or ward of the employee, grandparent or grandchild of the employee, and a relative permanently residing in the employee's household or with whom the employee permanently resides. For employees whose hours of work are seventy (70) hours bi-weekly or eighty (80) hours bi-weekly the entitlement shall be thirty-five (35)/forty (40) consecutive hours paid leave, even if this extends past the seven (7) calendar days.
- (b) Every employee shall be entitled to leave with pay up to a maximum of one (1) day in the event of death of the employee's son-in-law, daughter-in-law, brother-in-law or sister-in-law, and may be granted up to two (2) days for travel for purposes of attending the funeral and shall be paid for those travel days which are not regularly scheduled days of rest.
- (c) Every employee shall be entitled to one (1) day leave without pay, for the purpose of attending the funeral of an employee's aunt or uncle, niece or nephew, or the grandparents of the spouse of the employee.
- (d) The above entitlement is subject to the proviso that proper notification is made to the Employer.
- (e) If an employee is on vacation or sick leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to her vacation or sick leave credits.

### **19.03 Court Leave**

Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required:

- (a) to serve on a jury; or
- (b) by subpoena or summons to attend as a witness in any proceeding held:
  - (i) in or under the authority of a court; or
  - (ii) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it; or

- (iii) before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.
- (c) Where an employee notifies the Employer in advance, where possible, that she is required to serve pursuant to the provisions of Article 19.03(b)(i), as a result of the functions the employee fulfills on behalf of the Employer on a day other than a regularly scheduled work day, the Employer will consider an employee's request to cover the time lost on a day of rest or vacation day for that period of time required by the court for the purpose of giving evidence pursuant to this Article.

#### **19.04 Jury Compensation**

Any employee given leave of absence with pay to serve on a jury pursuant to Article 19.03 shall have deducted from her salary an amount equal to the amount that the employee receives for such jury duty after deduction of reasonable expenses.

#### **19.05 Selection/Promotion Process Leave**

When an employee participates in an Employer personnel selection or promotion process, she shall be granted a leave of absence with pay for the period during which the employee's presence is required for purposes of the selection or promotion process. Such leave of absence shall be requested by the employee of her immediate management supervisor as soon as the requirement of her presence is known.

#### **19.06 Pregnancy Leave**

- (a) The Employer shall not terminate the employment of an employee because of her pregnancy.
- (b) A pregnant employee, who has been employed with the Employer for at least one (1) year, is entitled to an unpaid leave of absence of up to seventeen (17) weeks.
- (c) An employee shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (d) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the employee is pregnant and specifying the expected date of delivery.
- (e) Pregnancy leave shall begin on such date as the employee determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery, and not later than the date of delivery.
- (f) Pregnancy leave shall end on such date as the employee determines, but not sooner than one (1) week after the date of delivery, and not later than seventeen (17) weeks after the pregnancy leave began.

- (g) A pregnant employee shall provide the Employer with at least four (4) weeks notice of the date she will begin her pregnancy leave. Such notice may be amended from time to time by the employee:
  - (i) by changing any date in the notice to an earlier date if the notice is amended at least two (2) weeks before that earlier date;
  - (ii) by changing any date in the notice to a later date if the notice is amended at least two (2) weeks before the original date.
- (h) An employee shall endeavour to provide the Employer with four (4) weeks' notice, and in any event, shall not provide less than two (2) weeks' notice of the date the employee will return to work on completion of the pregnancy leave, unless the employee gives notice pursuant to Article 19.07(f).
- (i) Where notice as required under Article 19.06(g) or (h) is not possible due to circumstances beyond the control of the employee, the employee shall provide the Employer as much notice as reasonably practicable of the commencement of her leave or her return to work.
- (j) The Employer may require a pregnant employee to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the employee's work is materially affected unless the Employer can reasonably modify the employee's duties for the period required or temporarily re-assign the employee to alternate duties or another classification. The Union shall support any modification of duties or temporary re-assignment as provided in this provision.
- (k) Where an employee reports for work upon the expiration of the period referred to in Article 19.06(f), the employee shall resume work in the same position she held prior to the commencement of the pregnancy leave, with no loss of seniority or benefits accrued to the commencement of the pregnancy leave. Where the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (l) While an employee is on pregnancy leave, the Employer shall maintain coverage for medical, extended health, group life and any other employee benefit plans and shall continue to pay its share of premium costs for maintaining such coverage during the period of pregnancy leave.
- (m) While on pregnancy leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. However, service accumulated during pregnancy leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which pregnancy leave is taken, one (1) month of service shall be credited to an employee who does not receive salary for a

total of seventeen (17) days or more during the first and last calendar months of the pregnancy leave granted under Article 19.06(b).

- (n) Leave for illness of an employee arising out of or associated with the employee's pregnancy prior to the commencement of, or the ending of, pregnancy leave granted in accordance with Article 19.06(b), may be granted sick leave in accordance with the provisions of Article 21.

(o) **Pregnancy Leave Allowance**

- (i) An employee entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that she has applied for, and is eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Unemployment Benefit (S.U.B.).
- (ii) In respect to the period of pregnancy leave, payments made according to the S.U.B. Plan will consist of the following:
  - (1) Where the employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five per cent (75%) of her weekly rate of pay for each week of the two (2) week waiting period, less any other deductions received by the employee during the benefit period;
  - (2) Up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the employee is eligible to receive and ninety-three per cent (93%) of her weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the E. I. benefits to which the employee would have been eligible if no other earnings had been received during the period.
- (iii) For the purpose of this allowance, an employee's weekly rate of pay will be one-half (½) the bi-weekly rate of pay to which the employee is entitled for her classification on the date immediately preceding the commencement of her pregnancy leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the employee's classification.
- (iv) Where an employee becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.U.B. plan will be adjusted accordingly.
- (v) The Employer will not reimburse the employee for any amount she is required to remit to Human Resources Development Canada, where her annual income

exceeds one and one-half ( $\frac{1}{2}$ ) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

#### **19.07 Parental Leave \***

- (a) An employee who has been employed with the Employer for at least one (1) year, and who becomes a parent for one or more children through the birth of the child or children is entitled to an unpaid leave of absence of up to thirty-five (35) weeks.
- (b) Where an employee takes pregnancy leave pursuant to Article 19.06 and the employee's new born child or children arrive in the employee's home during pregnancy leave, parental leave begins immediately upon completion of the pregnancy leave and without the employee returning to work and ends not later than thirty-five (35) weeks after the parental leave began.
- (c) Where an employee did not take pregnancy leave pursuant to Article 19.06, parental leave begins on such date as determined by the employee, coinciding with or after the birth of the child or children first arriving in the employee's home, and ends not later than thirty-five (35) weeks after the parental leave begins or fifty-two (52) weeks after the child or children first arrive in the employee's home, whichever is earlier.
- (d) Notwithstanding Article 19.07(b) or (c), where an employee has begun parental leave, and the child to whom the parental leave relates is hospitalized for a period exceeding, or likely to exceed one (1) week, the employee is entitled to return to and resume work in the position held immediately before the leave began or, where that position is not available, the matter shall be referred to the Joint Committee on Technological Change. The employee is entitled to only one (1) interruption and deferral of each parental leave.
- (e) The employee shall give the Employer two (2) weeks notice of the date the employee will begin parental leave.
- (f) The employee shall give the Employer two (2) weeks notice of the date the employee will return to work upon completion of the parental leave.
- (g) Where an employee reports for work upon the expiration of the period referred to in Article 19.07(a), the employee shall resume work in the same position she held prior to the commencement of the parental leave. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (h) While on parental leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. However, service accumulated during parental leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which parental leave is taken, one (1) month of service shall be credited to an employee who does not receive salary for a total

of seventeen (17) days or more during the first and last calendar months of the parental leave granted under Article 19.07(a).

- (i) The employee shall have the option of maintaining the benefit plans in which the employee participated prior to the commencement of the employee's parental leave.
- (j) The Employer shall notify the employee of the option and the date beyond which the option referred to in Article 19.07(i) may no longer be exercised at least ten (10) days prior to the last day on which the option could be exercised to avoid an interruption of benefits.
- (k) Where the employee opts in writing to maintain the benefit plans referred to in Article 19.07(i), the employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plans, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.

#### **19.08 Adoption Leave \***

- (a) An employee who has been employed with the Employer for at least one (1) year, who becomes a parent for one or more children through the placement of the child or children in the care of the employee for the purpose of adoption of the child or children pursuant to the law of the Province is entitled to an unpaid leave of absence of up to thirty-five (35) weeks, or more, if required by the adoption agency.
- (b) The Employer shall require an employee who requests Adoption Leave pursuant to Article 19.08(a) to submit a certificate from an official in the Department of Community Services, or equivalent, to establish the entitlement of the employee to the Adoption Leave.
- (c) Adoption leave begins on such date as determined by the employee, coinciding with the child or children first arriving in the employee's home, and ends not later than thirty-five (35) weeks after the adoption leave begins or fifty-two (52) weeks after the child or children first arrive in the employee's home, whichever is earlier.
- (d) Notwithstanding Article 19.08(b), where an employee has begun adoption leave, and the child to whom the adoption leave relates is hospitalized for a period exceeding, or likely to exceed one (1) week, the employee is entitled to return to and resume work in the position held immediately before the leave began or, where the position is not available, the matter shall be referred to the Joint Committee on Technological Change. The employee is entitled to only one (1) interruption and deferral of each adoption leave.
- (e) The employee shall give the Employer two (2) weeks notice of the date the employee will begin adoption leave.
- (f) The employee shall give the Employer two (2) weeks notice of the date the employee will return to work upon completion of the adoption leave.



- (g) Where an employee reports for work upon the expiration of the period referred to in Article 19.08(a), the employee shall resume work in the same position she held prior to the commencement of the adoption leave. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (h) While on adoption leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. However, service accumulated during adoption leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which adoption leave is taken, one (1) month of service shall be credited to an employee who does not receive salary for a total of seventeen (17) days or more during the first and last calendar months of the adoption leave granted under Article 19.08(a).

(i) **Adoption Leave Allowance**

- (i) An employee entitled to adoption leave under the provisions of this Agreement, who provides the Employer with proof that she has applied for and is eligible to receive employment insurance (E. I.) benefits pursuant to the *Employment Insurance Act, 1996*, shall be paid an allowance in accordance with the Supplementary Unemployment Benefit (S.U.B.) Plan.
- (ii) In respect to the period of adoption leave, payments made according to the S.U.B. Plan will consist of the following:
  - (1) Where the employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five percent (75%) of her weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the employee during the benefit period;
  - (2) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the employee is eligible to receive and ninety-three per cent (93%) of her weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the E. I. benefits to which the employee would have been eligible if no other earnings had been received during the period.
- (iii) For the purposes of this allowance, an employee's weekly rate of pay will be one-half the bi-weekly rate of pay to which the employee is entitled for her classification on the day immediately preceding the commencement of the adoption leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the employee's classification.

- (iv) Where an employee becomes eligible for a salary increment or pay increase during the benefit period, payments under the SUB Plan will be adjusted accordingly.
- (v) The Employer will not reimburse the employee for any amount she is required to remit to Human Resources Development Canada where her annual income exceeds one and one-half (1 ½) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

### **19.09 Leave for Birth of Child**

On the occasion of the birth of his child, a spouse who is an employee shall be granted special leave with pay up to a maximum of one (1) day during the confinement of the mother. This leave may be divided into two (2) periods and granted on separate days.

### **19.10 Leave for Adoption of Child**

An employee shall be granted one (1) day's leave with pay for the purpose of the adoption of a child by the employee, or the employee's spouse. This leave may be divided into two (2) periods and granted on separate days.

### **19.11 General Leave**

- (a) Employees shall be entitled to leave with pay for General Leave. The combined use of General Leave shall not exceed fifteen (15) days per fiscal year.
- (b) The immediate management supervisor may require proof of the need for such leave as she considers necessary.
- (c) General Leave consists of:

- (i) **Personal Illness and Injury**

An employee who is unable to perform her duties because of illness or injury for a period not exceeding three (3) consecutive working days, may be granted leave with pay up to a maximum of fifteen (15) working days per fiscal year.

- (ii) **Leave for Family Illness**

1. In the case of illness of a member of an employee's immediate family, meaning spouse, son, daughter, father or mother, who permanently reside with the employee, and when no one at home other than the employee can provide for the needs of the ill person, the employee may be granted, after notifying her immediate management supervisor, leave with pay up to five (5) working days per fiscal year, for the purpose of making such

arrangements as are necessary to permit the employee's return to work. The immediate management supervisor may require proof of the need for such leave as she considers necessary.

2. Notwithstanding the above, in the case of illness of the mother or the father of an employee who does not reside with the employee, an employee may be granted, after notifying her immediate management supervisor, leave with pay, for up to two (2) days of the said five (5) working days for the purpose of making such arrangements as are necessary to permit the employee's return to work. The immediate management supervisor may require proof of the need for such leave as she considers necessary.

(iii) **Leave for Emergency**

An employee shall be granted leave of absence with pay up to two (2) working days per fiscal year for a critical condition which requires her personal attention resulting from an emergency which cannot be served by others or attended to by the employee at a time when she is normally off duty.

(iv) **Leave for Medical and Dental Appointments**

Employees shall be allowed paid leave of absence up to three (3) working days per fiscal year, in order to engage in personal preventative medical and dental care.

- (d) For clarification, the combined use of General Leave shall not exceed fifteen (15) days per fiscal year, and within the fifteen (15) days:
- (i) leave for family illness shall not exceed five (5) days per fiscal year;
  - (ii) leave for emergency shall not exceed two (2) days per fiscal year;
  - (iii) leave for medical and dental appointments shall not exceed three (3) days per fiscal year;
  - (iv) leave for personal illness and injury shall not exceed fifteen (15) days per fiscal year;
- (e) The first three days of any absence taken pursuant to Article 21, Illness/Injury Benefit, shall be counted as three (3) days of General Leave.
- (f) A new employee who is appointed subsequent to April 1 shall have her maximum leave entitlement for the first fiscal year pro-rated in accordance with the number of months of service she will accumulate in the fiscal year of appointment.
- (g) Employees who exhaust all or part of their fifteen (15) days' entitlement in one fiscal year will have it reinstated on April 1 of the following fiscal year.

### **19.12 In-Service Conferences**

- (a) The Employer may grant permission to an employee to attend in-service conference(s), where in the opinion of the Employer, such a conference is relevant to the employee's respective field and where such attendance will not interfere with efficient operation. Such permission shall not be unreasonably withheld.
- (b) Where an in-service conference(s) is not held during the employee's scheduled hours of work, the employee shall be paid for all hours of attendance in accordance with Article 15 or Article 38, whichever is applicable.

### **19.13 Leave for Storms or Hazardous Conditions**

- (a) Time lost by an employee as a result of absence or lateness due to storm conditions or because of the condition of public streets and highways or because an employee finds it necessary to seek permission to leave prior to the end of the regular shift must be:
  - (i) made up by the employee at a time agreed upon between the employee and the employee's immediate supervisor; or
  - (ii) charged to the employee's accumulated vacation, accumulated holiday time, or accumulated overtime; or
  - (iii) otherwise deemed to be leave without pay.
- (b) Notwithstanding 19.13(a), reasonable lateness beyond the beginning of an employee's regular shift starting time shall not be subject to the provisions of Article 19.13(a)(i), (ii), or (iii), where the lateness is justified by the employee being able to establish to the satisfaction of the immediate management supervisor that every reasonable effort has been made by the employee to arrive at her work station at the scheduled time.
- (c) No discrimination is to be practised in the administration of this Article resulting from individual or personal situations, i.e. place of residence, family responsibilities, transportation problems, car pools, etc.

### **19.14 Prepaid Leave**

Permanent employees will be entitled to take a leave of absence financed through a salary deferral arrangement in accordance with the provisions of the Prepaid Leave Plan set out in Article 43 of this Agreement.

### **19.15 Leave of Absence for Political Office**

- (a) In this Article “Candidate” means a person who has been officially nominated as a candidate, or is declared to be a candidate by that person, or by others, with that person’s consent, in a Federal or Provincial election.
- (b) An employee who is a candidate and wishes a leave of absence shall apply to the Employer and the leave of absence shall be granted.
- (c) Where the employee withdraws as a candidate and before the election, notifies the Employer of the employee’s intention to return to work, the employee is entitled to return, to the position the employee left, two weeks after the notice has been given to the Employer unless the Employer and the employee both agree to the employee returning at another time.
- (d) An employee’s leave of absence to be a candidate shall terminate on the day the successful candidate in the election is declared elected unless, on or before the day immediately after ordinary polling day, the employee notifies the Employer that the employee wishes her leave of absence to be extended for such number of days, not exceeding ninety (90), as the employee states in the notice and in such case the leave of absence shall terminate as stated in the notice.
- (e) An employee on leave of absence who is an unsuccessful candidate is entitled to return to the position which that employee left. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (f) The leave of absence of an employee who is a successful candidate shall be extended from ordinary polling day of the election of which the employee is elected until two weeks after:
  - (i) the employee resigns from the position to which the employee was elected where that resignation occurs before the next election;
  - (ii) where the Assembly is dissolved for the next election, the date the employee notifies the Employer that the employee does intend to be a candidate at that next election;
  - (iii) the date nominations close for the next election if the Candidate has not been officially nominated as a Candidate; or
  - (iv) declaration day for the next election when it is official that the employee has not been re-elected, whichever is the latest.
- (g) Where an employee is elected for the second time, the leave of absence for the employee to be a Candidate terminates on the day the employee is declared elected for the second time and the employee ceases to be an employee for all purposes, including entitlement to all employee benefits, as of that day.

- (h) An employee who is not re-elected in the second election during the leave of absence may return to the position that employee left, or, where that position no longer exists the matter shall be referred to the Joint Committee on Technological Change.
- (i) During the employee's leave of absence to be a Candidate, the employee shall not be paid but the employee, upon application to the Employer at any time before the leave of absence, is entitled to pension credit for service as if the employee were not on a leave of absence and to medical and health benefits, long term disability coverage and life insurance coverage, or any one or more of them, if the employee pays both the employee's and Employer's share of the cost.

#### **19.16 Military Leave**

- (a) Where operational requirements permit, an employee may be granted leave of absence with pay to a maximum of two (2) weeks for the purpose of taking military training or serving military duty.
- (b) An employee who is given leave of absence with pay pursuant to this Article shall have deducted from her salary an amount equal to the amount paid by the Department of National Defence to her as salary.
- (c) Where an employee uses vacation entitlement for the purpose of taking military training or serving military duty pursuant to this Article, she shall receive full salary from the Employer notwithstanding amounts paid to her by the Department of National Defence.

#### **19.17 Education Leave**

- (a) Where the Employer requires and authorizes in writing an employee to pursue an educational program which specifically relates to job requirements, a full or partial leave of absence with pay may be granted to the employee. Where leave is granted, the Employer will pay for tuition and books.
- (b)
  - (i) A leave of absence without pay may be granted to an employee for the purpose of pursuing an educational program.
  - (ii) The employee shall have the option of maintaining the benefit plans in which the employee participated prior to the commencement of the employee's education leave.
  - (iii) The Employer shall notify the employee of the option referred to in Article 19.17(b)(ii) and the date beyond which the option may no longer be exercised at least ten (10) days prior to the last day on which the option could be exercised to avoid an interruption of benefits.

- (iv) Where the employee opts in writing to maintain the benefit plan referred to in Article 19.17(b)(ii), the employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plan, including the Employer's portion thereof, and the Employer shall process the documentation and payments as arranged.
  - (v) Where operational requirements permit, and on reasonable notice, leave of absence for education purposes shall not be unreasonably denied.
- (c) Upon completion of education leave pursuant to this Article, an employee shall be entitled to return to her former position. Where the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

## **ARTICLE 20 - GROUP INSURANCE**

### **20.01 Group Life and Medical Plans**

The Employer will continue to participate with employees in the provision of group life and medical plans as exist at the coming into force of this Agreement unless amended by mutual consent. The Employer agrees to pay 65% of the total premium cost for all employees covered by the health and dental care plans attached hereto and forming part of this Agreement.

### **20.02 Long Term Disability Plans \***

The terms of the long term disability plans, including those changes adopted from time to time, shall be deemed incorporated by reference into this collective agreement and shall be considered enforceable in the same way as all other provisions of this collective agreement. This provision applies to all of the plans in effect as of the signing date of this collective agreement, unless otherwise agreed by the parties.

## **ARTICLE 21 - ILLNESS/INJURY BENEFIT**

### **21.01 Short-Term Illness Leave Benefit**

An employee who is unable to perform her duties because of illness or injury for a period of absence exceeding three (3) consecutive working days may be granted leave of absence at seventy-five per cent (75%) normal salary for those days in excess of the three (3) consecutive working days for each incidence of short-term illness for a maximum of one-hundred (100) days. The first three (3) days of such absence shall be deducted from the General Leave provided for in Article 19.11.

### **21.02 Joint Rehabilitation Advisory Committee**

Within sixty (60) days of the signing of this Agreement, the parties are to establish a Joint Rehabilitation Advisory Committee. This committee will support the Union and the Employer to:

- (a) achieve a safe and timely return to work for employees absent due to illness/injury;
- (b) develop a continuum of return to work for employees absent due to illness/injury; and,
- (c) advise on the process of rehabilitation.

### **21.03 Recurring Disabilities**

- (a) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days again becomes unable to work because of the same illness or injury will be considered to be within the original short-term leave period as defined in Article 21.01.
- (b) An employee who returns to work after a period of short-term illness leave and after working thirty (30) or more consecutive work days, again becomes unable to work because of the same illness or injury, will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.01.
- (c) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days subsequently becomes unable to work because of an illness or injury unrelated to the illness or injury that caused the previous absence will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.01.
- (d) The provisions of Article 21.03(c) shall not apply to an employee who has returned to work for a trial period. In such a case, the employee will be considered to be within the original short-term leave period as defined in Article 21.01.
- (e) The Employer may require a trial period for any employee who returns to work after short term illness.

### **21.04 Benefits Not Paid During Certain Periods**

General Leave and Short-term illness leave benefits will not be paid when an employee is:

- (a) receiving designated paid holiday pay;
- (b) on suspension without pay;
- (c) on a leave of absence without pay, other than leave of absence for union business pursuant to Article 13 or in the case of circumstances covered under Article 21.05.

### **21.05 Benefits/Layoff**



- (a) When an employee is on short term illness and is deemed eligible for long term disability and is laid off, she shall be covered by both short term and long term benefits until termination of illness or disability entitlement. When such an employee has recovered or is capable of returning to work, she shall be covered by the provisions of Article 32.
- (b) During the period an employee is on layoff status, she shall not be entitled to benefits under Article 21 for an illness or disability which commenced after the effective date of layoff. When such an employee is recalled and returns to work, she shall be eligible for participation in all benefits.
- (c) The continuation of benefits payable pursuant to Article 21.05 shall include any benefits payable in accordance with the Long Term Disability Plan.

### **21.06 Long-Term Disability**

Employees shall be covered for Long Term Disability in accordance with the provisions of the Memorandum of Agreement signed by the parties and forming part of this Agreement (see Appendix 4). The agreed upon terms and conditions of the Long Term Disability Plan shall be subject to negotiations between the parties in accordance with the provisions of the Collective Agreement. Employees covered by either the NSAHQ, the Public Service LTD Plan, or the Crown Life Plan will continue to participate in those plans unless otherwise mutually agreed between the Union and the Employer. Employees not covered by an LTD plan shall be covered by an LTD plan agreed to by the Employer and Union.

### **21.07 Deemed Salary**

For the purposes of calculating any salary-related benefits, including any salary-based contributions required by this Agreement, any employee on illness leave under Article 21 shall be deemed to be on 100% salary during such leave, or in accordance with Federal or Provincial Statutes.

### **21.08 Proof of Illness**

An employee may be required by the Employer to produce a certificate from a legally qualified medical practitioner for any period of absence for which sick leave is claimed by an employee and if a certificate is not produced after such a request, the time absent from work will be deducted from the employee's pay. Where the Employer has reason to believe an employee is misusing sick leave privileges, the Employer may issue to the employee a standing directive that requires the employee to submit a medical certificate for any period of absence for which sick leave is claimed.

### **21.09 Sick Leave Application**

Application for sick leave for a period of more than three (3) consecutive working days, but not more than five (5) consecutive working days, shall be made in such manner as the Employer may from time to time prescribe and when the application for sick leave is for a period of more than five (5) consecutive working days, it shall be supported by a certificate from a medical practitioner.

#### **21.10 Unearned Credits Upon Death**

When the employment of an employee who has been granted more sick leave with pay than she has earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to her.

#### **21.11 Sick Leave Records**

An employee is entitled once each fiscal year to be informed, upon request, of the balance of her sick leave with pay credits.

#### **21.12 Employer Approval**

An employee may be granted sick leave with pay when she is unable to perform her duties because of illness or injury provided that she satisfies the Employer of this condition in such manner and at such time as may be determined by the Employer, and provided she has the necessary sick leave credits.

#### **21.13 Alcohol, Drug and Gambling Dependency**

Without detracting from the existing rights and obligations of the parties recognized in other provisions of this Agreement, the Employer and the Union agree to cooperate in encouraging employees afflicted with alcoholism, drug dependency or gambling dependency, to undergo a coordinated program directed to the objective of their rehabilitation.

#### **21.14 Confidentiality of Health Information**

- (a) An employee shall not be required to provide her management supervisor specific information relative to an illness during a period of absence. However, such information shall be provided to Occupational Health Services, if required by the Employer. Occupational Health Services shall only release such necessary information to the employee's immediate management supervisor, such as the duration or expected duration of the illness, the employee's fitness to return to work, any limitations associated with the employee's fitness to work, and whether the illness is bona fide.
- (b) The Employer shall store employee health information separately and access thereto shall be given only to the persons in Occupational Health Services who are directly involved in administering that information.

### **21.15 Report of Injuries**

An employee who is injured on duty shall immediately report or cause to have reported any injury sustained in the performance of her duties to her immediate supervisor in such manner or on such form as the Employer may from time to time prescribe.

### **21.16 Employee Entitlement \***

Except as provided for in Memorandum of Agreement #2, an employee whose illness or injury is one which is covered by the terms of the *Nova Scotia Workers' Compensation Act* is not entitled to receive any benefits pursuant to Article 19.11, General Leave, and/or Article 21.01, Short-term Illness Leave Benefit, for the illness or injury which is covered by the *Workers' Compensation Act*.

### **21.17 Recurring Disability**

An employee who ceases to be an employee and suffers a recurrence of a disability resulting from an injury on the job while in the employ of the Employer will receive benefits in accordance with the provisions of the *Workers' Compensation Act*.

### **21.18 Alternate Medical Practitioner**

For the purpose of this Article,

- (a) the Employer may require that the employee be examined by an alternate medical practitioner. If the employee is dissatisfied with the alternate medical practitioner selected by the Employer, the employee shall advise the Employer accordingly, in which case the Employer will provide the employee with the names of three (3) practitioners and the employee will select one (1) of the three.
- (b) Where the Employer refers an employee to an alternative medical practitioner pursuant to this Article, and where medical fees in excess of those covered by Medical Services Insurance are incurred by the employee, the Employer shall pay the cost of these fees.

### **21.19 Ongoing Therapy**

An employee who is participating in a scheduled ongoing series of treatments or therapy shall be eligible to accumulate time off for such purposes in order that it may be credited under the provisions of Short Term Illness Leave. In order to be deemed as ongoing treatment or therapy, the time between successive sessions shall not exceed thirty (30) days.

## **ARTICLE 22 - EMPLOYEE PERFORMANCE REVIEW & EMPLOYEE FILES**

### **22.01 Employee Performance Review \***

- (a) The Employer shall endeavour to conduct a formal written review of an employee's performance annually.
- (b) When a formal review of an employee's performance is made, the employee concerned shall be given an opportunity to discuss, sign and make written comments on the review form in question and the employee is to receive a signed copy to indicate that its contents have been read. An employee shall be entitled to a minimum of forty-eight (48) hours to review the performance review prior to providing any response to the Employer, verbally or in writing, with respect to the evaluation.
- (c) Peer Performance Review is voluntary in the sense that the employee to be evaluated may decline to participate in the peer performance review. It is also voluntary in the sense that an employee being asked to participate in the review by commenting on the employee being evaluated, may decline.

#### **22.02 Record of Disciplinary Action \***

- (a) The Employer agrees not to introduce as evidence in a hearing relating to disciplinary action, any document from the file of an employee, the existence of which the employee was not aware at the time of filing.
- (b) Subject to paragraph (c) below, notice of a disciplinary action which may have been placed on the personal file of an employee shall be destroyed after five (5) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.
- (c) An employee who has been subject to disciplinary action other than suspension may, after three (3) years of continuous service from the date the disciplinary measure was invoked, request in writing that the personnel file be cleared of any record of disciplinary action. Such request shall be granted provided the employee's file does not contain any further record of disciplinary action during the three (3) year period, of which the employee is aware. The Employer shall confirm in writing to the employee that such has been effected.

#### **22.03 Notice of Performance Improvement Requirements**

The Employer will notify an employee in writing where, during the period between the formal performance evaluation processes, the Employer has observed that certain aspects of an employee's performance require improvement.

#### **22.04 Employee Access to Personnel File**

Employees shall have access to their personnel files upon reasonable notice. Employees or persons authorized by them in writing, shall be entitled to obtain copies of any material on their personnel file upon reasonable notice.

## **ARTICLE 23 - DISCIPLINE AND DISCHARGE**

### **23.01 Just Cause**

No employee who has completed her probationary period shall be disciplined, suspended without pay or discharged except for just and sufficient cause.

### **23.02 Notification**

Where an employee is disciplined, suspended without pay or discharged, the Employer shall, within ten (10) days of the discipline, suspension or discharge notify the employee and the Union in writing by registered mail or personal service stating the reason for the discipline, suspension or discharge.

### **23.03 Grievances \***

Where an employee alleges that she has been discharged in violation of Article 23.01, she may within ten (10) days of the date on which she was notified in writing or within twenty (20) days of the date of her discharge, whichever is later, invoke the grievance procedure including provisions for Arbitration contained in Article 26, and for the purpose of a grievance, alleging violation of Article 23.01 she may lodge her grievance at the final level of the grievance procedure.

## **ARTICLE 24 - NOTICE OF RESIGNATION**

### **24.01 Notice of Resignation \***

If an employee desires to terminate her employment, she shall endeavour to forward a letter of resignation to the Employer four (4) weeks prior to the effective date of termination, and in any event, not less than two (2) weeks prior to the effective date of termination, provided however the Employer may accept a shorter period of notice.

### **24.02 Absence Without Permission**

- (a) An employee who is absent from her employment without permission for ten (10) consecutive days, shall be deemed to have resigned her position effective the first day of her absence.
- (b) The employee may be reinstated if she establishes to the satisfaction of the employer, that her absence arose from a cause beyond her control and it was not possible for the employer to notify the Employer of the reason for her absence.

### **24.03 Failure to Give Notice**

- (a) An employee who fails to give notice required by Article 24.01, or who is deemed to have resigned by virtue of 24.02, shall be struck from the payroll effective the date she absents herself without leave, and shall have deducted from monies owed her by the Employer from all sources, including any vacation pay, a sum equivalent to the salary payable to her for the period of notice which she failed to work.
- (b) If the employee is reinstated in accordance with 24.02(b), then any deductions made pursuant to 24.03(a) shall be reinstated.

#### **24.04 Acknowledgment of Letters of Resignation**

Receipt of letters of resignation shall be acknowledged by the Employer in writing.

#### **24.05 Withdrawal of Resignation**

An employee who has terminated her employment through resignation, may withdraw her resignation within forty-eight (48) hours of the time it was submitted to the Employer.

### **ARTICLE 25 - GRIEVANCE PROCEDURE**

#### **25.01 Grievances**

- (a) An employee(s) who feels that she has been treated unjustly or considers herself aggrieved by any action or lack of action by the Employer shall first discuss the matter with her immediate management supervisor no later than twenty-five (25) days after the date on which she became aware of the action or circumstance. The employee(s) may have a Steward present if so desired.
- (b) The supervisor shall answer the dispute within two (2) days of the discussions unless the Union agrees to extend this time limit.
- (c) When any dispute cannot be settled by the foregoing informal procedure, it shall be deemed to be a "grievance" and the supervisor shall be notified accordingly.
- (d) In each of the following steps of the grievance procedure, the Employer's designated representative shall arrange a meeting or meetings with the Union representative named in the grievance at the earliest mutually agreeable time, and not later than the time limit provided for in the applicable step of the grievance procedure. Such meeting(s) may be waived by mutual agreement.

#### **25.02 Union Approval**

Where the grievance relates to the interpretation or application of this Collective Agreement, the employee is not entitled to present the grievance unless she has the approval in writing of the Union or is represented by the Union.

### **25.03 (a) Grievance Procedure**

The following grievance procedure shall apply:

#### Step 1

If the employee(s) or the Union is not satisfied with the decision of the immediate management supervisor, the employee(s) may within ten (10) days of having received the supervisor's answer, present the grievance in writing to the supervisor. Failing satisfactory settlement within five (5) days from the date on which the grievance was submitted at Step 1 of the grievance procedure, the grievance may be submitted to Step 2.

#### Step 2

Within five (5) days from the expiration of the five (5) day period referred to in Step 1, the grievance may be submitted in writing either by personal service or by registered or certified mail to Employer's designate at Step 2 of the grievance procedure. Failing satisfactory settlement within ten (10) days from the date on which the grievance was received at Step 2, the grievance may be submitted to Step 3.

#### Step 3

Within five (5) days from the expiration of the ten (10) day period referred to in Step 2, the grievance may be submitted in writing to the Employer's Vice-President for the area in which the grievance arose accompanied by any proposed settlement of the grievance and any replies at Step 1 and Step 2. The Vice-President for the area in which the grievance arose shall reply to the grievance in writing within fifteen (15) days from the date the grievance was submitted to Step 3.

### **(b) Grievance Mediation \***

Where the parties have been unsuccessful in resolving the matter through the grievance procedure, the parties may jointly submit the matter to the Department of Environment and Labour's Grievance Mediation Program or such other mediation option as is agreeable to the parties. It is understood that grievance mediation is a voluntary program and that arbitration remains an option should the grievance remain unresolved after grievance mediation.

### **25.04 Union Referral to Arbitration**

Failing satisfactory settlement at Step 3 or upon expiration of the fifteen (15) day period referred to in Step 3 of the grievance procedure, the Union may refer the grievance to arbitration under Article 26.

### **25.05 Union Representation**

In any case where the employee(s) presents her grievance in person or in any case in which a hearing is held on a grievance at any level, the employee(s) shall be accompanied by a representative of the Union.

### **25.06 Time Limits**

In determining the time in which any step under the foregoing proceedings or under Article 26 is to be taken, Saturdays, Sundays, and recognized holidays shall be excluded.

### **25.07 Amending of Time Limits**

The time limits set out in the grievance procedure or under Article 26 may be extended by mutual consent of the parties to this Agreement.

### **25.08 Policy Grievance**

Where either party disputes the general application or interpretation of this Agreement, the dispute may be discussed with the Employer's Vice-President responsible for Human Resources, or the Union, as the case may be. Where no satisfactory agreement is reached, the dispute may be resolved pursuant to Article 26. This section shall not apply in cases of individual grievances.

### **25.09 Sexual Harassment and Personal Harassment**

Cases of sexual harassment and personal harassment as defined by the protected characteristics set out in Article 2.03 shall be considered as discrimination and a matter for grievance and arbitration. Such grievances may be filed by the aggrieved employee and/or the Union at Step 3 of the grievance procedure and shall be treated in strict confidence by both the Union and the Employer.

## **ARTICLE 26 - ARBITRATION \***

### **26.01 Notification**

Either of the parties may, after exhausting the grievance procedure in Article 25, notify the other party within ninety (90) days of the receipt of the reply at Step 3 or such reply being due, of its desire to refer the grievance to arbitration pursuant to the provisions of the *Trade Union Act* and this Agreement.

### **26.02 Referral to Arbitration**

Such notification shall specify the party's choice of whether it wishes to utilize the regular arbitration procedure or the expedited arbitration procedure, as provided for within this Article. In the event that a grievance is submitted to the regular arbitration process, it shall be heard by a single arbitrator, unless either party requests that it be heard by a three-member arbitration board.

### **26.03 Relief Against Time Limits**

The time limit for the initial submission of the written grievance under Article 25 is mandatory. Subsequent time limits are directory and the arbitration board or single arbitrator shall be able to



overrule a preliminary objection that the time limits are missed from Step 2 onward, providing that the board or arbitrator is satisfied that the grievance has been handled with reasonable dispatch and the Employer's position is not significantly prejudiced by the delay.

#### **26.04 Regular Arbitration Procedure**

##### **(a) Single Arbitrator**

If the grievance is to be heard by a single arbitrator and the Union and the Employer fail to agree upon the appointment of the arbitrator within five (5) days of notice of arbitration in accordance with Article 26.01, the appointment shall be made by the Minister of Labour for Nova Scotia.

##### **(b) Arbitration Board**

If the grievance is to be heard by a three-member arbitration board, the Union and the Employer shall each appoint a member of the arbitration board within five (5) days of notice of arbitration in accordance with Article 26.01. Should the appointed members fail to agree upon the appointment of a chair within five (5) days of their appointment, the Minister of Labour for Nova Scotia shall appoint the chair.

##### **(c) Arbitration Procedure**

The arbitration board or single arbitrator shall render a decision in as short a time as possible. With due regard to the wishes of the parties, the decision shall, in the normal course be handed down within a maximum of fourteen (14) days from the appointment of the chair or single arbitrator.

#### **26.05 Expedited Arbitration Procedure**

##### **(a) Eligibility For Utilization**

By mutual agreement, the parties may agree to have any grievance referred to expedited arbitration in accordance with the procedures set out herein.

##### **(b) Rules of Procedure**

By referring any specific grievance to be dealt with in the expedited arbitration procedure it is understood and agreed that the matter is to be dealt with in accordance with the Rules of Procedure attached to this Agreement as Appendix 2.

#### **26.06 Arbitration Award**

All arbitration awards shall be final and binding as provided by Section 42 of the *Trade Union Act*. An arbitrator may not alter, modify or amend any part of this Agreement, but shall have the

power to modify or set aside any unjust penalty of discharge, suspension or discipline imposed by the Employer on an employee.

### **26.07 Arbitration Expenses**

Each party shall pay the fees and expenses of its appointed member and one-half the fees and expenses of the chair or single arbitrator.

## **ARTICLE 27 - JOINT CONSULTATION**

### **27.01 Joint Consultation**

The parties acknowledge the mutual benefits to be derived from joint consultation and are prepared to enter discussions on matters of common interest and mutual concern.

## **ARTICLE 28 - TRAVEL**

### **28.01 Employer's Travel Policy**

- (a) The Employer's travel policy, dated July 14, 1993, shall apply to all employees covered by this Agreement.
- (b) The rates in the Employer's travel policy, including the rates specified in this Article, may be amended upwards from time to time.

### **28.02 Kilometrage Allowance \***

An employee who is authorized to use a privately owned automobile on the Employer's business shall be paid a kilometrage allowance of 31.5 cents per kilometer.

### **28.03 Other Expenses**

- (a) Reasonable expenses incurred by employees for approved business or education travel for the Employer shall be reimbursed by the Employer to the following maximums:

Accommodations	\$85.00 per night
Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$13.50

- (b) Article 28.03(a) does not include meal, accommodations, and other routine employee expenses normally incurred in the course of the employee's work day. In the event the employee's work requires her to be beyond a sixteen (16) kilometer radius of the Employer's premises during the employee's recognized lunch meal period, the employee is entitled to the \$7.00 lunch allowance pursuant to Article 28.03(a).

- (c) Reasonable expenses incurred by employees on the business of the Employer shall be reimbursed by the Employer, provided approval for the expenditure has been obtained.

#### **28.04 Transportation To/From Work**

An employee who is required to travel to and from work between the hours of 2400 and 0600 shall be entitled to be reimbursed for actual transportation expenses incurred to a maximum of \$6.00 per shift.

### **ARTICLE 29 - RETIREMENT ALLOWANCE**

#### **29.01 Entitlement**

An employee who retires because of age, or mental or physical incapacity shall be granted a Retirement Allowance as prescribed by the Nova Scotia Public Service Superannuation Plan, the NSAHO Pension Plan, the City of Halifax Superannuation Plan, the Federal Superannuation Plan, and/or the Canada Pension Plan.

#### **29.02 Continuation**

All employees presently covered by the Nova Scotia Public Service Award shall remain covered by the Nova Scotia Public Service Award as set out in Article 29.03. All other employees, including new employees as of the date of signing of this Agreement, shall be covered by the Retirement Allowance provided for in Article 29.04.

#### **29.03 Nova Scotia Public Service Award**

- (a) An employee who is retired because of age, or mental or physical incapacity, shall be granted a Public Service Award equal to one (1) week's pay for each year of service to a maximum of twenty-six (26) years. The Award will include a prorated payment for a partial year of service.
- (b) The amount of Public Service Award provided under Article 29.03 (a) shall be calculated by the formula:

$$\frac{\text{Annual Salary}}{52} = 1 \text{ week}$$

- (c) The entitlement of an employee to a Public Service Award shall be based on an employee's total service as defined in Article 1.02.
- (d) In addition to the months of service upon which an employee's Public Service Award entitlement is calculated pursuant to 29.03(c), the months of prior War Service purchased by an employee in accordance with the amendment to Section 11 of the Public Service

Superannuation Act, shall be included as months of service for the purpose of Public Service Award entitlement calculation.

- (e) Where an employee dies and she would have been entitled to receive a Public Service Award if she had retired from the Public Service immediately before her death, the Public Service Award to which she would have been entitled shall be paid:
  - (i) to her beneficiary under the Master Group Life Insurance Policy of the Prudential Assurance Company Limited No. 4,868,900; or
  - (ii) to her estate if there is no such beneficiary.
- (f) Where the person to whom a Public Service Award is payable has not attained the age of nineteen (19) years or, in the opinion of the Governor in Council, is not capable of managing her affairs by reason of infirmity, illness or other cause, the Public Service Award shall be paid to such person as the Governor in Council directs as trustee for the benefit of the person entitled to receive the Award.
- (g) The salary which shall be used to calculate the amount of the Public Service Award in accordance with this Article shall be the highest salary the employee was paid during her employment with the Employer.

#### **29.04 Retirement Allowance**

- (a) The Retirement Allowance for all other employees shall be:
  - (i) one-half (.5) month's pay if the employee has been employed for three (3) or more years but less than ten (10) years;
  - (ii) one (1) month's pay if the employee's service is ten (10) or more years but less than fifteen (15) years;
  - (iii) two (2) months' pay if the employee's service is fifteen (15) or more years but less than twenty (20) years;
  - (iv) three (3) months' pay if the employee's service is twenty (20) or more years but less than twenty-five (25) years;
  - (v) four (4) months' pay if the employee's service is twenty-five (25) or more years but less than thirty (30) years;
  - (vi) five (5) months' pay if the employee's service is thirty (30) or more years.
- (b) The salary which shall be used to calculate the amount of the Retirement Allowance in accordance with Article 29.04(a) shall be the highest salary the employee was paid during her employment with the Employer.

- (c) Where an employee dies and she would have been entitled to receive a Retirement Allowance as if she had retired from the Employer immediately before her death, the Retirement Allowance to which she would have been entitled shall be paid:
  - (i) to her beneficiary under the Group Life Insurance Policy; or
  - (ii) to her estate if there is no such beneficiary.
- (d) The amount of the retirement allowance provided for in Article 29.04 shall be calculated by the formula:

$$\frac{\text{bi-weekly salary} \times 26}{12} = 1 \text{ month}$$

### **ARTICLE 30 - THE PENSIONS**

#### **30.01 Coverage of Employees \***

- (a) Employees who are presently covered by a pension plan shall continue to be covered by the terms of that plan, subject to any mutual agreement to the contrary.
- (b) Employees not presently covered by a pension plan shall be brought under the terms of the AHO Plan unless altered by mutual agreement of the parties.

### **ARTICLE 31 - HEALTH AND SAFETY**

#### **31.01 Health and Safety Provisions**

The Employer shall continue to make and enforce provisions for the occupational health, safety, and security of employees. The Employer will respond to suggestions on the subject from the Union and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury and employment-related chronic illness.

#### **31.02 Occupational Health and Safety Act**

The Employer, the Union, and the employees recognize they are bound by the provisions of the *Occupational Health and Safety Act*, S.N.S. 1996, c.7, and appropriate federal acts and regulations. Any breach of these obligations may be grieved pursuant to this Agreement.

#### **31.03 Joint Occupational Health and Safety Committee**

- (a) The Employer shall establish and maintain one Joint Occupational Health and Safety Committee as provided for in the *Occupational Health and Safety Act*.

- (b) The committee shall consist of such number of persons as may be agreed to by the Employer and the Union.
- (c) At least one-half of the members of the committee shall be employees at the workplace who are not connected with the management of the workplace and the Employer may choose up to one-half of the members of the committee if the Employer wishes to do so.
- (d) The employees on the committee are to be determined by the employees they represent or designated by the Union that represents the employees.
- (e) The committee shall meet at least once each month unless:
  - (i) a different frequency is prescribed by the regulation; or
  - (ii) the committee alters the required frequency of meetings in its rules of procedure.
- (f) Where the committee alters the required frequency of meetings by its rules of procedure and the Director of Occupational Health and Safety Division of the Nova Scotia Department of Labour (hereinafter in this Article referred to as the “Director”) is not satisfied that the frequency of meetings is sufficient to enable the committee to effectively perform its functions, the frequency of the meetings shall be as determined by the Director.
- (g) An employee who is a member of the committee is entitled to such time off from work as is necessary to attend meetings of the committee, to take any training prescribed by the regulations and to carry out the employee's functions as a member of the committee, and such time off is deemed to be work time for which the employee shall be paid by the Employer at the applicable rate.
- (h) The committee shall establish its own rules of procedure and shall adhere to the applicable regulations.
- (i) Unless the committee determines another arrangement for chairing the committee in its rules of procedure, two of the members of the committee shall co-chair the committee, one of whom shall be selected by the members who represent employees and the other of whom shall be selected by the other members.
- (j) The rules of procedure established pursuant to Article 31.03(h) shall include an annual determination of the method of selecting the person or persons who shall:
  - (i) chair the committee; and
  - (ii) hold the position of the chair for the coming year.
- (k) Where agreement is not reached on:
  - (i) the size of the committee;
  - (ii) the designation of employees to be members; or

(iii) rules of procedure;

the Director shall determine the matter.

- (l) It is the function of the committee to involve the Employer and employees together in occupational health and safety in the workplace, and without restricting the generality of the foregoing, includes:
- (i) the cooperative identification of hazards to health and safety and effective system to respond to the hazards;
  - (ii) the cooperative auditing of compliance with health and safety requirements in the workplace;
  - (iii) receipt, investigation, and prompt disposition of matters and complaints with respect to workplace health and safety;
  - (iv) participation in inspections, inquiries and investigations concerning the occupational health and safety of the employees and, in particular, participation in an inspection referred to in Section 50 of the *Occupational Health and Safety Act*;
  - (v) advising on individual protective devices, equipment, and clothing that, complying with the *Occupational Health and Safety Act* and the Regulations, are best adapted to the needs of the employees;
  - (vi) advising the Employer regarding a policy or program required pursuant to the *Occupational Health and Safety Act* or the Regulations and making recommendations to the Employer, the employees, and any person for the improvement of the health and safety of persons at the workplace;
  - (vii) maintaining records and minutes of committee meetings in a form and manner approved by the Director and providing committee members with a copy of these minutes, and providing an officer with a copy of these records or minutes on request. Both chairpersons will sign the minutes unless there is a dispute over their contents, in which case the dissenting co-chairperson will indicate in writing the source of this disagreement; and
  - (viii) performing any other duties assigned to it:
    - (1) by the Director;
    - (2) by agreement between the Employer and the employees or the Union; or
    - (3) as are established by the Regulations of the *Occupational Health and Safety Act*.

#### **31.04 Right to Refuse Work and Consequences of Refusal**

- (a) Any employee may refuse to do any act at the employee's place of employment where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any other person until:
  - (i) the Employer has taken remedial action to the satisfaction of the employee;
  - (ii) the committee has investigated the matter and unanimously advised the employee to return to work; or
  - (iii) an officer appointed under the *Occupational Health and Safety Act* has investigated the matter and has advised the employee to return to work.
- (b) Where an employee exercises the employee's right to refuse to work pursuant to Article 31.04(a), the employee shall:
  - (i) immediately report it to the supervisor;
  - (ii) where the matter is not remedied to the employee's satisfaction, report it to the committee or the representative, if any; and
  - (iii) where the matter is not remedied to the employee's satisfaction after the employee has reported pursuant to Article 31.04(b)(i) and (ii), report it to the Occupational Health and Safety Division of the Department of Labour.
- (c) At the option of the employee, the employee who refuses to do any act pursuant to Article 31.04(a) may accompany an Occupational Health and Safety officer or the committee or representative, if any, on a physical inspection of the workplace, or part thereof, being carried out for the purpose of ensuring others understand the reasons for the refusal.
- (d) Notwithstanding Subsection 50 (8) of the *Occupational Health and Safety Act*, an employee who accompanies an Occupational Health and Safety officer of the Department of Labour, the committee or a representative, as provided in Article 31.04(c), shall be compensated in accordance with Article 31.04(g), but the compensation shall not exceed that which would otherwise have been payable for the employee's regular or scheduled working hours.
- (e) Subject to this Agreement, and Article 31.04(c), where an employee refuses to do work pursuant to Article 31.04(a), the Employer may reassign the employee to other work and the employee shall accept the reassignment until the employee is able to return to work pursuant to Article 31.04(a).
- (f) Where an employee is reassigned to other work pursuant to Article 31.04 (e), the Employer shall pay the employee the same wages or salary and grant the employee the same benefits as would have been received had the employee continued in the employee's normal work.
- (g) Where an employee has refused to work pursuant to Article 31.04(a) and has not been reassigned to other work pursuant to Article 31.04 (e), the Employer shall, until Article



31.04 (a)(i), (ii) or (iii) is met, pay the employee the same wages or salary and grant the employee the same benefits as would have been received had the employee continued to work.

- (h) A reassignment of work pursuant to Article 31.04(e) is not a discriminatory act pursuant to Section 45 of the *Occupational Health and Safety Act*.
- (i) An employee may not, pursuant to this Article, refuse to use or operate a machine or thing or to work in a place where:
  - (i) the refusal puts the life, health or safety of another person directly in danger; or
  - (ii) the danger referred to in Article 31.04 (a) is inherent in the work of the employee.

### **31.05 Restriction on Assignment of Work Where Refusal**

Where an employee exercises the employee's right to refuse to work pursuant to Article 31.04(a), no employee shall be assigned to do that work until the matter has been dealt with under that Article, unless the employee to be so assigned has been advised of:

- (a) the refusal by another employee;
- (b) the reason for the refusal; and
- (c) the employee's rights pursuant to Article 31.04.

### **31.06 First-Aid Kits**

The Employer shall provide an area, equipped with a first-aid kit, for the use of employees taken ill during working hours.

### **31.07 Protection of Pregnant Employees \***

A pregnant employee who works with machinery or equipment which may pose a threat to the health of either the pregnant employee or her unborn child, may request a job reassignment for that period by forwarding a written request to the employee's immediate management supervisor along with a satisfactory certificate from a duly qualified medical practitioner justifying the need for such reassignment. Upon receipt of the request, the Employer, where possible, will reassign the pregnant employee to an alternate position and/or classification or to alternate duties with the Employer.

### **31.08 Uniforms and Protective Clothing**

- (a) Should the Employer determine that uniforms are a requirement, it is the responsibility of the Employer to provide the clothing, and it shall be the responsibility of the employee to clean the clothing.

- (b) Where conditions of employment are such that an employee's clothing may be contaminated, or where an employee's clothing may be damaged, the Employer shall provide protective clothing (smocks, coveralls, lab coats, or similar overdress) and shall pay for their laundering.

## **ARTICLE 32 - JOB SECURITY \***

### **32.01 Joint Committee on Technological Change \***

- (a) Within sixty (60) days of the signing of this Agreement, the parties are to establish a Joint Committee on Technological Change of equal representation of the Union and the Employer for the purpose of maintaining continuing cooperation and consultation on technological change and job security. The committee shall appoint additional representatives as required.
- (b) The Joint Committee on Technological Change shall consult as required to discuss matters of concern between the parties related to technological change and circumstances identified in Article 32.07, and 32.13. The parties may agree to consult by telephone.
- (c) The Joint Committee on Technological Change shall be responsible for:
  - (1) defining problems;
  - (2) developing viable solutions to such problems;
  - (3) recommending the proposed solution to the employer.
- (d) The Employer will provide the Joint Committee on Technological Change with as much notice as reasonably possible of expected redundancies, relocations, re-organizational plans, technological change and proposed contracting out of work.
- (e) It is understood that the Joint Committee on Technological Change provided for herein shall be a single committee to cover all bargaining units represented by the Union.

### **32.02 Definition**

For the purposes of this Article, "technological change" means the introduction of equipment or material by the Employer into its operations, which is likely to affect the job security of employees.

### **32.03 Introduction**

The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on employees and services to the public.

### **32.04 Notice to Union**

The Employer will give the Union written notice of technological change at least three (3) months prior to the date the change is to be effected. During this period the parties will meet to discuss the steps to be taken to assist employees who could be affected.

### **32.05 Training and Retraining**

- (a) Where retraining of employees is necessary, it shall be provided during normal working hours where possible.
- (b) Where the Employer determines a need exists, and where operational requirements permit, the Employer shall continue to make available appropriate training programs to enable employees to perform present and future duties more effectively.
- (c) The duration of the training/retraining under this Article shall be determined by the Employer and does not include courses or programs offered by a party other than the Employer.

### **32.06 Application**

For the purposes of this Article "employee" means a permanent employee, or a casual employee who, pursuant to Article 37.04(m), has the rights of a permanent employee.

### **32.07 Union Consultation**

Where positions are to be declared redundant because of technological change, shortage of work or funds or because of discontinuance of work or the reorganization of work within a classification, the Employer will advise and consult with the Union as soon as reasonably possible after the change appears probable, with a view to minimizing the adverse effects of the decision to declare redundancies.

### **32.08 Transition Support Program \***

- (a) All references within this Article to the Transition Support Program relate to the document outlined as Memorandum of Agreement #1 to this collective agreement. The availability of any payment or other entitlement under that document, and any obligation on the part of the Employer to provide such, pursuant to this Article or any other part of the collective agreement, shall only exist during the effective term of the Program, as expressly specified in that document. This limitation exists notwithstanding any other provision of this Article or any other part of the collective agreement.
- (b) The term of the Transition Support Program may be extended by mutual agreement between the parties.

### **32.09 Employee Placement Rights \***

- (a) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required according to objective tests or standards reflecting the functions of the job concerned, an employee whose position has become redundant, shall, subject to Article 34.02(e), have the right to be placed in a vacancy in the following manner and sequence:
  - (1) a position in the employee's same position classification/classification grouping;
  - (2) if a vacancy is not available under (1) above, then any bargaining unit position for which the employee is qualified.

At each of the foregoing steps, all applicable vacancies shall be identified and the employee shall be assigned to the position of her choice, subject to consideration of the provisions herein. If there is more than one employee affected, their order of preference shall be determined by their order of seniority.

- (b) An employee whose position is redundant or who is in receipt of layoff notice and who has not received a payment pursuant to the Transition Support Program ("TSP payment") must accept a placement in accordance with Article 32 or resign without severance.
- (c) An employee will have a maximum of two (2) full days to exercise her placement rights in this step of the placement process.
- (d) Where an employee accepts a position in a classification, the maximum salary of which is less than the maximum salary of the employee's current classification, the employee shall be granted salary protection in accordance with Item 1.5 of Memorandum of Agreement #1.
- (e) Where a vacancy exists which has a higher maximum salary than that of an employee's classification, the position shall be posted as agreed between the parties provided that the resulting vacancy shall then be dealt with in accordance with this agreement.

### **32.10 Volunteers**

- (a) When the Employer determines after placement pursuant to Article 32.09, there are still redundancies, the Employer shall ask for volunteers from that classification/classification grouping who wish to be offered a TSP payment according to Memorandum of Agreement #1.
- (b) If there are more volunteers than redundancies, then the most senior volunteers shall be offered the TSP payment.

### **32.11 Insufficient Volunteers**

If there are insufficient volunteers pursuant to Article 32.10, the Employer shall identify remaining redundant employees and these employees shall have placement rights pursuant to Article 32.09 or, where available, they shall be entitled to receive a TSP payment.

### **32.12 Layoff Notice**

- (a) If there are remaining redundant employees after Article 32.10 and 32.11, the Employer shall give layoff notice to the most junior employee(s) pursuant to Article 32.14 in the classification/classification grouping from which the Employer requested volunteers for the Transition Support Program.
- (b) The employees in receipt of layoff notice shall have the rights of an employee in receipt of layoff notice pursuant to this Article.

### **32.13 Layoff**

An employee(s) may be laid off because of technological change, shortage of work or funds, or because of the discontinuance of work or the reorganization of work.

### **32.14 Layoff Procedure**

Where the layoff of a bargaining unit member is necessary, and provided ability, skill, and qualifications are sufficient to perform the job, employees shall be laid off in reverse order of seniority.

### **32.15 Notice of Layoff**

- (a) Forty (40) days notice of layoff shall be sent by the Employer to the Union and the employee(s) who is/are to be laid off, except where a greater period of notice is provided for under (b) below.
- (b) When the Employer lays off ten (10) or more persons within any period of four (4) weeks or less, notice of layoff shall be sent by the Employer to the Union and employees who are to be laid off, in accordance with the following:
  - (i) eight (8) weeks if ten (10) or more persons and fewer than one hundred (100) persons are to be laid off;
  - (ii) twelve (12) weeks if one hundred (100) or more persons and fewer than three hundred (300) are to be laid off;
  - (iii) sixteen (16) weeks if three hundred (300) or more persons are to be laid off;
- (c) Notices pursuant to this Section shall include the effective date of layoff and the reasons therefor.

- (d) An employee in receipt of layoff notice shall be entitled to exercise any of the following options:
  - (i) to exercise placement/displacement rights in accordance with the procedure set out in this Article;
  - (ii) to accept layoff and be entitled to recall in accordance with Article 32.18;
  - (iii) to accept the Transition Support Program.

An employee who intends to exercise placement/displacement rights pursuant to (d) (i) above will indicate such intent to the Employer within two (2) full days following receipt of the layoff notice. If the employee does not indicate such intent within this period, she will be deemed to have opted to accept layoff in accordance with (d) (ii) above.

### **32.16 Pay in Lieu of Notice**

Where the notice required by Article 32.15 is not given, the employee shall receive pay, in lieu thereof, for the amount of notice to which the employee is entitled.

### **32.17 Displacement Procedure**

- (a) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests or standards reflecting the functions of the job concerned, an employee in receipt of layoff notice has, subject to Article 34.02(e), the right to displace another employee. The employee to be displaced shall be an employee with lesser seniority who:
  - (i) is the least senior employee in the displacing employee's classification/classification grouping; or
  - (ii) where no such junior employee exists, the least senior employee in any classification/classification grouping in the displacing employee's bargaining unit.
- (b) An employee who chooses to exercise rights in accordance with Article 32.17 may elect at any step, beginning with Article 32.15, to accept layoff and be placed on the recall list or to resign with severance pay in accordance with Article 32.24(g)(ii).
- (c) An employee who is displaced pursuant to Article 32 shall be entitled to:
  - (i) take the Transition Support Program, or,
  - (ii) go on the Recall List, or
  - (iii) subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests or standards reflecting the functions of the job concerned be placed in any vacancy in any bargaining unit.

- (d) An employee will have a maximum of two (2) full days to exercise her rights at any of the foregoing steps of the displacement procedures provided for herein.
- (e) Where an employee accepts a position in a classification, the maximum salary of which is less than the maximum salary of the employee's current classification, the employee shall be paid the salary of the classification of the employee's new position.

### **32.18 Recall Procedures**

- (a) Employees who are laid off shall be placed on a Recall List.
- (b) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests or standards reflecting the functions of the job concerned, employees placed on the Recall List shall be recalled by order of seniority to any position for which the employee is deemed to be qualified. Positions pursuant to this section shall include all positions in all bargaining units.
- (c) The Employer shall give notice of recall by registered mail to the employee's last recorded address. Employees are responsible for keeping the Employer informed of their current address.
- (d) An employee entitled to recall shall return to the services of the Employer within two (2) weeks of notice of recall, unless on reasonable grounds she is unable to do so. An employee who has been given notice of recall may refuse to exercise such right without prejudicing the right of any future recall, except in the case of recall to the employee's same position classification title or position classification title series, in which event she will be struck from the Recall List, unless she refuses in accordance with Article 34.02(e). However, an employee's refusal to accept recall to her same position classification title or position classification title series at the time of layoff will not result in loss of recall rights in the case of recall for occasional work or for employment of short duration of time during which she is employed elsewhere.
- (e) Employees on the Recall List shall be given first option of filling vacancies normally filled by casual workers, providing they possess the necessary qualifications, skills, and abilities, as determined by the Employer, reflecting the functions of the job concerned. A permanent employee who accepts such casual work retains her permanent status.

### **32.19 Termination of Recall Rights**

The layoff shall be a termination of employment and recall rights shall lapse if the layoff lasts for more than twelve (12) consecutive months without recall.

### **32.20 Loss of Seniority \***

An employee shall lose seniority and shall be deemed to have terminated her bargaining unit position in the event that:

- (a) the employee is discharged for just cause and not reinstated;
- (b) the employee resigns;
- (c) the employee is laid off for more than twelve (12) consecutive months without recall; or
- (d) the employee has been appointed in an acting capacity to a position excluded from the bargaining unit for a period in excess of eighteen (18) months, in accordance with Article 33.12(e).

### **32.21 No New Employees**

No new employees shall be hired unless all employees on the Recall List who are able to perform the work required have had an opportunity to be recalled, subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, as determined by the Employer, according to objective tests and standards reflecting the functions of the job concerned.

### **32.22 Transition Support Program**

Notwithstanding anything in this Agreement, the Employer is only required to make a TSP payment to the same number of employees as the Employer has reduced its complement.

### **32.23 Layoff Exception \***

Notwithstanding 32.24 (Contracting Out), an employee who has ten (10) years' seniority shall not be laid off except where the reason for layoff is beyond the control of the Employer including, but not limited to, complete or partial destruction of plant, destruction or breakdown of machinery or equipment, unavailability of supplies and materials, fire, explosion, accident, labour disputes, etc., if the Employer has exercised due diligence to foresee and avoid the cause of layoff.

### **32.24 Contracting Out**

#### **(a) Notice**

The Employer shall provide the Union with sixteen (16) weeks notice of the implementation of the decision to contract out work normally performed by members of the bargaining unit. At the time that the Employer gives notice to the Union of its intention to contract out, the Employer shall make a conditional TSP payment offer in Memorandum of Agreement #1 to those employees directly affected by the contracting out. Final acceptance by the Employer of



employees wishing to take advantage of the TSP payment offer will be conditional on the Employer reaching an agreement with a Contractor.

**(b) Employer Disclosure**

The Employer shall disclose its reasons for contracting out when notice is provided pursuant to Article 32.24(a).

**(c) Union Response**

The Union shall be entitled to make proposals, including proposals on ways to avoid contracting out, within four (4) weeks of receiving notice pursuant to Article 32.24(a). The Union's suggestions should specifically address the reasons for the contracting out.

**(d) Employer Response**

After receipt of proposals or suggestions from the Union pursuant to Article 32.24(c), the Employer shall consider these proposals. The Employer shall either accept or reject, in whole or in part, such proposals. At this time, the Employer shall either make the TSP payment offer unconditional or retract the TSP payment offer.

**(e) Hiring Preference**

The Employer will make every reasonable effort, where work normally performed by members of the bargaining unit is contracted out, to obtain jobs for employees who have not exercised their rights under Article 32.24(d) and who are directly affected by the contracting out with the Contractor. The Employer will have made reasonable efforts when the Employer has:

- (i) required bidders to give employees a preference in hiring for job opportunities that will arise if they are successful in their bid;
- (ii) met with the Union to give the Union an opportunity to put forward its views on how the employee can try to obtain employment with the Contractor; and,
- (iii) met with the successful bidder and sought to make it a term of the contract with the Contractor that the Contractor must:
  - (1) interview employees for job opportunities available with the Contractor to perform the contracted out work;
  - (2) where the hiring to perform the contracted out work is subject to appropriate skills testing, offer to test employees;
  - (3) extend job offers to employees who are qualified for available job opportunities with the Contractor to perform contracted out work; and

- (4) where there are more qualified employees than the Contractor has opportunities due to the contracted out work, to extend job offers on the basis of seniority.

(f) **TSP Payment Offers**

- (i) Where the Employer determines that there will be redundant positions as a result of a contracting out, the classification(s)/classification groupings to which TSP payment offers will be made will be mutually agreed between the Employer and the Union.
- (ii) The Employer will offer a TSP payment to the agreed upon classification(s)/classification groupings. In any event, the classification grouping shall include, as a minimum, the classification(s) of the employees affected in the work area by the contracting out of services.

(g) **Placement Procedure**

- (i) If a sufficient number of employees accept the TSP payment offer, the Employer will place the remaining employees whose positions were declared redundant in the vacancies created by the employees accepting the TSP payment offer or other appropriate vacancies. This placement will be by seniority, subject to consideration of ability, experience, qualifications, or the Employer establishing that special skills or qualifications are required according to objective tests or standards reflecting the functions of the job concerned.

- (ii) Where the employee refuses a placement, the salary of which is at least seventy-five percent (75%) of the present salary of the employee's current position, the employee is deemed laid off. The employee will be entitled to severance as follows:

- (1) one-half (1/2) month's pay if she has been employed for three (3) years, but less than ten (10) years;

one (1) month's pay if she has been employed for ten (10) years, but less than fifteen (15) years;

two (2) months' pay if she has been employed for fifteen (15) years, but less than twenty (20) years;

three (3) months' pay if she has been employed for twenty (20) years, but less than twenty-five (25) years;

four (4) months' pay if she has been employed for twenty-five (25) years, but less than thirty (30) years;

five (5) months' pay if she has been employed for thirty (30) or more years.

- (2) The amount of severance pay provided herein shall be calculated by the formula:

$$\frac{\text{bi-weekly rate} \times 26}{12} = \text{one (1) month}$$

- (3) The entitlement of an employee to severance pay shall be based upon the employee's total service as defined in this Agreement.

**(h) Second TSP Payment Offer**

If, after the first offer of TSP Payment, there are employees remaining in positions which have been declared redundant, a second offer of a TSP payment will be made to broader classification(s)/classification groupings. The Employer will place the remaining redundant employees in the vacancies created by the employees accepting the TSP payment offer, or other appropriate vacancies, in the same manner as stated in Article 32.24(g).

**(i) Further TSP Payment Offers**

The process of expanding the offer of TSP payment to other classification(s)/classification groupings and areas will be repeated until all those employees whose positions have been declared redundant as a direct effect of the contracting out are placed.

**ARTICLE 33 - PAY PROVISIONS**

**33.01 Rates of Pay \***

- (a) The rates of pay as set out in Appendix 4 shall form part of this Agreement and shall incorporate the 2% adjustment to the rates of pay in effect on October 31, 2000.
- (a) Effective August 13, 2001, a 1.5% Classification Review Adjustment Advance (subject to the terms of Memorandum of Agreement # 13) shall be made to all rates of pay in the bargaining unit.
- (b) Effective November 1, 2001, the rates of pay in effect as of November 1, 2000 shall be increased by 2%.
- (c) Effective November 1, 2002, the rates of pay in effect as of November 1, 2001 shall be increased by 2%.

**33.02 Rate of Pay Upon Appointment**

Subject to Article 33.03, the rate of compensation of a person upon appointment to a position shall be the minimum rate prescribed for the class to which she is appointed.

### **33.03 Exception**

The rate of compensation of a person upon appointment to a position may be at a rate higher than the minimum rate prescribed for the class if, in the opinion of the Employer, such higher rate is necessary to affect the appointment of a qualified person to the position or if the person to be appointed to the position has qualifications in excess of the minimum requirements for the position.

### **33.04 Rate of Pay Upon Promotion**

Subject to Article 33.05, the rate of compensation of a person upon promotion to a position in a higher pay range shall be at the next higher rate or the minimum of the new class, whichever is greater, than that received by the employee before the promotion.

### **33.05 Exception**

The rate of compensation of an employee upon promotion to a position may be at a rate higher than that prescribed in Article 33.04 if, in the opinion of the Employer, such higher rate is necessary to effect the promotion of a qualified person to the position.

### **33.06 Rate of Pay Upon Demotion**

The rate of compensation of an employee upon demotion to a position in a lower pay range shall be at the next lowest rate or the maximum of the new class, whichever is lesser, than that received by the employee before the demotion.

### **33.07 Anniversary Date**

The anniversary date of an employee shall be the first day of the month in which employment occurs if the employee reported for duty during the first seven (7) calendar days of the month in which she was employed, or the first day of the following month if the employee reported for duty later than the seventh calendar day of the month. The anniversary date will only change to the first day of another month if:

- (a) the employee is reclassified, at which time the date of the reclassification becomes her new anniversary date;
- (b) the employee has been on leave of absence without pay, in which case the employee's anniversary date will be moved forward by the amount of time which the employee was on leave without pay, unless otherwise provided in this Agreement.

### **33.08 Rate of Pay Upon Reclassification**

Where an employee is recommended for a reclassification which falls on her anniversary date the employee's salary shall be adjusted first by the implementation of her annual increment, provided she is recommended and an increment is available in her present pay range, and on the same date her salary shall be adjusted upward to comply with the provisions of Articles 33.04 and 33.05.

### **33.09 Salary Increments**

The Employer, except as provided for in Article 33.10, may grant an increment for meritorious service after an employee has served for a period of twelve months following the first day of the month established in Article 33.07 or twelve (12) months following the date of a change in her rate of compensation as established in Articles 33.03, 33.04, or 33.06.

### **33.10 Notice of Withheld Increment**

When an increase provided for in Article 33.09 is withheld, the reason for withholding shall be given to the employee in writing by the Employer.

### **33.11 Granting of Withheld Increment**

When an increase provided for in Article 33.09 is withheld, the increase may be granted on any subsequent first day of any month after the anniversary date upon which the increase was withheld.

### **33.12 Acting Pay \***

- (a) Where an employee is designated to perform for a temporary period of three (3) or more consecutive days, the principal duties of a higher position, she shall receive payment of acting pay, including the three (3) days, equivalent to ten percent (10%) higher than her existing rate of pay, provided that in no case shall the rate for that period exceed the maximum rate of the higher-paying position.
- (b) Acting pay shall not be paid to the employee where the employee's current position normally requires periodic substitution in the higher position, as defined by the position specification, title, and salary range.
- (c) Acting pay provisions shall not apply in series classifications of positions.
- (d) Acting pay provisions do not preclude the right of the Employer to assign duties of any employee among remaining employees of the work unit where temporary absences occur.
- (e) In the event that an employee remains in an acting capacity in a position excluded from the bargaining unit for a period in excess of eighteen (18) months the provisions of Article 32.20(d) shall apply.

### **33.13 Shift Premium**

An employee shall receive a shift premium of fifty cents (\$0.50) per hour for all hours worked, including overtime hours worked, on shifts, half or more of the hours of which are regularly scheduled between 6:00 p.m. and 6:00 a.m.

### **33.14 Week-end Premium \***

An employee shall receive a week-end premium of \$0.50 for all hours worked between the hours of 0700 Saturday and 0700 Monday.

### **33.15 Unit Premiums**

An Operating Room Technician who is regularly and continuously assigned to an Operating Room, shall, after completing four (4) months' service in the Operating Room, receive a premium equivalent to \$70.00 effective the date of the signing of this Agreement, per month for each completed month of service in the Operating Room. Such payment is to commence upon completion of the fourth (4<sup>th</sup>) month of service for the fourth (4<sup>th</sup>) and subsequent months of service. Time spent in the Operating Room prior to the date of the signing of this Agreement shall be considered for the purpose of the qualifying period.

### **33.16 Discontinuance of Premium**

A premium to an employee shall be discontinued where:

- (i) the employee is permanently reassigned to a position outside the Operating Room;
- (ii) the employee is granted leave of absence with pay, with part pay, or without pay, in excess of thirty (30) consecutive days for such purposes as illness, injury, education, pregnancy, etc.

### **33.17 Post Graduate Training - Three to Six Months**

Operating Room Technicians who have completed a post graduate course relating to Operating Room Technology shall be paid an additional \$15.00 per month, provided that they have utilized the course within four (4) years prior to employment.

### **33.18 In-Charge Pay**

- (a) During off duty hours of the supervisor, where an employee is designated as being "in-charge", that employee shall be paid a premium of sixty cents (\$0.60) per hour. The off duty hours are those hours when the supervisor is not normally on duty, (e.g., evenings, nights, week-ends, paid holidays.)

- (b) During the on duty hours of the supervisor, where an employee is designated “in- charge”, that employee shall receive pay equivalent to six (6) per cent higher than her existing rate of pay.

## **ARTICLE 34 - REASSIGNMENT**

### **34.01 Circumstances**

In circumstances where there is a staff need in a work area and a surplus of employees in another work area, and where employees essentially perform the same function as employees in the same classification or position classification title series, and where the Employer does not plan to increase the complement of staff, the Employer may, in accordance with Article 34.02 or Article 34.03, reassign an employee(s) within the same classification or position classification title series.

### **34.02 Reassignment \***

- (a) The employer will notify employees of the need by inviting expressions of interest.
- (b) When informing employees regarding a reassignment, the Employer shall indicate the necessary qualifications, skills and ability, reflecting the functions of the job concerned, required to perform the duties of the position in question.
- (c) Where it is determined by the Employer that:
  - (i) two or more employees for such a reassignment are qualified; and
  - (ii) those employees are of equal merit, preference in selecting the employee for the reassignment shall be given to the employee with the greatest length of seniority.
- (d) Where the Employer does not receive any qualified employees’ expression of interest in accepting the reassignment, the most junior employee pursuant to (b) in the work area shall be reassigned.
- (e) For the purposes of Articles 32 and 34 of the Collective Agreement, the Employer agrees to take all reasonable measures (including consultation in accordance with Article 32.01) to mitigate any undue hardship on an employee who is reassigned from the Eastern Shore Memorial Hospital, Hants Community Hospital, Musquodoboit Valley Memorial Hospital and Twin Oaks Memorial Hospital to any other site or from the Cobequid Multi Service Centre, the Dartmouth General Hospital, the Nova Scotia Hospital (including the East Coast Forensic Psychiatric Hospital) and the Queen Elizabeth II Health Sciences Centre to the Eastern Shore Memorial Hospital, Hants Community Hospital, Musquodoboit Valley Memorial Hospital or Twin Oaks Memorial Hospital.

### **34.03 Emergencies**

If the circumstances are of an urgent nature or an emergency, the Employer may reassign employees within the same classification or position classification title series, pending the completion of the reassignment process as outlined in Article 34.02.

#### **34.04 Job Postings**

The Employer's right to fill vacancies in accordance with this provision shall not be used to avoid the posting of vacancies in accordance with Article 10. The Employer shall not exercise the right to reassign in an unreasonable or arbitrary manner. The Employer may post a position in any circumstances in which the Employer deems this warranted.

#### **34.05 Grievances**

Before a grievance on reassignment is referred to arbitration, the circumstances are to be reviewed by the Joint Committee on Technological Change.

#### **34.06 Notification to the Union**

The Employer will notify the Union of all employees reassigned pursuant to Article 34.02.

### **ARTICLE 35 - EMPLOYER'S LIABILITY**

#### **35.01 Employer's Liability**

- (a) The Employer, the Union, and the employees agree to be bound by the Employer's "Legal Support for Employees" policy, dated March, 1997. For clarification it is understood that this includes providing legal support to:
  - (i) all employees who are witnesses or potential witnesses in any legal action which is based on a claim that a patient suffered harm as a result of negligent treatment received at the CDHA; and
  - (ii) employees who are named parties (defendants) in legal action based on a claim that a patient suffered harm as a result of negligent treatment received at the CDHA, so long as the employee was acting without criminal intent.
- (b) Any amendments made to the said policy shall not diminish the right of any employee as established in the Policy dated March, 1997.

### **ARTICLE 36 - CASUAL EMPLOYEES**

#### **36.01 Application of the Collective Agreement**

Except as specifically provided herein, the provision of this Agreement shall apply to casual employees as defined in Article 1.01.



### **36.02 Exceptions**

The articles not applicable to casual employees, except as provided in Article 37, are:

- (a) Service (Article 1.02)
- (b) Time off for Union Business (Article 13)
- (c) Appointment (Article 9)
- (d) Hours of Work (Article 14)
- (e) Overtime (Article 15)
- (f) Vacations (Article 17)
- (g) Holidays (Article 18)
- (h) Leaves (Article 19)
- (i) Illness/Injury Benefit (Article 21)
- (j) Pensions (Article 30)
- (k) Group Insurance (Article 20)
- (l) Long Term Disability (Article 21.06)
- (m) Retirement Allowance (Article 29)
- (n) Job Security (Article 32)
- (o) Part-Time Employees (Article 38)
- (p) Educational Premiums (Article 33.17)
- (q) Prepaid Leave (Article 43)

### **36.03 Appointment**

A casual employee shall be appointed on a non-permanent basis and is not obliged to report to work when called subject to Article 37.03(c).

### **36.04 Probationary Period**

- (a) Notwithstanding Article 36.03, a newly hired casual employee may be appointed on a probationary basis for a period not to exceed twelve (12) months.
- (b) The Employer shall, after the employee has served as a casual on a probationary basis for a period of twelve (12) months, confirm the appointment.
- (c) A casual employee who has completed her probationary period and whose employment has been terminated for any reason and who is reappointed as a casual within twelve (12) months from the date of termination shall not have to complete another probationary period.

### **36.05 Termination of Probationary Appointment**

- (a) The Employer may terminate a probationary casual employee at any time.

- (b) If the employment of a probationary casual employee is to be terminated for reasons other than wilful misconduct or disobedience or neglect of duty, the Employer shall advise the casual employee of the reason in writing not less than ten (10) days prior to the date of termination.
- (c) The Employer shall notify the Union when a probationary casual employee is terminated.

### **36.06 Assignment of Casual Employees**

Casual employees shall be offered work in accordance with Article 37.

### **36.07 Pay in Lieu of Benefits**

A casual employee shall receive an additional eleven (11%) per cent of her straight time pay in lieu of benefits (e.g., vacation, holidays, etc.) under this Agreement. This shall be paid to the employee with each bi-weekly pay.

### **36.08 Overtime**

A casual employee shall be entitled to overtime compensation at one and one-half (1 ½) times her rate of pay when she works in excess of the bi-weekly hours for the classification.

### **36.09 Holiday Pay**

A casual employee who works on a designated holiday defined in Article 18.01 shall be paid two (2) times her regular rate for all hours worked on Christmas Day, and one and one-half (1 ½) times her regular rate for all hours worked on any other designated holiday.

### **36.10 Overtime on a Holiday**

A casual employee who works overtime on a designated holiday as defined in Article 18.01 shall be paid two and one-half (2 ½) times her regular rate for all overtime hours worked on Christmas Day and two (2) times her regular rate of pay for all overtime hours worked on any other designated holidays.

### **36.11 Leaves**

- (a) A casual employee filling Relief Assignments shall be entitled to the following leaves:
  - (i) Bereavement Leave (Article 19.02);
  - (ii) Selection/Promotion Process Leave (Article 19.05);
  - (iii) Pregnancy Leave (Article 19.06(a) to (n)) but without Pregnancy Allowance (Article 19.06(o));

- (iv) Leave for Birth of Child (Article 19.09);
- (b) To obtain paid leave for any of the above, the employee must be scheduled to work on the day the leave is required. In the case of bereavement leave pursuant to Article 19.02(a), the casual employee shall receive paid leave only for those shifts previously scheduled within the said seven (7) calendar days.

### **36.12 Rate of Pay upon Appointment**

Subject to Article 36.14, the rate of compensation of a casual employee shall be the minimum rate prescribed for the classification to which she is appointed.

### **36.13 Exception to Rate of Pay**

The rate of compensation of a casual employee may be at a rate higher than the minimum rate prescribed for the classification if, in the opinion of the Employer, such higher rate is necessary to affect the appointment, or if the casual employee to be appointed has qualifications in excess of the minimum requirements.

### **36.14 Pay Increments**

A casual employee shall be entitled to an increment on the completion of nineteen hundred and fifty (1950) hours worked and a further increment upon the completion of each period of nineteen hundred and fifty (1950) hours worked thereafter to a maximum for the employee's classification.

### **36.15 No Avoidance**

A casual employee shall not be used for the purpose of avoiding filling permanent vacancies.

### **36.16 Termination of Employment Relationship**

A casual employee who has not been called to report for work, or who has been unavailable for work for twelve (12) months, notwithstanding Article 37.03(c), shall cease to be an employee.

### **36.17 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provisions to which they refer.

**ARTICLE 37 - LONG ASSIGNMENTS, SHORT ASSIGNMENTS,  
AND RELIEF ASSIGNMENTS**

**37.01 Casual Availability List**

The Employer shall maintain a Casual Availability List, which shall list all eligible employees who have indicated a desire to be assigned casual work. Only employees on the recall list, permanent part-time employees, and casual employees are eligible to be on the Casual Availability List.

**37.02 Employee(s) on Recall List**

Notwithstanding any provision of this Article, all available casual work shall be first offered to an employee who has recall rights provided she possesses the necessary qualifications, skills, and abilities, as determined by the Employer, reflecting the functions of the job concerned. An employee on the Recall List may instruct the Employer to remove her name from a Work Area Specific Casual List at the time of layoff notice or any time during the recall period as specified in Article 32.

**37.03 Work Area Specific Casual Lists \***

- (a) The Casual Availability List shall be broken down into Work Area Specific Casual Lists.
- (b) Provided an employee possesses the necessary qualifications, skills, and abilities reflecting the functions of the job concerned, as determined by the Employer, an employee as specified in Article 37.01 may have her name placed on a Work Area Specific Casual List. Such employee may also have her name placed on other Work Area Specific Casual Lists in accordance with (e) and (f) below.
- (c) An employee on a Work Area Specific Casual List is not obliged to accept an assignment when offered. However, if an employee is consistently unavailable when called for work on a unit, she shall be struck from that Unit Specific Casual List unless the employee has notified the Employer that she shall be unavailable for work for a specific period of time.
- (d) It is the responsibility of the employee to keep the Employer informed of any changes in her desire to be assigned casual work.
- (e) **Permanent Part-time Employees**
  - (i) A permanent part-time employee may place her name on the Work Area Specific Casual List of her work area if she wishes to be offered casual work. Such employee must indicate whether she wants to be offered short assignments or relief assignments, or both.

- (ii) A permanent part-time employee may request that her name be placed on one (1) additional Work Area Specific Casual List. Such a request shall be considered by the Employer and the decision will be made based on operational requirements.

(f) **Casual Employees**

A casual employee may place her name on any Work Area Specific Casual List(s).

- (g) The Employer may determine that an employee on the Work Area Specific Casual List no longer possesses the necessary qualifications, skills, and abilities as determined by the Employer, reflecting the functions of the job concerned. If the Employer determines that the employee is no longer qualified, the employee shall be struck from that Work Area Specific Casual List, in which case written notification shall be given to the Union and the employee.
- (h) In unusual situations, the Employer may request an employee who is not on a particular Work Area Specific Casual List to work in that work area. Such an assignment does not result in the employee being deemed qualified for the unit's list.

**37.04 Long Assignments \***

- (a) A Long Assignment is non-permanent work of a duration greater than nine (9) months and shall be used for the purpose of filling vacancies temporarily vacated as a result of long term disability, job-share arrangements, Workers' Compensation leave, and approved leaves of greater than nine months; and for staffing special projects.
- (b) Except in the circumstances outlined in paragraph (c) below, Long Assignments shall be posted in accordance with Article 10.
- (c)\* Where the Long Assignment is being used to temporarily replace an employee on a pregnancy-related absence for a continuous period in excess of nine (9) months, which includes the total pregnancy leave combined with an employee's parental leave and any other related leave, the assignment may be filled in accordance with the procedure in Article 37.05. An employee on such long assignment shall in all other respects be treated as an employee on Long Assignment.
- (d) A permanent employee who applies for and accepts a Long Assignment shall maintain her permanent status for the duration of that Assignment. Benefits shall be pro-rated in accordance with the designation of the Assignment.
- (e) A casual employee who accepts a Long Assignment shall receive fifteen (15) days paid vacation leave pro-rated for the designation and the duration of her assignment.
- (f)\* Notwithstanding Article 36.02, a casual employee who accepts a Long Assignment shall only be excluded from the following benefits:

- (i) Vacation (Article 17)
  - (ii) Pregnancy Leave Allowance (Article 19.06(o))
  - (iii) Adoption Leave Allowance (Article 19.08(j))
  - (iv) Prepaid Leave (Article 19.14 and 43)
  - (v) Leave of Absence for Political Office (Article 19.15)
  - (vi) Military Leave (Article 19.16)
  - (vii) Education Leave (Article 19.17)
  - (viii) Retirement Allowance (Article 29)
  - (ix) Job Security (Article 32)
  - (x) Job Sharing (Article 39)
  - (xi) Long Term Disability (Article 21.06)
- (g) All benefits enjoyed by a casual employee in a Long Assignment shall be pro-rated, if appropriate, for the designation and duration of the Assignment.
- (h) A casual employee who accepts a Long Assignment shall be entitled to:
- (i) Group Insurance (Article 20), Medical Benefits, and at the casual employee's option, Pension (Article 30), pro-rated for the designation of the Long Assignment if the designation of the Long Assignment is .4 FTE but less than full time;
  - (ii) Group Insurance (Article 20), Medical/Dental Benefits, and, at the casual employee's option, Pension (Article 30), if the designation is full time;
  - (iii) Effective July 1, 1999, Article 37.04(h)(ii) shall apply to all casuals who accept a Long Assignment of .4FTE or greater.
- (i) A casual employee who accepts a Long Assignment will be scheduled in accordance with Article 14 of this Agreement.
- (j) Overtime shall be granted in accordance with Article 15 or Article 38, whichever is applicable to the Assignment.
- (k) When the Long Assignment ends, a permanent employee shall return to her former position, or if that position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (l) When a Long Assignment ends, a casual employee shall return to the Work Area Specific Casual List(s).
- (m) If a Long Assignment or consecutive Long Assignment(s) extends beyond four (4) years, a casual employee in such Assignment(s) shall receive all benefits a permanent employee would receive.

### **37.05 Short Assignments**

- (a) A Short Assignment is non-permanent work of a duration of greater than one month but not exceeding nine (9) months.
- (b) Short Assignments shall be filled from the Work Area Specific Casual List as follows:
  - (i) employees on the recall list in order of their seniority;
  - (ii) permanent part-time employees in order of their seniority;
  - (iii) casual employees in order of their seniority.
- (c) If a Short Assignment is not able to be filled in accordance with Article 37.05(b), it shall be posted in accordance with Article 10.
- (d) An employee offered a Short Assignment is not required to accept the Assignment.
- (e) A permanent employee who accepts a Short Assignment shall maintain her permanent status for the duration of that Assignment. Benefits shall be pro-rated for the designation of the Assignment, if applicable.
- (f) A casual employee who accepts a Short Assignment shall receive the following benefits, prorated, if applicable for the designation of her Assignment:
  - (i) fifteen (15) days' unpaid vacation per year;
  - (ii) Leave for Union Business (Article 13);
  - (iii) Leaves (Article 19), excluding Pregnancy Leave Allowance, Adoption Leave Allowance, General Leave, Leave of Absence for Political Office, Prepaid Leave, Military Leave, Education Leave (Articles 19.06(o), 19.08(i), 19.11, 19.14, 19.15, 19.16 and 19.17);
  - (iv) General Leave, except that leave for personal illnesses or injuries shall not be limited to periods of three (3) days or less (Article 19.11).
  - (v) Eleven percent (11%) in lieu of benefits.
- (g) A casual employee who accepts a Short Assignment will be scheduled in accordance with Article 14 of this Agreement.
- (h) Overtime shall be granted in accordance with Article 15 or Article 38, whichever is applicable to the Assignment.
- (i) When a Short Assignment ends, a permanent employee shall return to her previous position, or if that position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (j) When the Short Assignment ends, a casual employee shall return to the Unit Specific Casual List(s).

### **37.06 Part-time Employees Accepting Assignments of Full-time Hours**

Any part-time employee whose name is on a Work Area Specific Casual List(s) shall have her name removed from the list(s) during the assignment of full-time hours.

### **37.07 Relief Assignments**

- (a) An Assignment that does not exceed one (1) month (a "Relief Assignment") shall be offered on a rotating basis to employees on a Work Area Specific Casual List. Where operational requirements permit, an employee may be assigned up to a maximum of five (5) consecutive working days.
- (b) The assigning order for a Work Area Specific Casual List is:
  - (i) employees on the recall list in order of their seniority;
  - (ii) permanent part-time employees in order of their seniority; and
  - (iii) casual employees in order of their seniority;
- (c) An employee offered Relief Assignment is not required to accept the Assignment.
- (d) Accepting a Relief Assignment shall not increase the designation of a Permanent Part-time Employee.

### **37.08 Cancellation of Relief Assignment**

An employee accepting a Relief Assignment may have that assignment cancelled with three (3) hours notice if there is no longer a requirement for the Relief Assignment. If less than three (3) hours notice is given, the employee shall receive three (3) hours compensation at her rate of pay.

### **37.09 Reporting Pay**

An employee reporting for work as scheduled and finding no work available will be guaranteed four (4) hours pay at her rate of pay.

### **37.10 Termination of Assignments**

- (a) The Employer may terminate a Long Assignment, a Short Assignment, or a Relief Assignment at any time.
- (b) If a Long Assignment or a Short Assignment is to be discontinued, the Employer shall advise the employee in writing not less than ten (10) days prior to the date of discontinuance.



- (c) The Employer will notify the Union when a Long Assignment or Short Assignment is discontinued.

### **37.11 Pay in Lieu of Notice**

Where less notice in writing is given than required in Article 37.10(b), an employee shall continue to receive her pay for the number of days for which the notice was not given.

### **37.12 Completion of Assignments \***

- (a) Subject to paragraph (b), an employee who accepts a Long or Short Assignment cannot commence another such assignment until the employee's existing assignment is completed.
- (b) The restriction above in paragraph (a) will not apply in cases where a subsequent assignment arises in the same classification and where the employee would not require additional training or orientation to perform the duties of the subsequent assignment.

### **37.13 Casuals Placed in Assignments**

- (a) A casual employee on a full-time Long or Short Assignment shall have her name temporarily removed from all Work Area Specific Casual Lists for the duration of the Assignment.
- (b) A casual employee on a part-time assignment shall be restricted in accordance with Article 37.04(e)(i) and (ii).

### **37.14 Overtime Restrictions**

The Employer is not obliged to offer additional shifts to an employee when she becomes eligible for overtime compensation.

### **37.15 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## **ARTICLE 38 - PART-TIME EMPLOYEES**

### **38.01 Application of Collective Agreement**

Except as specifically provided herein, the provisions of this Agreement shall apply to part-time employees as defined in Article 1.01.

### **38.02 Entitlement to Benefits**

Part time employees will be covered by this Agreement and shall be entitled to benefits pro-rated on the basis of hours worked, except as otherwise agreed to by the Parties.

### **38.03 Hours Worked**

- (a) “Hours worked” for a part-time employee shall mean the employee’s designated hours of work.
- (b) Although not “hours worked” as applicable in this Article, when a part-time employee works a relief assignment, she shall receive an additional eleven percent (11%) over and above her current rate of pay in lieu of benefits for the relief assignment.

### **38.04 Earning Entitlements**

For the purposes of earning entitlement to a benefit (e.g., vacation increment, merit increments, length of probation, pregnancy leave, etc.), calendar time of employment will be applicable.

### **38.05 Unpaid Leave**

Unpaid leave, such as pregnancy leave, will not be pro-rated as to the length of time granted.

### **38.06 Bereavement Leave**

An employee who has a death in her immediate family shall receive seven (7) calendar days leave pursuant to Article 19.02(a), however, the minimum hours of paid leave shall be pro-rated as to the employee’s designation. All other bereavement leaves pursuant to Article 19.02 shall not be pro-rated.

### **38.07 Service**

For the purpose of accumulating service for part-time employment, part-time employees will not be subject to the negating provisions of Article 1.02(b). Except as otherwise provided in the Agreement, part-time employees will accumulate service and be credited with service on a pro-rata basis in accordance with hours worked, including designated paid holidays or days off in lieu thereof, vacation, sick leave, injury on duty leave, paid leaves of absence.

### **38.08 Overtime**

- (a) Part-time employees will be entitled to overtime compensation in accordance with this Agreement when they work in excess of the normal full-time bi-weekly hours.

- (b) Part-time employees who are scheduled for a shift of seven (7) or more hours will be entitled to overtime compensation for time worked beyond the scheduled hours.
- (c) Part-time employees who are scheduled to work a shorter period than the full-time shift will be entitled to overtime compensation after they have worked the equivalent of a full shift.
- (d) Where part-time employees are scheduled to work less than the normal hours per bi-weekly period of full-time employees in the work unit, straight time rates will be paid up to and including the normal work hours in the bi-weekly period of the full-time employees and overtime rates will be paid for hours worked in excess thereof.

**38.09 Group Insurance**

- (a) Part-time employees (.4 FTE or greater) will be covered by a medical plan which is equivalent in coverage to the health care plan covering full-time employees. The Employer will pay 65% of the total premium cost for such health care coverage. The employee agrees to pay 35% of her total premium cost.
- (b) Part-time employees (.4 FTE or greater) will be covered by group life insurance with benefit entitlement prorated on the basis of hours worked. For example, fifty per cent (50%) of the full-time hours in a position with an annual (full-time) salary of \$30,000 will have her insurance coverage based on \$15,000 per annum salary.
- (c) Part-time employees are entitled to coverage pursuant to the Long Term Disability Plan applicable to full-time employees covered by this collective agreement.

**38.10 Pension**

- (a) Part-time employees who are presently covered by a pension plan shall continue to be covered by the terms of that plan.
- (b) Part-time employees not presently covered by a pension plan shall be brought under the terms of one of the existing plans, as determined by mutual agreement of the parties.

**38.11 Headings**

The headings in this Agreement are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

**ARTICLE 39 - JOB SHARING \***

**39.01 Terms and Conditions of Job Sharing**

The terms and conditions governing job sharing arrangements will be as mutually agreed to by the Union and the Employer.

### **39.02 Part of Collective Agreement**

The terms and conditions of job sharing arrangements agreed to by the parties will form part of the Collective Agreement.

### **39.03 Rights and Benefits**

Except as otherwise provided herein, employees participating in job-sharing arrangements will be entitled to all rights and benefits provided for in the Collective Agreement.

### **39.04 Existing Employees Only**

Job sharing will only be permitted when jointly requested by existing employees and those employed in job sharing situations will continue to be members of the bargaining unit and be covered by the Agreement.

### **39.05 Operational Requirements**

Job-sharing arrangements will only be authorized where operational requirements permit and the provision of services is not adversely affected.

### **39.06 Qualifications**

Both employees in a job-sharing arrangement must be permanent employees, one of whom is the incumbent of the position to be job-shared. Both employees must share the same job classification/title and be suitably qualified and capable of carrying out the full-time duties and responsibilities of the position to be job-shared.

### **39.07 Identification of Job Share**

An employee wishing to job share her position has the responsibility of finding an eligible employee willing to enter into the job-sharing arrangement. The two employees requesting approval to implement a job-sharing arrangement will submit the appropriate application form to the immediate management supervisor of the position to be job shared.

### **39.08 Period of Job Share \***

A position will be shared for a minimum of six (6) months and a maximum period of two (2) years. Any extension beyond the two-year (2) maximum term must be mutually acceptable to both employees, the Employer, and the Union. At the end of the job-sharing period, the

employees will resume the full-time position they held prior to entering into the job-sharing arrangement.

### **39.09 Work Schedule Requirements**

Each of the two employees in a job-sharing arrangement will be required to fulfill one-half of the full-time work schedule requirements averaged over a maximum of two (2) complete bi-weekly pay periods, except where a request for a greater averaging period has the prior approval of both the Employer and the Union.

### **39.10 Service**

Employees will be credited with one-half (1/2) month's service for each calendar month of the job-sharing arrangement and not be subject to the provisions of Article 1.02(b) of the Agreement. An employee's anniversary and/or service date for the purposes of earning a merit increment, increment in vacation entitlement, etc. will remain unchanged as if the employee were working on a full-time basis.

### **39.11 Hours of Work \***

For the purposes of this Agreement, an employee's regular work day or regular work week will be the employee's scheduled hours of work under the job-sharing arrangement. Time worked by an employee in addition to their scheduled hours of work will be compensated in accordance with Articles 38.03 and 38.08.

### **39.12 Pro-Rating of Benefits**

The following benefits will be pro-rated in accordance with this Article:

- (a) **Holidays** - Each employee will be entitled to one-half (1/2) the paid holidays provided for under Article 18 of the Agreement.
- (b) **General Leave** - One-half (1/2) of the entitlement provided for under Article 19.
- (c) **Short Term Illness** - One-half (1/2) the entitlement provided for in Article 21, up to a maximum of the equivalent of fifty (50) days at the appropriate full-time salary level.
- (d) **Long Term Disability** - During the job sharing period, Employer and employee contributions to the LTD Fund will continue to be based upon the employee's normal full-time salary. For the purposes of determining an employee's benefits during the job-sharing period, the amount of coverage will be based upon the normal salary the employee is entitled to receive during the job-sharing period. Upon the expiry date of the job-sharing period, as specified in the employee's approved application, the amount of coverage will be based upon the normal full-time salary the employee would be entitled to receive in the position she held prior to entering the job-sharing arrangement.

- (e) **Other Paid Leaves** - One-half (½) the entitlement provided for in this Agreement.
- (f) **Group Life Assurance** - Cost sharing of premiums and benefit entitlement will be based on one-half (½) the employee's normal full-time salary.
- (g) **Monthly Allowances/Premiums** - One-half ( ½) the entitlement provided for in the Agreement.

### **39.13 Pension**

Pursuant to Article 30 of the Agreement, employees shall continue to be covered by the provisions of the applicable pension plan. During the job-sharing period, an employee's pensionable service will be in accordance with service credits accumulated pursuant to Article 39.10 and her pensionable earnings will be based upon the gross salary received for the period of pensionable service earned.

### **39.14 Termination of Job Share**

In the event one of the participants vacates the job-shared position (e.g., through termination of employment, appointment to another position or being placed on leave under the LTD plan), the job-sharing arrangement will terminate and the remaining participant will revert to full-time status in the position occupied prior to the job-sharing arrangement, except where mutually acceptable alternative arrangements are approved by both the Employer and the Union.

### **39.15 Notice**

If either participant or the employer wishes to terminate the job-sharing arrangement prior to its expiry, a minimum of sixty (60) calendar days' written notice shall be required.

### **39.16 Extension of Job Share \***

If the two employees wish to extend their job sharing arrangement beyond the initial period covered by their application or the maximum two-year period provided for in Article 39.08, they shall give a minimum of sixty (60) calendar days' written notice of such intent prior to the expiry of the original job sharing arrangement. In no case shall the total length of the job share period for employees who enter job share arrangements extend beyond a continuous period of four (4) years.

### **39.17 Incumbents \***

For any employee who was in a job sharing arrangement as of May 1, 2001, the maximum four (4) year period will be deemed to have started as of May 1, 2001 for purposes of the restriction in Article 39.16.

### **39.18 Costs**

The parties agree that, except for the cost of benefits provided for under this Article and/or the Collective Agreement, there shall be no added cost to the Employer directly resulting from any job-sharing arrangement.

## **ARTICLE 40 - AMENDMENT**

**40.01** This Agreement may be amended by the mutual consent of both parties.

## **ARTICLE 41 - CLASSIFICATION AND RECLASSIFICATION**

### **41.01 Classification and Salary Adjustments**

- (a) When a new or substantially altered classification covered by this Agreement is introduced, the rate of pay shall be subject to negotiations between the Employer and the Union. The Employer may implement a new classification and attach a salary to it, providing that the Union is given ten (10) days' written notice in advance.
- (b) If the parties are unable to agree on the rate of pay for the new or substantially altered classification, the Union may refer the matter to a single Arbitrator who shall determine the new rate of pay.
- (c) The new rate of pay shall be effective on the date agreed to by the parties or the date set by the Arbitrator but, in any event, not earlier than the date of implementation of the classification.

### **41.02 Classification Appeal Procedure**

An employee shall have the right to appeal the classification of the position she occupies. Such an appeal shall be in accordance with the provisions of this Article and shall not be considered a grievance under the Agreement. The provisions of Articles 13.07 and 13.08 shall apply in respect to the appeal procedures set out in this Article.

- (a) If an employee believes that the position she occupies is improperly classified, she shall notify her immediate management supervisor, in writing, of such.
- (b) The Employer shall, upon request, provide the employee with a written statement of duties and responsibilities within thirty (30) days of the request.
- (c) If there is a dispute between the immediate management supervisor and the employee concerning the classification of the position the employee occupies, or if the employee believes there is a conflict between the classification standards or position description and the statement of duties, the employee may initiate a formal appeal in writing to the

Director of Human Resources. The Director of Human Resources shall respond in writing to the employee within thirty (30) days of the receipt of such appeal.

- (d) If the foregoing procedure does not lead to a satisfactory resolution, within sixty (60) days of receipt of the reply from the Director of Human Resources, the matter may be submitted to the Classification Appeal Tribunal which shall make a final binding decision in accordance with the procedures set out in this Article.
- (e) An employee shall have the right of Union representation in respect to any appeal submitted to or proceeding before the Tribunal.
- (f) The effective date of any resulting upward revision in classification shall be the first day of the bi-weekly period immediately following the date of receipt by the Employer of the employee's written appeal submitted pursuant to 41.02(c).

### **41.03 Classification Appeal Tribunal**

- (a) A Classification Appeal Tribunal shall be established to make final and binding decisions on a dispute concerning the classification of the position an employee occupies.
- (b) The Classification Appeal Tribunal shall be comprised of three (3) members. One member of the Tribunal shall be nominated by the Employer, and one member shall be nominated by the Union. The third member, who shall be the chairperson, shall be appointed on the mutual agreement of the parties. If the parties fail to appoint a member or if the parties fail to agree upon the chairperson within thirty (30) days of the signing of this Agreement, or within thirty (30) days of a vacancy in the position of chairperson, the chairperson shall be appointed by the Department of Labour.
- (c) The members of the Tribunal shall be appointed for a term of office not exceeding five (5) years. Upon expiration of a member's term of office she may be re-appointed for a term not exceeding five (5) years. The re-appointment of a member or the appointment of her successor shall be in accordance with the provisions set out in 42.03(b) above.
- (d) Notwithstanding the provisions of 41.03(c), the chairperson of the Tribunal shall be replaced at the request of either party and any other member of the Tribunal shall be replaced at the request of the party nominating that member. Such replacement shall be made in accordance with the provisions of 41.03(b).
- (e) The Tribunal shall, within thirty (30) days of the receipt of an appeal, review the appeal and may hold a hearing on the appeal. If either party to the Agreement requests a hearing, such hearing shall take place in accordance with the procedure set out in this Article.
- (f) The Tribunal shall decide the issue of the proper classification for the position in question based on the existing classification system.



- (g) The Tribunal may determine its own procedure and shall have the power to issue such orders, notices, directives, declarations as it considers necessary, and such other powers conferred upon an arbitrator under the provisions of the *Arbitration Act*.
- (h) The Tribunal shall not:
  - (1) alter any position descriptions and/or classification standards determined by the Employer;
  - (2) entertain an appeal based solely on the grounds of the inadequacy of the pay rates negotiated for the classification assigned to the position occupied by the appellant employee;
  - (3) entertain an appeal in respect to a position that has been considered by it within the previous twelve (12) months, except where the appellant can demonstrate in writing that there has been a substantial change in the duties, responsibilities or requirements of that position.
- (i) A decision of the majority shall be the decision of the Tribunal. Where there is no majority decision, the decision of the chairperson shall be the decision of the Tribunal.
- (j) The Tribunal shall render its decision on a dispute under this Article within sixty (60) days of the matter being submitted to it, or at such later time as may be mutually agreed by the parties.
- (k) The Tribunal shall communicate its decision and reasons therefore in respect to the appeal in writing to the employee, the Employer and the Union.
- (l) The decision of the Tribunal is final and binding on all parties and no employee shall have grievance rights in respect of a decision of the Tribunal.
- (m) The Employer and the Union shall each pay the cost of their Classification Appeal Tribunal nominee, nominated pursuant to Article 41.03(b), and the Employer and the Union shall share equally in all other costs of the Classification Appeal Tribunal, including the cost of the Chairperson.

## **ARTICLE 42 - SUCCESSOR RIGHTS**

- 42.01** Where the Employer sells, leases or transfers or agrees to sell, lease or transfer its business or the operations thereof, or any part of either of them, this Agreement continues in force and is binding upon the purchaser, lessee, or transferee, subject to the *Trade Union Act*.

## **ARTICLE 43 - PREPAID LEAVE PLAN**

- 43.01 Purpose**

The Prepaid Leave Plan is established to afford employees the opportunity of taking a six (6) month to one (1) year leave of absence and to finance the leave through deferral of salary.

#### **43.02 Terms of Reference**

- (a) It is the intent of the Union and the Employer that the quality and delivery of service to the public be maintained.
- (b) A suitable replacement for the employee on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be covered by the Collective Agreement.
- (c) Applications under this Plan will not be unreasonably denied, and any permitted discretion allowed under this Plan will not be unreasonably refused.

#### **43.03 Eligibility**

Any permanent employee is eligible to participate in the Plan.

#### **43.04 Application**

- (a) An employee must make written application to the Employer at least four (4) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted by the Employer. Entry date into the Plan for deductions must commence at the beginning of a bi-weekly pay period.
- (b) Written acceptance or denial of the request, with explanation, shall be forwarded to the employee within two (2) calendar months of the written application.

#### **43.05 Leave**

- (a) The period of leave will be for six (6) months to one year.
- (b) On return from leave, the employee will be assigned to her same position or, if such position no longer exists, the employee will be governed by the appropriate provisions of this Agreement.
- (c) After the leave, the employee is required to return to regular employment with the Employer for a period that is not less than the period of the leave.

#### **43.06 Payment Formula and Leave of Absence**

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (a) During the deferral period of the Plan, preceding the period of the leave, the employee will be paid a reduced percentage of her salary. The remaining percentage of salary will be deferred, and this accumulated amount plus the interest earned shall be retained for the employee by the Employer to finance the period of leave.
- (b) The deferred amounts, when received, are considered to be salary or wages and as such are subject to withholding for income taxes, Canada Pension Plan and Employment Insurance at that time.
- (c) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The interest paid shall be calculated by averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit. The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the deferred account. Interest shall be based upon the average daily balance of the account and credited to the employee's account on the first day of the following calendar month.
- (d) A yearly statement of the amount standing in the employee's credit will be sent to the employee by the Employer.
- (e) The maximum length of the deferral period will be six (6) years and the maximum deferred amount will be 33-1/3% of salary. The maximum length of any contract under the Plan will be seven (7) years.
- (f) The employee may arrange for any length of deferral period in accordance with the provisions set out under Article 43.06(e).

#### **43.07 Benefits**

- (a) While the employee is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the employee would have received had she not been enrolled in the Plan.
- (b) An employee's benefits will be maintained by the employer during her leave of absence; however, the premium costs of all such benefits shall be paid by the employee during the leave.
- (c) While on leave, any benefits related to salary level shall be structured according to the salary the employee would have received in the year prior to taking the leave had she not been enrolled in the Plan.
- (d) Pension deductions shall be continued during the period of leave. The period of leave shall be a period of pensionable service and service.

- (e) Pension deductions shall be made on the salary the employee would have received had she not entered the Plan or gone on leave.
- (f) Sick leave and vacation credits will not be earned during the period of leave nor will sick leave be available during such period.

#### **43.08 Withdrawal**

- (a) An employee may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefor, as soon as possible prior to the commencement of the leave.
- (b) In the event of withdrawal the employee shall be paid a lump sum adjustment equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible within sixty (60) calendar days of withdrawal from the Plan.
- (c) An employee who is laid off during the deferral period will be required to withdraw from the Plan.
- (d) Should an employee die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the employee's estate as soon as possible within two (2) bi-weekly pay periods upon notice to the Employer.

#### **43.09 Written Contract**

- (a) All employees will be required to sign the approved contract before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.
- (b) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the employee and Employer.

### **ARTICLE 44 - TERM OF AGREEMENT \***

- 44.01** The provisions of Appendix 5, including overtime shall be paid retroactive to November 1, 2000. Unless otherwise stated in this Agreement or in the Memorandum of Agreement on Transition (Memorandum of Agreement #9) all other provisions of this Agreement shall become effective on the date of signing of the Agreement and shall remain in force for the life of the agreement except Article 6.03 which shall remain in full force and effect until a new agreement is signed.

**44.02** Subject to Article 44.01, this Agreement shall be in effect for a term beginning from November 1, 2000 and ending October 31, 2003. After October 31, 2003, this Agreement shall be automatically renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new agreement by giving written notice to the other party not less than thirty (30) calendar days prior to the expiration of this Agreement or any renewal thereof.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## **APPENDIX 1**

### **OVERTIME EXCLUSIONS**

**Patient Representative**

**Dietitian**

**Social Worker**

**Psychologist**

**Pharmacist**

**Organ Procurement Officer**

## APPENDIX 2

### EXPEDITED ARBITRATION - RULES OF PROCEDURE \*

1. A single arbitrator shall be appointed to decide the grievance.
2. The following persons shall serve as a panel of single arbitrators:

Gregory North  
Susan Ashley  
Eric Slone

The above arbitrators shall be contacted in advance and advised of the parties' expectations pursuant to these Rules of Procedure. Should any arbitrator not be willing to adhere to the requirements of this process their name will be removed from the above list and the parties will agree on a substitute in the roster.

3. The arbitrators shall be appointed on a rotating basis, in the sequence in which their names appear on the above list.
4. The arbitrator, in consultation with the parties, shall convene a hearing of the grievance not later than forty (40) days from being appointed. If the arbitrator is not agreeable or available to commence the hearing within this time period, the arbitrator whose turn is next in the rotation shall be selected, and so on, until one of the arbitrators in the rotation is available.
5. At least ten (10) days prior to the date of the hearing the parties and/or their representatives shall meet for the following purposes:
  - \$ to exchange copies of any documents that either party intends to rely on in the hearing;
  - \$ to establish and attempt to agree on the facts relevant to the grievance;
  - \$ to exchange copies of any precedents and authorities; and
  - \$ to engage in discussions regarding the possible settlement of the grievance.
6. Should a dispute arise between the parties regarding compliance with the obligations outlined in paragraph 5 the issue in dispute may be referred for immediate and binding resolution to the arbitrator. This may be done by conference call between the arbitrator and the parties.

7. At least five (5) days before the scheduled hearing date the parties shall forward to the arbitrator the collective agreement, a copy of the grievance, any agreed statement of facts and any other documents or materials agreed upon by the parties.
8. The arbitration hearing shall be an informal and accelerated process. To this end, the following procedures shall be in effect:
  - \$ The hearing shall be completed within a single day, within the hours of 8:00am and 6:00pm. At the commencement of the hearing the parties and the arbitrator shall attempt to agree upon the allocation of time and if agreement cannot be reached the arbitrator shall decide upon such allocation.
  - \$ The parties shall make every reasonable effort to minimize the use of witnesses and to limit representations to issues directly related to the substance of the individual grievance. Whenever practicable, the parties shall stipulate facts not in dispute rather than establishing such facts through the evidence of witnesses.
  - \$ Every reasonable effort shall be made to ensure that the grievance is addressed on its own merits, within the context of the particular circumstances of the individual case.
  - \$ The arbitrator shall have the permission of the parties to take an activist role and to direct that issues be addressed, or not addressed, in the hearing in accordance with his or her determination as to its relevance to the outcome.
9. The decision of the arbitrator on the merits of the grievance may be rendered verbally at the immediate conclusion of the hearing, or, in any event, within two (2) days following the conclusion of the hearing. The arbitrator may remain seized of the grievance to determine any issues arising from the implementation of his or her decision.
10. The arbitrator may provide brief written reasons for the decision, however, these must be issued within ten (10) days of rendering the decision.
11. The decision of the arbitrator shall be binding on the parties, however, the parties agree that decisions issued through this process apply only to the individual grievance decided, have no value as precedent and that they shall not be referred to in any other proceedings under this collective agreement or otherwise.



### **APPENDIX 3**

#### **HEALTH AND DENTAL PLANS**

- (a) Employees who are presently covered by benefit plans shall continue to be covered by the terms of the plan which are hereby incorporated into this collective agreement, unless the Union and the Employer agree otherwise.
- (b) Employees not presently covered by a benefit plan shall be brought under the terms of one of the existing plans as determined by mutual agreement of the Employer and the Union.

## APPENDIX 4

### ALPHABETIZED INDEX OF CLASSIFICATIONS

#### & CORRESPONDING PAY PLAN \*

<b>CLASSIFICATION</b>	<b>PAY GRADE</b>
Admin Officer +	HTH 46
Anaesthesia Tech 1B	HTH 47
Anaesthesia Tech 2	HTH 54
Anaesthesia Tech 3	HTH 68
Anaesthesia Technician 1A	HTH 26
Architect 2	HTH 70
Audio Visual Technician 1	HTH 37
Audio Visual Technician 2A	HTH 49
Audio Visual Technician 2B	HTH 57
Bio-Medical Eng Machinist A	HTH 47
Bio-Medical Eng. Machinist B	HTH 54
Bio-Medical Eng. Tech 1	HTH 54
Bio-Medical Engineering Technologist	HTH 72A
Buyer 1	HTH 17
Buyer 2	HTH 37
Buyer 3	HTH 53
Buyer 4	HTH 74
Cardiac Tech 1	HTH 47
Cardiac Tech 2A	HTH 62
Cardiac Tech 2B	HTH 68
Case Management Coordinator	HTH 76
Central Supply Room Aide	HTH 27
Chief Dialysis Technologist	HTH 81
Clinical Dietetic Technician 1	HTH 30
Clinical Dietetic Technician 2	HTH 52
Clinical Therapist 1	HTH 69A
Clinical Therapist 2	HTH 84A
Clinical Therapist 3	HTH 79A
Colposcopy Program Coordinator	HTH 68
Community Health Worker 3	HTH 56B
Computer Operator SDC	HTH 37
Computer Services Officer 1A	HTH 31
Computer Services Officer 1B	HTH 45
Computer Services Officer 2A	HTH 56
Computer Services Officer 2B	HTH 63
Computer Services Officer 2C	HTH 69

Computer Services Officer 3	HTH 79
Coordinator Life Support Training Program	HTH 57
Coordinator, Volunteer Services	HTH 53
Counsellor 1	HTH 29A
Counsellor 3	HTH 61A
Data Control Tech 1++	HTH 17
Dental Assistant 1A	HTH 8
Dental Assistant 1B	HTH 13
Dental Assistant 2	HTH 21
Dental Hygienist 1	HTH 58
Dental Hygienist 2	HTH 62
Dental Hygienist 2	HTH 62A
Developmental Worker	HTH 42
Dietitian 1	HTH 56
Dietitian 2A	HTH 66
Dietitian 2B	HTH 73
Dietitian 2B	HTH 73A
Dosimetrist	HTH 78
Drafting & Illustration Tech 1A	HTH 21
Drafting & Illustration Tech 1B	HTH 29
Drafting & Illustration Tech 2A	HTH 46
Drafting & Illustration Tech 2B	HTH 53
Drafting & Illustration Tech 3	HTH 64
ECG Tech 1	HTH 22
ECG Tech 2A	HTH 32
ECG Tech 2B	HTH 41
ECG Tech 2C	HTH 47
Echocardiography Tech 1A	HTH 58
Echocardiography Tech 1B	HTH 62
Echocardiography Tech 1C	HTH 68
Echocardiography Tech 2	HTH 72
Echocardiography Tech in Training	HTH 54
Electroneurophysiology Tech 1	HTH 32
Electroneurophysiology Tech 2	HTH 58
Electroneurophysiology Tech 3	HTH 62
Electronics Tech 1	HTH 58
Electronics Tech 2	HTH 62
Electronics Tech 3	HTH 72
Equipment Repair Tech 1	HTH 19
Equipment Repair Tech 2A	HTH 42
Equipment Repair Tech 2B	HTH 49
Financial Services Officer 1	HTH 49
Financial Services Officer 2	HTH 64
Financial Services Officer 3	HTH 70
GI Tech 1	HTH 22
GI Tech 2A	HTH 41

GI Tech 2B	HTH 47
GI Tech 2C	HTH 54
Graduate Nursing Assistant (Unregistered)	HTH 10
Graphic Artist	HTH 59
Graphic Design Coordinator	HTH 69
Health Care Social Worker 1A	HTH 51
Health Care Social Worker 1B	HTH 63
Health Care Social Worker 2A	HTH 66
Health Care Social Worker 2B	HTH 73
Health Care Social Worker 3	HTH 79
Health Records Administrator	HTH 60
Health Records Technician – Chief	HTH 58
Health Records Tech A	HTH 41
Health Records Tech B	HTH 54
Hemodialysis Clinic Assistant	HTH 36
Information Processing Tech 1	HTH 17
Information Processing Tech 2	HTH 29
Information Processing Tech 3	HTH 46
Information Processing Tech 3	HTH 46A
Information Processing Tech 4	HTH 53
Information Processing Tech 5	HTH 64
Inspection Specialist 1B	HTH 59
Instructor 1	HTH 84
Instructor 2	HTH 89
Instructor Adult Education 2	HTH 76
Instructor Adult Education 3	HTH 86
Instructor/Team Leader	HTH 84A
Lab Assistant 1A	HTH 22
Lab Assistant 1B	HTH 26
Lab Assistant 1C	HTH 38
Lab Assistant 2	HTH 41
Lab Instructor/Facilitator	HTH 55
Lab Tech 1A	HTH 54
Lab Tech 1B	HTH 58
Lab Tech 1C	HTH 62
Lab Tech 2	HTH 71
Legal Services Tech 2	HTH 48
Library Assistant 1	HTH 19
Library Assistant 2	HTH 29
Library Assistant 3	HTH 42
Licensed Practical Nurse	HTH 36
Licensed Practical Nurse	HTH 36A
LIS Database Coordinator	HTH 78
Lithotripter Tech	HTH 41
Locomotor Technician	HTH 72
Magnetic Resonance Imaging Tech 1	HTH 58

Magnetic Resonance Imaging Tech 2A	HTH 62
Magnetic Resonance Imaging Tech 2B	HTH 68
Mechanical Tech 1	HTH 58
Mechanical Tech 2	HTH 62
Mechanical Tech 3	HTH 72
Medical Physics Assistant 1	HTH 62
Medical Physics Assistant 2	HTHH 72
Medical Physics Assistant Trainee	HTH 58
Morgue Attendant	HTH 38
Nuclear Medicine Tech 1	HTH 54
Nuclear Medicine Tech 2A	HTH 58
Nuclear Medicine Tech 2B	HTH 62
Nursing Attendant	HTH 4
Nutritionist 1	HTH 66A
Nutritionist 2	HTH 76A
Occupational Therapist 1A	HTH 65
Occupational Therapist 1B	HTH 78
Occupational Therapist 2	HTH 85
Occupational Therapy Assistant A	HTH 33
Occupational Therapy Assistant B	HTH 44
Occupational Therapy Assistant C	HTH 50
OR Technician	HTH 36
Orderly	HTH 10
Organ Procurement Officer	HTH 73
Orthopaedic Technician	HTH 43
Orthoptist (Certified Medical Technologists)	HTH 78
Orthotics/Prosthetics Clinician (Certified)	HTH 81
Orthotics/Prosthetics Tech 1 (Unregistered)	HTH 58
Orthotics/Prosthetics Tech 2 (Registered)	HTH 65
Paramedic 1	HTH 27
Paramedic 3	HTH 43
Pedorthic Clinician (Certified)	HTH 72
Perfusionist	HTH 85A
Pharmacist	HTH 82
Pharmacy Assistant	HTH 34
Phlebotomist 1	HTH 26
Phlebotomist 2	HTH 38
Phlebotomist 3	HTH 41
Phlebotomist Trainee	HTH 22
Photographer 1	HTH 57
Photographer 2	HTH 67
Phototherapy Technician	HTH 50
Physiotherapist 1A	HTH 65
Physiotherapist 1B	HTH 78
Physiotherapist 2	HTH 85
Physiotherapy Aide	HTH 38

Physiotherapy Assistant	HTH 50
Planner/Scheduler	HTH 37
Plaster Room Technician	HTH 25
Polysomnographic Tech 1	HTH 32
Polysomnographic Tech 2	HTH 58
Polysomnographic Tech 3	HTH 62
Printing Tech 1	HTH 6
Printing Tech 2A	HTH 17
Printing Tech 2B	HTH 24
Printing Tech 3	HTH 37
Program Administration Officer 1	HTH 51
Program Administration Officer 2	HTH 66
Program Administration Officer 3	HTH 76
Program Administration Officer 4	HTH 90
Program Administration Officer 5	HTH 91
Psychiatric Attendant	HTH 9
Psych. Services Officer 1A	HTH 45
Psych. Services Officer 1B	HTH 56
Psych. Services Officer 2A	HTH 63
Psych. Services Officer 2B	HTH 69
Psych. Services Officer 3	HTH 79
Psych. Services Officer 4A (PhD Candidate Registered)	HTH 86
Psych. Services Officer 4B (PhD Registered)	HTH 93
Psychology Technician	HTH 56A
Psychometrist	HTH 63
Public Information Officer 1	HTH 48
Public Information Officer 2	HTH 59
Pulmonary Tech 1	HTH 54
Pulmonary Tech 2A	HTH 58
Pulmonary Tech 2B	HTH 62
Quality Improvement Officer	HTH 76
Radiation Therapist 1	HTH 58
Radiation Therapist 2	HTH 62
Radiation Therapist 3	HTH 72
Radiographic Assistant A	HTH 22
Radiographic Assistant B	HTH 26
Radiographic Assistant C	HTH 38
Recreation Therapist 1	HTH 65
Recreation Therapist 2	HTH 78
Recreation Therapy Aide (PIO)	HTH 50
Recreation Therapy Assistant	HTH 54
Renal Assistant	HTH 27
Research & Stats Officer 1B	HTH 56
Respiratory Assistant	HTH 41
Respiratory Therapist 1	HTH 54
Respiratory Therapist 2A	HTH 58

Respiratory Therapist 2B	HTH 62
Risk Management Officer +	HTH 77
Senior Equipment Repair Tech 1	HTH 74
Senior Equipment Repair Tech 2	HTH 80
Senior Pharmacy Assistant	HTH 42
Senior Radiation Therapist	HTH 78
Senior X-ray Tech	HTH 68
Social Development	HTH 69
Speech Therapist	HTH 75
Staff Chaplain	HTH 78A
Statistical Research Associate	HTH 76
Supervisor of Operations	HTH 64A
Supply Tech 1	HTH 42
Supply Tech 2	HTH 49
Tissue Bank Technologist	HTH 78
Trades Coordinator	HTH 70
Ultrasonographer 2A	HTH 62
Ultrasonographer 2B	HTH 68
Ultrasonographer Tech 1	HTH 58
Vocational Therapist 1	HTH 51
Vocational Therapist 2	HTH 66
Vocational Therapist 3	HTH 73
Ward Aide	HTH 7
X-ray Tech 1	HTH 54
X-ray Tech 2A	HTH 58
X-ray Tech 2B	HTH 62
X-ray Tech 3	HTH 78

## **MEMORANDA OF AGREEMENT**

Memorandum of Agreement # 1	Transition Support Program *
Memorandum of Agreement # 2	Sick Leave Banks *
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Memorandum of Agreement # 4	Classification Review Protocol *
Memorandum of Agreement # 5	Community Health Workers *
Memorandum of Agreement # 6	Inclusions/Exclusions *
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Memorandum of Agreement # 8	Market-based Adjustments *
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Memorandum of Agreement # 10	Nova Scotia Hospital Lump Sum *
Memorandum of Agreement # 11	Retiree Benefits *
Memorandum of Agreement # 12	Market Adjustments for Radiation Therapists and Prosthetic Clinicians *
Memorandum of Agreement # 13	Classification Review Adjustment Advance *
Memorandum of Agreement #14	Lump Sum Payment *



## MEMORANDUM OF AGREEMENT #1

### **Transition Support Program** \*

The Transition Support Program ("TSP") will be effective from the date of signing this Collective Agreement until October 30, 2003.

The TSP, as outlined in the collective agreement, will remain in effect until October 30, 2003, however, the Union may on October 31, 2003, exercise its option to extend the terms and conditions of the expired program for a period of six (6) months to April 30, 2004. Upon receipt of this notice the Employer will agree that the expired TSP will be extended until April 30, 2004. From October 31, 2003 to April 30, 2004 the TSP will be administered in the same way as set out in the provisions of the collective agreement between the Capital District Health Authority and the NSGEU.

In order to avoid layoffs, employees selected in accordance with TSP shall receive a severance payment in return for their voluntary resignation. TSP requires that a reduction in the staff complement occurs as a result of each TSP severance payment offered.

#### 1.1 **Voluntary Resignation and Seniority**

Where the Employer intends to reduce the number of employees within a classification or classification group, and where the Employer has been unable to place employees whose positions have become redundant, the Employer will offer to employees in the affected classification or classification group the opportunity to resign with a TSP payment in order to avoid the need for layoff(s).

Where an offer to a classification of employees (or classification grouping) for resignation results in more volunteers than is required to meet the need, the decision as to who receives severance will be determined on the basis of seniority.

Where the Employer can demonstrate to the Joint Committee on Technological Change that the Employer cannot accommodate the resignation of that number of employees volunteering to resign or that other operational considerations are necessary, the Employer reserves the right to restrict the TSP offer. For example, where too many volunteers within a classification are from within a single work area, it may not be possible to permit all to resign at once. A phase-out procedure may be utilized to maximize the number of volunteers who actually resign.

#### 1.2 **Joint Committee on Technological Change**

The Joint Committee established in accordance with the Agreement will be responsible:

- (i) to determine the classification within a bargaining unit that will be considered as a single classification for the purpose of the Program;
- (ii) to assess the operational requirements surrounding the Employer's requirement to limit the number of the employees to receive voluntary resignation offers;
- (iii) to review and clarify the impact of resignations on service delivery;
- (iv) to participate in the process of notifying displaced and laid off employees of their options under this Program; and

to address issues that may arise in respect of the interpretation and application of this Program.

### 1.3 **TSP**

The TSP shall be presented to employees on a "window-period" basis, as determined by the Employer.

### 1.4 **Displacement Process**

- Step 1: At the point where the Employer decides the number of employees within a classification or classification group to be reduced, notification will be given to the Joint Committee on Technological Change. Following Joint Committee consultation, this information shall be made known to employees within that classification or classification group accompanied by a request for indications in writing of interest in voluntary resignation.
- Step 2: Employees shall have seventy-two (72) hours following receipt of the notice to submit their Expression of Interest form.
- Step 3: The Employer will assess the level of interest and determine provisional acceptance subject to operational requirements, in accordance with item 1.1 of this Program. This determination will be made in consultation with the Joint Committee On Technological Change and as soon as is reasonably possible following the seventy-two (72) hour response time.
- Step 4: Employees shall, within seven (7) days following a meeting with a representative of Human Resources, indicate their decision with respect to voluntary resignation. The actual date of resignation will occur with the agreement of the Employer. Upon resignation, the employee will be entitled to the TSP payment in accordance with this Program.
- Step 5: (a) Article 32 of the Collective Agreement applies to employees whose positions are eliminated due to the reduction of the number of employees

in a classification or classification group. These employees shall be considered to be redundant pursuant to Article 32.12 of the Collective Agreement and shall have the rights of a redundant employee.

- (b) Any employee displaced in accordance with the provisions of the Agreement shall be given seventy-two (72) hours to express their interest in TSP in accordance with Step 2 above. Those expressing an interest will have their application processed in accordance with Step 4 above. Where an employee declines the TSP opportunity, the Layoff and Recall provisions of the Agreement shall apply.

- Step 6:
- (a) Where the Employer reaches its reduction target through this voluntary method, the process would end.
  - (b) Where the number of voluntary resignations with TSP payment is less than the number of employees in the classification or classification group to be reduced, the Employer shall identify those employees who are subject to layoff. Before any employee receives a notice of layoff, the employer will notify the employee who will have seventy-two (72) hours to express an interest in TSP in accordance with Step 2 above. Those expressing an interest will have their application processed in accordance with Step 4 above. Employees who decline the TSP opportunity shall be issued layoff notice in accordance with the provisions of the Agreement.

### 1.5 **Salary Protection**

Employees who accept placement in a position at a lower rate of pay, shall have their previous rate of pay maintained for such period as set out under this Item.

Where the employee's previous rate of pay exceeds the rate of twenty-five thousand (\$25,000) per year, that rate of pay shall be maintained for a period of six (6) months from the date of placement in the lower-paying position. Thereafter, the employee's protected rate of pay shall be reduced by ten (10) percent or to the maximum rate of the new classification, or the rate of twenty-five thousand (\$25,000) per year, whichever is the greater rate. The rate of pay will remain at this reduced level (subject to any regular Collective Agreement regulated changes) for a further period of twelve (12) months, after which the rate of pay will be reduced to the maximum of the lower-paying position.

Where the employee's previous rate of pay is equal to or less than the rate of twenty-five thousand (\$25,000) per year, or less, that rate of pay shall be maintained (subject to any regular Collective Agreement regulated changes) for a period of eighteen (18) months, after which the rate of pay will be reduced to the maximum of the lower-paying position.

### 1.6 **Reduced Hours and TSP Payment**

Employees who accept an alternate position under this Program and as a result have a reduction of hours shall not qualify for a TSP payment.

#### 1.7 **Release Form**

Employees accepting voluntary resignation will be required to sign a release statement verifying their resignation and agreement to sever any future claim for compensation from the Employer or obligation by the Union for further services except as provided in this Program in exchange for the TSP payment.

#### 1.8 **Casual Shifts**

It shall only be for extraordinary operational needs that the Employer will utilize on a casual basis, an employee who has resigned with a TSP payment under this Program during the period covered by the applicable notice payment period.

#### 1.9 **TSP Severance Payment**

The amount of TSP payment shall be equivalent to four (4) weeks' regular (i.e. excluding overtime) pay for each year of service to a maximum payment of fifty-two (52) weeks' pay and for a minimum payment of eight (8) weeks' pay. Where there is a partial year of service, the TSP payment will be pro-rated on the basis of the number of months of service.

#### 1.10 **Formula for Part-time Hours**

In determining the extent of the existing part-time relationship of an employee at the time of resignation, layoff or other application of this program where the hours worked are not regular due to working additional shifts, the average of the employee's hours worked during the six (6) month period preceding the severance (or average over the preceding period of part-time employment where that period is less than six (6) months).

#### 1.11 **Continuation of Benefits**

Employees in receipt of a TSP payment will be entitled to continue participation in the applicable group insurance and benefit plans for the length of the TSP payment period. During such period the contributions will be cost shared in accordance with Article 20.01 of the collective agreement. It is understood that the Employer's obligations in this respect do not apply to plans for which the employee is currently responsible for the full cost of contributions.

#### 1.12 **Re-employment Considerations**

It is intended that TSP participants not be re-employed by an acute care employer during their TSP payment period. For purposes of this program, acute care employer includes the following employers: Capital District Health Authority, IWK Health Centre, Cape Breton Healthcare Complex and all District Health Authorities. An employee in receipt of a TSP payment who is

re-employed with an acute care employer will be required to repay an amount equal to the remaining portion of the TSP payment period. The repayment may be achieved through a payroll deduction plan that provides for full recovery over a period that is no more than twice the length of the remaining TSP payment period or through a lump sum payment. The employee has the right to determine the method of repayment.

#### 1.13 **Number of Employees**

Notwithstanding anything in this Agreement, the Employer is only required to provide a TSP payment to the same number of employees as the Employer has reduced its complement.

#### 1.14 **Severance Payment Method**

It is understood that the method of payment of the severance (for example, lump sum or incremental payment schemes) shall be determined by the employee, provided that the total amount of payment is fully paid within the applicable notice payment period (not greater than fifty-two (52) weeks). That is, lump sum payments or other incremental payment schemes are possible.

#### 1.15 **Transition Services / EAP**

Employees covered under this program will be allowed to participate in any Regional Transition or EAP programs available to health sector employees in the province.

#### 1.16 **Transition Allowance**

Employees who resign with a TSP payment will be eligible for a transition allowance up to a maximum of \$2,500. This sum may be utilized for one or a combination of the following:

- \$ to assist in offsetting the costs in moving to accept a position with another employer, which is located a distance of 50 kilometers or more from the site of their previous usual workplace; and
- \$ to cover the cost of participation in employer-approved retraining programs. The Employer will not unreasonably withhold such approval.

In all cases employees will require receipts for recovery of expenses. Only expenses incurred during the TSP severance payment period following the date of resignation are eligible for reimbursement under this Program.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## MEMORANDUM OF AGREEMENT #2

### **Sick Leave Banks** \*

#### 1. **Pre-existing Sick Leave Banks**

Employees who have credits in their sick leave banks as of the signing date of this Agreement shall be entitled to maintain those sick leave banks for use in accordance with this Memorandum of Agreement.

#### 2. **New and Existing Sick Leave Banks**

Effective upon the date of signing of the collective agreement, the Employer will create new sick leave banks and/or allow additional amounts to be credited to the existing sick leave banks of employees in accordance with the following:

##### (a) **Initial Crediting**

Effective upon the date of signing of this collective agreement, each permanent employee will be credited with ten (10) days in a sick leave bank. The banks of permanent employees on job share and permanent part-time employees will be credited on a pro-rated basis.

##### (b) **Continuing Accumulation in the Banks**

During the life of this agreement, effective on April 1 in each year, any permanent employee who has used seven (7) or fewer days of General Leave in the preceding twelve month period, as provided for in Article 19.11, will be credited with five (5) days to their sick leave bank. The amounts credited to the banks of permanent employees on job share and permanent part-time employees will be credited on a pro-rated basis based on their status on April 1 in each year.

#### 3. **Use of Credits in Sick Leave Banks**

Employees who have sick leave credits in their banks can utilize them for the following purposes:

##### (a) **To Cover STI/LTD Gap**

Employees who must wait more than one hundred (100) days to be eligible for Long Term Disability (“LTD”) may use any sick bank credits to cover off any period between the end of Short-Term Illness Leave (“STI”) entitlement and the date on which they would normally become eligible for LTD. Employees who are not covered by a long term disability plan or who have time in their sick leave bank may use their sick leave banks for the period for which they are sick after the one hundred (100) days for Short-Term Illness has been used, until their sick

bank is exhausted. The employee's sick bank shall be reduced by one day for each day of entitlement under this section.

(b) **To "Top Up" STI**

Employees may use these credits to top up Short-Term Illness benefits. For each day on which the employee is in receipt of Short-Term Illness the employee may use her sick bank to "top up" her Short-Term Illness benefit to one hundred per cent (100%) of salary. Twenty-five (25%) percent of the day shall be deducted from the sick bank for each twenty-five per cent (25%) "top-up".

(c) **WCB Earnings Replacement Supplement**

Employees may use these credits to supplement the earnings replacement benefit paid by the Workers' Compensation Board equal to the difference between the earnings replacement benefit received by the employee under the Act and the employee's net pre-accident earnings. Twenty-five (25%) of the day shall be deducted from the sick bank for each day of the supplement.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**



## MEMORANDUM OF AGREEMENT # 3

### Banked Vacation \*

**THE PARTIES HEREBY agree as follows:**

1. All vacation credits earned but not taken under past terms and conditions of employment and collective agreements with any of the predecessor Employers shall be considered “banked vacation credits”.
2. Within sixty (60) days of the signing of this Agreement, the Employer shall notify all eligible employees of the number of days of their banked vacation credits and the Employer shall notify the eligible employees thereafter on January 31 of each year for the duration of this Memorandum of Agreement.
3. An employee with sufficient banked vacation credits shall take a minimum of five (5) days of extra vacation credits each year until her banked vacation credits are exhausted.
4. An employee with less than five (5) days of banked vacation credits shall exhaust all their banked vacation credits by the end of the vacation year.
5. Notwithstanding paragraphs 3 and 4 above, with the written consent of the Employer, an employee may take more than five (5) days per year.
6. Notwithstanding paragraph 3 and 4 above, with the written consent of the Employer, an employee may carry over banked vacation credits from one year to the next.
7. Employees must schedule vacation, including the five (5) extra days of vacation, in accordance with Article 17.
8. Vacation credits earned in the present year shall only be scheduled after all the banked vacation credits have been scheduled.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## **MEMORANDUM OF AGREEMENT # 4**

### **Classification Review Protocol \***

#### **1. Classification Review Process**

The parties agree that a comprehensive review of all classifications in each of the Clerical, Healthcare and Support Services bargaining units will be initiated within 60 days of the signing of the collective agreements. The process will involve the application of the job evaluation system agreed to between the parties (the “Aiken System”) to all bargaining unit classifications.

#### **2. Objective**

The purpose of the job evaluations will be to objectively determine the relative values of all classifications within the bargaining units. At the conclusion of the process the Aiken System will be substituted for the Class and Grade System which is currently used to determine the relative ranking of classifications.

#### **3. Steering Committee**

Overall management of this project will be undertaken by a Steering Committee. The role of the Steering Committee will be to develop a work plan and critical path for project implementation, as well as to provide support for the Job Evaluation Committee by providing issue resolution where necessary. The Steering Committee will consist of 4 persons and will be comprised equally of representatives of the Employer and the Union.

#### **4. Job Evaluation Committee**

All classification evaluations will be carried out jointly between the parties. The actual process of evaluation for the bargaining units will be performed by the Job Evaluation Committee. The committee will consist of six (6) persons and will be comprised equally of representatives of the Employer and the Union.

#### **5. Administration Expenses**

The Employer will grant leave, with no loss of pay or benefits, as required to 1 employee for the purpose of participating on the Steering Committee and a maximum of three (3) employees for the purpose of participating on the Evaluation Committee. The cost of pay and benefits for any one (1) of the employees in the Evaluation Committee, as selected by the Union, will be borne equally between the Employer and the Union. Expenses will be paid by the Employer in accordance with the collective agreement.

#### **6. Time Frames**

The process of evaluation for all three bargaining units will be concluded within a period of 24 months from the date of commencement. The parties agree to use all reasonable efforts and to act in good faith to ensure that the project is completed within this time frame.

## **7. Monitoring Procedure**

At six month intervals during the evaluation process (6 months, 12 months and 18 months) the Steering Committee will review the progress of the project to ensure that it will be concluded within the designated 24 month period. If it is determined by two or more members of the Steering Committee that the state of progress in the evaluation process is such that the project is clearly unlikely to be completed within the 24 month period this will be raised as an issue for the Steering Committee to address. Upon such a determination being brought forward, the Steering Committee will make every reasonable effort to devise ways of bringing the project back on schedule, including the possible commitment of additional resources. If reasonable measures cannot be put in place to allow the project to be completed within the 24 month period, either the Union or the Employer will have the right to terminate it and, in such case, the existing classification system shall remain in place.

## **8. Implementation**

The Employer will make available additional dedicated funding for the implementation of a new pay plan arising from the job evaluation process in the amount of three million five hundred thousand dollars (\$3,500,000). This funding will be used for the purposes of implementing the new classification system. Implementation of the new pay plan will be done in the following stages:

Phase 1: August 13, 2001 - 50% of the implementation fund

Phase 2: April 1, 2002 - the remainder of the implementation fund

## **9. Incumbency Protection**

Upon implementation of the new pay plan, employees who would otherwise incur a salary reduction, shall be granted "PIO" (present incumbency only) status and may advance, through the granting of increments in accordance with the collective agreement, to the maximum salary for the position and classification applicable immediately prior to the implementation of the new classification system.

## **10. New Appeals or Grievances**

Effective from date of ratification no further appeals or grievances pursuant to Article 41 of the collective agreement may be initiated until the classification review process has been concluded and implemented. All such matters arising during this period will be determined through the

classification review process itself. Following that any appeals initiated will be heard in accordance with paragraph 13, below.

### **11. Outstanding Appeals**

All grievances and classification appeals pursuant to Article 41 of the collective agreements initiated prior to date of ratification will be held in abeyance pending completion of the classification review process. Within a period of 12 months from that date all employees will be given the opportunity to elect between two alternative courses of action:

- (a) They may withdraw their grievance or appeal and receive incumbency protection pursuant to paragraph 9, above, and such incumbency protection shall be based on the rate of pay in effect on the first date of implementation; or,
- (b) They may continue with their appeal or grievance, in which case they will not be eligible for incumbency protection pursuant to paragraph 9, above, and, upon the first implementation date referred to above in paragraph 8, they shall be compensated in accordance with the new pay plan.

### **12. Notification to Employees**

Once the classification review process for all three bargaining units has been completed, employees will be notified of where their job ranks in relation to all jobs.

### **13. Appeals Following Completion of the Process**

Once the classification review process and the negotiations in paragraph 15 have been concluded and the new classification structure has been established all subsequent issues relating to the relative ranking of an employee's classification within that structure or substantial changes to the employee's classification will be determined through the application of the Aiken System.

### **14. Scope and Frequency of Appeals**

Following completion and implementation of the classification review process all appeals shall be submitted to the Evaluation Committee for review and shall only proceed to a determination by the Steering Committee if agreement cannot be reached by the Evaluation Committee. The Evaluation Committee may entertain an appeal involving a particular classification not more than once in any one year period. The role of the Steering Committee shall be limited to a determination of whether the principles and processes of the Aiken System was correctly applied and to make a final determination in case of a deadlock by the Evaluation Committee.

### **15. Implementation**

The negotiation of the implementation of the new classification system shall be the responsibility of the Union and the Employer. Negotiations on implementation shall commence within one

month of the completion of the review process. The parties shall conclude negotiations within three months.

**16. Article 41**

Upon implementation, Article 41 ceases to have force and effect except as provided for in paragraph 11 above.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

---

**Joan Jessome**  
*President*

---

**Robert Smith**  
*President and CEO*

---

**Linda Percy**  
*Chief Negotiator*

---

**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

---

**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

**MEMORANDUM OF AGREEMENT # 5**

**Community Health Workers \***

The parties hereby agree that:

The former pay grades for Community Health Workers of PR 2, PR 4 and PR 6 will be adjusted to the pay grades of PR 4, PR 6 and PR 8 as follows:

April 1, 2000	20% adjustment
April 1, 2001	20% adjustment
April 1, 2002	60% adjustment

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

---

**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

---

**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## MEMORANDUM OF AGREEMENT # 6

### Inclusions/ Exclusions \*

For purposes of resolving any issues surrounding the inclusion and exclusion of positions arising from the creation of the Capital District Health Authority, the parties hereby agree as follows:

- (a) The Employer will provide the Union with the most recent “position descriptions” available for disputed positions within thirty (30) days of the signing of the agreement;
- (b) The parties will meet in order to resolve the specific inclusion and exclusion issues;
- (c) In the event the parties are unable to resolve the matter to their mutual satisfaction, they may agree to refer the matter to a third party, or;
- (d) In the event the parties are unable to resolve the matter or are unable to agree on a third party, either party may refer the matter to the Nova Scotia Labour Relations Board for determination.
- (e) In the event that the parties agree to exclude a position from the bargaining unit, the incumbent shall have the following options:
  - (i) remain in the position as excluded and forfeit all collective agreement rights including seniority;
  - or
  - (ii) exercise placement / displacement rights in accordance with Article 32 of the Collective Agreement.
- (f) In the event that the parties agree to include a previously excluded position in the bargaining unit, or in the event that this occurs as a result of the process referred to in paragraph 4, the incumbent shall have the right to remain in the position in which case the parties agree that all periods of employment recognized as service by a predecessor Employer shall be deemed service with the Employer for all purposes and where there has been no break in employment the incumbent shall be considered continuously employed for the purposes of seniority.



**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## **MEMORANDUM OF AGREEMENT #7**

### **Casual Conversion: Former Nova Scotia Hospital / Public Health**

#### **Services /Drug Dependency Services \***

Whereas the parties desire to resolve the issues surrounding casuals working at the Nova Scotia Hospital, Public Health Services and Drug Dependency Services and their true employment status;

Therefore the parties agree as follows:

1. The Employer will provide the Union with the hourly, scheduled employment history for all casual employees of the Nova Scotia Hospital, Public Health Services and Drug Dependency Services for the period of three (3) months prior to the signing date of this agreement;
2. The parties will review all cases involving a casual employee who was regularly scheduled or who has worked over forty percent (40%) of full time hours to determine whether their status should be changed to that of permanent employee.
3. In the event the parties are unable to agree on the settlement of any casual employee with respect to their employment status, they may by mutual agreement refer the matter to a third party for settlement, or;
4. In the event the parties are unable to settle the matter or are unable to agree upon a third party, they may individually or jointly refer the matter to the Nova Scotia Labour Relations Board for settlement.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## MEMORANDUM OF AGREEMENT #8

### Market-based Adjustments \*

1. Where the Employer determines that, due to shortages within the labour market, a recruitment and/or retention problem exists with respect to a particular classification or group of classifications within the bargaining unit, the following procedure will be utilized:
  - (a) the Employer will consult with the Union regarding the situation and provide the Union with information supporting its conclusion that such a market problem does exist, along with its position in relation to the amount and the time period for any proposed supplement to the wage level; and
  - (b) the Union will be provided with an opportunity to make representations and provide any additional information concerning the situation before any final decision is made by the Employer.
2. Upon completion of this consultation process the Employer may implement a special market-based adjustment in respect of the classification(s) in question. Such adjustments will be paid on a bi-weekly basis for a defined period of time.
3. Any market-based adjustment will be pro-rated according to designation for permanent part-time positions and for designation and duration for full and part-time long or short assignments and/or job shares.
4. The amount of the market-based adjustment will be reviewed annually and may be increased if the employer, in its discretion, deems this necessary. The decision of the employer in this regard is not subject to review by an arbitrator or any other person.
5. The market-based adjustment will not be considered a part of the employee's regular (negotiated) pay rate for the employee's classification.
6. The market-based adjustment will, however, be treated as regular earnings for purposes of pension, union dues, statutory deductions (e.g. employment insurance, Canada pension plan, income tax) and other earnings, related group benefits plans such as long term disability and life and accidental death and dismemberment insurance and for pregnancy and adoption leave allowances.
7. The market-based adjustment will not be added to the hourly rate when calculating overtime rate; rather, overtime rates will be based on the base salary without the market-based adjustment.

8. The market-based adjustment shall be considered as part of any monies to be reimbursed to the Capital District Health Authority by the NSGEU in relation to any time off for union business.
9. The market-based adjustment shall be used in calculation of any retirement allowance to which an employee becomes entitled while the adjustment is in effect.
10. For casual employees the market-based adjustment will be paid at the rate of two shifts per week. A quarterly review of time actually worked (excluding overtime) will be undertaken and any shifts worked beyond those previously remunerated would then have market-based adjustment applied to them.
11. For part-time employees, the market-based adjustment will be paid based on their designation and their regularly scheduled shifts. Any extra shifts beyond the part-time FTE designation, excluding overtime hours, will be reviewed quarterly and paid on the same basis as the casual worker.
12. The 11% in lieu of benefits that is paid to casuals shall be calculated on the base pay plus market-based adjustment.
13. The existence of the market-based adjustment does not prevent the union from negotiating increases in compensation and benefits in accordance with the collective agreement. Nor does the existence of the market-based adjustment prevent the union from pursuing classification issues during the life of the market-based adjustment.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## MEMORANDUM OF AGREEMENT #9

### Transition \*

#### **1. Wage Rates**

All employees of the Capital District Health Authority will be paid in accordance with the pay plan in effect for employees of the QEII as provided.

#### **2. Incumbency Protection**

Upon implementation of the new pay plan, employees who would otherwise incur a salary reduction, shall be granted "PIO" (present incumbency only) status and may advance, through the granting of increments in accordance with the collective agreement, to the maximum salary for the position and classification applicable immediately prior to the implementation of the new classification system.

#### **3. Former Public Health and Drug Dependency Services**

The hours of work for employees working in positions that were previously included in the Public Health and Drug Dependency Services bargaining unit will continue to be 70 per bi-weekly pay period.

#### **4. Car Allowance**

An employee who was previously employed by the Nova Scotia Hospital or Public Health Services or Drug Dependency Services and, as of February 19, 2001, was employed in a position where she had elected to receive a car allowance pursuant to Article 29.04 of the agreement she was then covered by, shall have the option to continue to be reimbursed on that basis. This option shall apply only to the incumbent in the position and only for as long as the incumbent remains in the position. The option shall terminate if at any time the employee in any subsequent year elects to be reimbursed on a straight mileage basis.

#### **5. Nova Scotia Hospital - Unit Premiums**

- (a) An employee working at the Nova Scotia Hospital who has been regularly and continuously assigned for a period of at least four months in the period immediately prior to April 24, 2001 to work in a designated unit shall receive a premium of \$48.30 per month. The designated units under this Article are Emerald Hall and the Forensic Unit.
- (b) A premium to an employee shall be discontinued where:

- (i) the employee is on short or long assignment or permanently reassigned to a position outside the designated unit;
- (ii) the employee is granted leave of absence with pay, with part pay, or without pay, in excess of thirty (30) consecutive days for such purposes as illness, injury, education, pregnancy, etc.; or,
- (iii) the function performed by the designated unit is discontinued.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

**MEMORANDUM OF AGREEMENT #10**

**Nova Scotia Hospital Lump Sum \***

A lump sum in the amount of \$200 will be paid to each permanent employee of the Nova Scotia Hospital. This amount will be pro-rated for part-time employees and employees on job share based on their designation.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

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**Gwen Wolfe**  
*Chair, Bargaining Committee*

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**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**



**MEMORANDUM OF AGREEMENT #11**

**Retiree Benefits \***

For all retired employees, the Employer agrees to pay sixty-five percent (65%) of the total premium cost of the medical plan provided for employees, and fifty percent (50%) of the total premium cost of life insurance provided for employees, effective November 1, 2000. The Union will withdraw its grievance related to this issue.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

---

**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

**MEMORANDUM OF AGREEMENT #12**

**Market Adjustments \***

**1. Radiation Therapists**

The parties agree to extend the current market adjustment agreement for Radiation Therapists of \$6,500.00 per year until May 1, 2004.

**2. Prosthetic Clinicians**

The parties agree to implement a market adjustment of \$5000.00 per year for Prosthetic Clinicians, effective from November 1, 2000 to November 1, 2002.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

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**Joan Jessome**  
*President*

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**Robert Smith**  
*President and CEO*

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**Linda Percy**  
*Chief Negotiator*

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**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

---

**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

**MEMORANDUM OF AGREEMENT #13**

**Classification Review Adjustment Advance \***

The Employer shall implement a Classification Review adjustment advance to the entire pay plan of the Healthcare bargaining unit (referred to in this Memorandum as the “adjustment advance”). This adjustment advance is made in recognition of the delay that will occur in the completion of the Classification Review process provided for in Memorandum of Agreement #4. This will be done in accordance with the following:

- (a) the amount of the adjustment advance will be 1.5%;
- (b) the adjustment advance will be made effective on August 13, 2001;
- (c) the amount of any further increase to pay rates resulting from the completion of the Classification Review process will be reduced by the amount of the adjustment advance;
- (d) any increase to the pay rates for specific classifications which occurs as a result of the adjustment advance will be subject to the PIO protection provided for in paragraph 9 of Memorandum of Agreement #4; and
- (e) the funding required to implement the advance adjustment shall be provided in addition to the \$3.5 million commitment outlined in paragraph 8 of Memorandum of Agreement #4.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President*

\_\_\_\_\_  
**Robert Smith**  
*President and CEO*

\_\_\_\_\_  
**Linda Percy**  
*Chief Negotiator*

\_\_\_\_\_  
**Calvin Crocker**  
*Vice President, Administration*

\_\_\_\_\_  
**Gwen Wolfe**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

## MEMORANDUM OF AGREEMENT #14

### Lump Sum Payment \*

A one-time payment single payment of \$1,500.00 shall be made to all employees in the bargaining unit, subject to the following conditions:

- (a) the payment shall be effective August 13, 2001;
- (b) employees who were working in the bargaining unit on the effective date, are eligible for the payment;
- (c) the payment shall not be applied to the base rate, however, it shall be treated as pensionable earnings under the terms of the applicable superannuation plan;
- (d) the payment shall be prorated for all employees not designated as full time employees;
- (e) prorating for casual, part-time and job share employees shall be based on their average hours worked per week (as a proportion of full time hours) during the 13 pay periods immediately prior to the effective date;
- (f) in no case shall the payment exceed \$1,500.00; and
- (g) the method of calculation for the payment outlined in paragraph (e) is without prejudice to the position of either party in any future prorating issue.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

---

**Joan Jessome**  
*President*

---

**Robert Smith**  
*President and CEO*

---

**Linda Percy**  
*Chief Negotiator*

---

**Calvin Crocker**  
*Vice President, Administration*

---

**Gwen Wolfe**  
*Chair, Bargaining Committee*

---

**Angela Gillis**  
*Director, Human Resources*

**DATED AT Halifax, N.S. this 24<sup>th</sup> day of September, 2001.**

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## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	1	Hourly	10.7476	10.9380	11.1288	11.3206	11.6066	
			Approx. Bi-weekly	806.07	820.35	834.66	849.04	870.49	
			Approx. Annual	20,957.89	21,329.04	21,701.18	22,075.12	22,632.83	
75	<u>HTH</u>	2	Hourly	10.7994	11.0008	11.2019	11.4060	11.6088	
			Approx. Bi-weekly	809.95	825.06	840.15	855.45	870.66	
			Approx. Annual	21,058.74	21,451.56	21,843.79	22,241.79	22,637.21	
75	<u>HTH</u>	3	Hourly	10.9380	11.1288	11.3206	11.6066	11.8940	
			Approx. Bi-weekly	820.35	834.66	849.04	870.49	892.05	
			Approx. Annual	21,329.04	21,701.18	22,075.12	22,632.83	23,193.33	
75	<u>HTH</u> Nursing Attendant	4	Hourly	11.1027	11.4593	11.8307	12.2165	12.6186	13.0254
			Approx. Bi-weekly	832.70	859.45	887.30	916.24	946.40	976.91
			Approx. Annual	21,650.27	22,345.62	23,069.81	23,822.25	24,606.32	25,399.53
75	<u>HTH</u>	5	Hourly	11.1288	11.3206	11.6066	11.8940	12.1797	
			Approx. Bi-weekly	834.66	849.04	870.49	892.05	913.48	
			Approx. Annual	21,701.18	22,075.12	22,632.83	23,193.33	23,750.45	
75	<u>HTH</u> Printing Tech. 1	6	Hourly	11.3206	11.6066	11.8940	12.1797	12.4661	
			Approx. Bi-weekly	849.04	870.49	892.05	913.48	934.96	
			Approx. Annual	22,075.12	22,632.83	23,193.33	23,750.45	24,308.96	
75	<u>HTH</u> Ward Aide	7	Hourly	11.6048	11.8064	12.0075	12.2115	12.4143	12.7221
			Approx. Bi-weekly	870.36	885.48	900.57	915.87	931.07	954.15
			Approx. Annual	22,629.45	23,022.48	23,414.71	23,812.51	24,207.92	24,808.00
75	<u>HTH</u> Dental Asst. 1A	8	Hourly	11.6066	11.8940	12.1797	12.4661	12.7527	
			Approx. Bi-weekly	870.49	892.05	913.48	934.96	956.45	
			Approx. Annual	22,632.83	23,193.33	23,750.45	24,308.96	24,867.67	
75	<u>HTH</u> Psychiatric Attendant	9	Hourly	11.8113	12.1343	12.4679	12.8126	13.1688	13.5320
			Approx. Bi-weekly	885.85	910.07	935.09	960.95	987.66	1,014.90
			Approx. Annual	23,032.02	23,661.94	24,312.34	24,984.62	25,679.18	26,387.47
75	<u>HTH</u> Graduate Nursing Assistant (Unregistered) Orderly	10	Hourly	11.8886	12.2970	12.7217	13.1650	13.6260	14.1167
			Approx. Bi-weekly	891.65	922.28	954.13	987.38	1,021.95	1,058.75
			Approx. Annual	23,182.79	23,979.19	24,807.40	25,671.82	26,570.65	27,527.56
75	<u>HTH</u>	11	Hourly	11.8940	12.1797	12.4661	12.7527	13.1346	
			Approx. Bi-weekly	892.05	913.48	934.96	956.45	985.10	
			Approx. Annual	23,193.33	23,750.45	24,308.96	24,867.67	25,612.55	
75	<u>HTH</u>	12	Hourly	12.0126	12.4212	12.8460	13.2893	13.7501	14.2410
			Approx. Bi-weekly	900.95	931.59	963.45	996.70	1,031.26	1,068.08
			Approx. Annual	23,424.65	24,221.25	25,049.66	25,914.08	26,812.71	27,770.02

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>13</u>	Hourly	12.1797	12.4661	12.7527	13.1346	13.5172	
	Dental Asst. 1B		Approx. Bi-weekly	913.48	934.96	956.45	985.10	1,013.79	
			Approx. Annual	23,750.45	24,308.96	24,867.67	25,612.55	26,358.63	
75	<u>HTH</u>	<u>14</u>	Hourly	12.1940	12.6197	13.0638	13.5264	14.0084	14.5226
			Approx. Bi-weekly	914.55	946.48	979.78	1,014.48	1,050.63	1,089.19
			Approx. Annual	23,778.30	24,608.50	25,474.32	26,376.53	27,316.33	28,318.98
75	<u>HTH</u>	<u>15</u>	Hourly	12.3180	12.7440	13.1880	13.6506	14.1329	14.6468
			Approx. Bi-weekly	923.85	955.80	989.10	1,023.79	1,059.97	1,098.51
			Approx. Annual	24,020.16	24,850.76	25,716.58	26,618.59	27,559.19	28,561.24
75	<u>HTH</u>	<u>16</u>	Hourly	12.3180	12.8302	13.3684	13.9338	14.5275	15.1414
			Approx. Bi-weekly	923.85	962.26	1,002.63	1,045.04	1,089.56	1,135.60
			Approx. Annual	24,020.16	25,018.84	26,068.43	27,170.93	28,328.53	29,525.71

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>17</u>	Hourly	12.4661	12.7527	13.1346	13.5172	13.8989	
	Information Processing Tech. 1		Approx. Bi-weekly	934.96	956.45	985.10	1,013.79	1,042.42	
	Buyer 1		Approx. Annual	24,308.96	24,867.67	25,612.55	26,358.63	27,102.91	
	Printing Tech 2A Data Control Tech 1++								
75	<u>HTH</u>	<u>18</u>	Hourly	12.6219	12.9982	13.3873	13.7910	14.2091	14.6468
			Approx. Bi-weekly	946.64	974.86	1,004.05	1,034.33	1,065.68	1,098.51
			Approx. Annual	24,612.68	25,346.42	26,105.23	26,892.47	27,707.76	28,561.24
75	<u>HTH</u>	<u>19</u>	Hourly	12.7527	13.1346	13.5172	13.8989	14.4074	
	Library Assistant 1		Approx. Bi-weekly	956.45	985.10	1,013.79	1,042.42	1,080.55	
	Equipment Repair Tech 1		Approx. Annual	24,867.67	25,612.55	26,358.63	27,102.91	28,094.43	
75	<u>HTH</u>	<u>20</u>	Hourly	12.8670	13.1968	13.3887	13.6496		
			Approx. Bi-weekly	965.02	989.76	1,004.15	1,023.72		
			Approx. Annual	25,090.64	25,733.68	26,108.01	26,616.80		
75	<u>HTH</u>	<u>21</u>	Hourly	13.1346	13.5172	13.8989	14.4074	14.8908	
	Drafting & Illustration Tech 1A		Approx. Bi-weekly	985.10	1,013.79	1,042.42	1,080.55	1,116.81	
	Dental Asst. 2		Approx. Annual	25,612.55	26,358.63	27,102.91	28,094.43	29,037.01	
75	<u>HTH</u>	<u>22</u>	Hourly	13.1966	13.3887	13.6496	13.8966		
	ECG Tech 1		Approx. Bi-weekly	989.74	1,004.15	1,023.72	1,042.24		
	Lab Assistant 1A GI Tech 1 Radiographic Assistant A Phlebotomist Trainee		Approx. Annual	25,733.28	26,108.01	26,616.80	27,098.33		
75	<u>HTH</u>	<u>23</u>	Hourly	13.3887	13.6496	13.8966	14.1714		
			Approx. Bi-weekly	1,004.15	1,023.72	1,042.24	1,062.85		
			Approx. Annual	26,108.01	26,616.80	27,098.33	27,634.17		
75	<u>HTH</u>	<u>24</u>	Hourly	13.5172	13.8989	14.4074	14.8908	15.3974	
	Printing Tech 2B		Approx. Bi-weekly	1,013.79	1,042.42	1,080.55	1,116.81	1,154.81	
			Approx. Annual	26,358.63	27,102.91	28,094.43	29,037.01	30,024.95	
75	<u>HTH</u>	<u>25</u>	Hourly	13.5320	13.8373	14.2387	14.6468	15.1414	
	Plaster Room Technician		Approx. Bi-weekly	1,014.90	1,037.80	1,067.90	1,098.51	1,135.60	
			Approx. Annual	26,387.47	26,982.77	27,765.45	28,561.24	29,525.71	
75	<u>HTH</u>	<u>26</u>	Hourly	13.6496	13.8966	14.1714	14.5698		
	Radiographic Assistant B		Approx. Bi-weekly	1,023.72	1,042.24	1,062.85	1,092.73		
	Lab Asst. 1B Anaesthesia Technician 1A Phlebotomist 1		Approx. Annual	26,616.80	27,098.33	27,634.17	28,411.07		
75	<u>HTH</u>	<u>27</u>	Hourly	13.8373	14.2410	14.6468	15.1414	15.5164	
	Paramedic 1		Approx. Bi-weekly	1,037.80	1,068.08	1,098.51	1,135.60	1,163.73	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
	Central Supply Room Aide Renal Assistant		Approx. Annual	26,982.77	27,770.02	28,561.24	29,525.71	30,257.07	
75	<u>HTH</u>	<u>28</u>	Hourly	13.8966	14.1714	14.5698	14.9407		
			Approx. Bi-weekly	1,042.24	1,062.85	1,092.73	1,120.55		
			Approx. Annual	27,098.33	27,634.17	28,411.07	29,134.28		
75	<u>HTH</u>	<u>29</u>	Hourly	13.8989	14.4074	14.8908	15.3974	15.9036	
	Library Asst. 2		Approx. Bi-weekly	1,042.42	1,080.55	1,116.81	1,154.81	1,192.77	
	Information Processing Tech.2 Drafting & Illustration Tech 1B		Approx. Annual	27,102.91	28,094.43	29,037.01	30,024.95	31,012.09	
70	<u>HTH</u>	<u>29A</u>	Hourly	13.8989	14.4074	14.8908	15.3974	15.9036	
	Counsellor 1		Approx. Bi-weekly	972.92	1,008.52	1,042.36	1,077.82	1,113.25	
			Approx. Annual	25,296.00	26,221.47	27,101.26	28,023.27	28,944.55	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step							
			1	2	3	4	5	6		
75	<u>HTH</u>	<u>30</u>	Hourly	14.0251	14.3909	14.9379				
	Clinical Dietetic Technician 1		Approx. Bi-weekly	1,051.88	1,079.32	1,120.34				
			Approx. Annual	27,348.95	28,062.20	29,128.91				
75	<u>HTH</u>	<u>31</u>	Hourly	14.0812	14.6324	15.1843	15.7364	16.3677	17.0772	
	Computer Services Officer 1A		Approx. Bi-weekly	1,056.09	1,097.43	1,138.82	1,180.23	1,227.58	1,280.79	
			Approx. Annual	27,458.34	28,533.20	29,609.45	30,685.89	31,917.09	33,300.63	
75	<u>HTH</u>	<u>32</u>	Hourly	14.1714	14.5698	14.9407	15.3389			
	ECG Tech 2A		Approx. Bi-weekly	1,062.85	1,092.73	1,120.55	1,150.41			
	Electroneurophysiology Tech 1		Approx. Annual	27,634.17	28,411.07	29,134.28	29,910.78			
	Polysomnographic Tech 1									
75	<u>HTH</u>	<u>33</u>	Hourly	14.5698	14.9407	15.3389	15.7231			
	Occupational Therapy Asst. A		Approx. Bi-weekly	1,092.73	1,120.55	1,150.41	1,179.23			
			Approx. Annual	28,411.07	29,134.28	29,910.78	30,660.04			
75	<u>HTH</u>	<u>34</u>	Hourly	14.4074	14.8908	15.3974	15.9036	16.5390		
	Pharmacy Assistant		Approx. Bi-weekly	1,080.55	1,116.81	1,154.81	1,192.77	1,240.42		
			Approx. Annual	28,094.43	29,037.01	30,024.95	31,012.09	32,251.04		
75	<u>HTH</u>	<u>35</u>	Hourly	14.6324	15.1843	15.7364	16.3677	17.0772	17.7872	
			Approx. Bi-weekly	1,097.43	1,138.82	1,180.23	1,227.58	1,280.79	1,334.04	
			Approx. Annual	28,533.20	29,609.45	30,685.89	31,917.09	33,300.63	34,684.98	
75	<u>HTH</u>	<u>36</u>	Hourly	14.6468	15.1414	15.5164	15.9545	16.4550		
	O.R. Technician		Approx. Bi-weekly	1,098.51	1,135.60	1,163.73	1,196.59	1,234.13		
	Licensed Practical Nurse		Approx. Annual	28,561.26	29,525.68	30,256.95	31,111.26	32,087.33		
	Hemodialysis Clinic Assistant									
70	<u>HTH</u>	<u>36A</u>	Hourly	14.6468	15.1414	15.5164	15.9545	16.4550		
	Licensed Practical Nurse		Approx. Bi-weekly	1,025.28	1,059.90	1,086.15	1,116.82	1,151.85		
			Approx. Annual	26,657.18	27,557.35	28,239.85	29,037.19	29,948.10		
75	<u>HTH</u>	<u>37</u>	Hourly	14.8908	15.3974	15.9036	16.5390	17.1798		
	Buyer 2		Approx. Bi-weekly	1,116.81	1,154.81	1,192.77	1,240.42	1,288.48		
	Printing Tech. 3		Approx. Annual	29,037.01	30,024.95	31,012.09	32,251.04	33,500.53		
	Planner/Scheduler									
	Audio Visual Technician 1									
	Computer Operator SDC									
75	<u>HTH</u>	<u>38</u>	Hourly	14.9407	15.3389	15.7231	16.1217			
	Lab Asst. 1C		Approx. Bi-weekly	1,120.55	1,150.41	1,179.23	1,209.13			
	Radiographic Asst. C		Approx. Annual	29,134.28	29,910.78	30,660.04	31,437.34			
	Phlebotomist 2									
	Physiotherapy Aide									
	Morgue Attendant									
75	<u>HTH</u>	<u>39</u>	Hourly	15.1414	15.5164	15.9545	16.4550	17.1989		



## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>42</u>	Hourly	15.3974	15.9036	16.5390	17.1798	17.9281	
	Equipment Repair Tech. 2A		Approx. Bi-weekly	1,154.81	1,192.77	1,240.42	1,288.48	1,344.61	
	Supply Tech. 1		Approx. Annual	30,024.95	31,012.09	32,251.04	33,500.53	34,959.86	
	Senior Pharmacy Assistant, Library Asst 3 Developmental Worker								
75	<u>HTH</u>	<u>43</u>	Hourly	15.5164	15.9545	16.4550	17.1989	17.9807	
	Paramedic 3		Approx. Bi-weekly	1,163.73	1,196.59	1,234.13	1,289.92	1,348.55	
	Orthopaedic Technician		Approx. Annual	30,257.07	31,111.34	32,087.34	33,537.92	35,062.29	
75	<u>HTH</u>	<u>44</u>	Hourly	15.7231	16.1217	16.5058	16.8906		
	Occupational Therapy Asst. B		Approx. Bi-weekly	1,179.23	1,209.13	1,237.94	1,266.79		
			Approx. Annual	30,660.04	31,437.34	32,186.40	32,936.65		
75	<u>HTH</u>	<u>45</u>	Hourly	15.7364	16.3677	17.0772	17.7872	18.4971	19.2849
	Computer Services Officer 1B		Approx. Bi-weekly	1,180.23	1,227.58	1,280.79	1,334.04	1,387.28	1,446.37
	Psych. Services Officer 1A		Approx. Annual	30,685.89	31,917.09	33,300.63	34,684.98	36,069.32	37,605.63
75	<u>HTH</u>	<u>46</u>	Hourly	15.9036	16.5390	17.1798	17.9281	18.6752	
	Drafting & Illustration Tech. 2A		Approx. Bi-weekly	1,192.77	1,240.42	1,288.48	1,344.61	1,400.64	
	Information Processing Tech. 3		Approx. Annual	31,012.09	32,251.04	33,500.53	34,959.86	36,416.60	
	Admin. Officer +								
70	<u>HTH</u>	<u>46A</u>	Hourly	15.9036	16.5390	17.1798	17.9281	18.6752	
	Information Processing Tech 3		Approx. Bi-weekly	1,113.25	1,157.73	1,202.58	1,254.97	1,307.26	
			Approx. Annual	28,944.62	30,100.97	31,267.16	32,629.20	33,988.83	
75	<u>HTH</u>	<u>47</u>	Hourly	16.1217	16.5058	16.8906	17.2886		
	Anaesthesia Tech 1B		Approx. Bi-weekly	1,209.13	1,237.94	1,266.79	1,296.64		
	Bio-Medical Eng. Machinist A		Approx. Annual	31,437.34	32,186.40	32,936.65	33,712.75		
	ECG Tech 2C GI Tech 2B Cardiac Tech 1								
75	<u>HTH</u>	<u>48</u>	Hourly	16.3677	17.0772	17.7872	18.4971	19.2849	20.0740
	Public Information Officer 1		Approx. Bi-weekly	1,227.58	1,280.79	1,334.04	1,387.28	1,446.37	1,505.55
	Legal Services Tech 2		Approx. Annual	31,917.09	33,300.63	34,684.98	36,069.32	37,605.63	39,144.32
75	<u>HTH</u>	<u>49</u>	Hourly	16.5390	17.1798	17.9281	18.6752	19.4229	
	Financial Services Officer 1, Supply Tech 2		Approx. Bi-weekly	1,240.42	1,288.48	1,344.61	1,400.64	1,456.72	
	Equipment Repair Tech 2B		Approx. Annual	32,251.04	33,500.53	34,959.86	36,416.60	37,874.74	
	Audio Visual Technician 2A								
75	<u>HTH</u>	<u>50</u>	Hourly	16.8906	17.2886	17.6870	18.0713		
	Occupational Therapy Asst. C		Approx. Bi-weekly	1,266.79	1,296.64	1,326.53	1,355.35		
	Recreation Therapy Aide (PIO)		Approx. Annual	32,936.65	33,712.75	34,489.66	35,239.11		
	Physiotherapy Assistant, Phototherapy Technician								
75	<u>HTH</u>	<u>51</u>	Hourly	17.0772	17.7872	18.4971	19.2849	20.0740	20.9409

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Health Care Social Worker 1A	Approx. Bi-weekly	1,280.79	1,334.04	1,387.28	1,446.37	1,505.55	1,570.57
	Vocational Therapist 1	Approx. Annual	33,300.63	34,684.98	36,069.32	37,605.63	39,144.32	40,834.77
	Program Administration Officer 1							
75	<u>HTH</u>	<u>52</u>	Hourly	17.0838	17.7094	17.9854		
	Clinical Dietetic Technician 2	Approx. Bi-weekly	1,281.28	1,328.21	1,348.90			
		Approx. Annual	33,313.36	34,533.42	35,071.44			
75	<u>HTH</u>	<u>53</u>	Hourly	17.1798	17.9281	18.6752	19.4229	20.1713
	Buyer 3	Approx. Bi-weekly	1,288.48	1,344.61	1,400.64	1,456.72	1,512.85	
	Information Processing Tech. 4	Approx. Annual	33,500.53	34,959.86	36,416.60	37,874.74	39,334.07	
	Drafting & Illustration Tech. 2B							
	Coordinator, Volunteer Services							



## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>54</u>	Hourly	17.2886	17.6870	18.0713	18.5793		
	Health Records Tech B		Approx. Bi-weekly	1,296.64	1,326.53	1,355.35	1,393.45		
	Anaesthesia Tech 2		Approx. Annual	33,712.75	34,489.66	35,239.11	36,229.64		
	Bio-Medical Eng. Machinist B								
	GI Tech 2C, Echocardiography Tech in Training								
	Lab Tech 1A								
	Bio-Medical Eng. Tech 1								
	Nuclear Medicine Tech 1								
	X-Ray Tech 1								
	Pulmonary Tech 1								
	Respiratory Therapist 1								
	Recreation Therapy Assistant								
75	<u>HTH</u>	<u>55</u>	Hourly	17.6870	18.0713	18.5793	19.1011		
	Lab Instructor/Facilitator		Approx. Bi-weekly	1,326.53	1,355.35	1,393.45	1,432.58		
			Approx. Annual	34,489.66	35,239.11	36,229.64	37,247.21		
75	<u>HTH</u>	<u>56</u>	Hourly	17.7872	18.4971	19.2849	20.0740	20.9409	21.8085
	Dietitian 1, Research & Stats Officer 1B		Approx. Bi-weekly	1,334.04	1,387.28	1,446.37	1,505.55	1,570.57	1,635.64
	Computer Services Officer 2A		Approx. Annual	34,684.98	36,069.32	37,605.63	39,144.32	40,834.77	42,526.61
	Psych. Services Officer 1B								
75	<u>HTH</u>	<u>56A</u>	Hourly	19.2179	20.0088	20.9387	21.8151	22.7797	
	Psychology Technician		Approx. Bi-weekly	1,441.34	1,500.66	1,570.40	1,636.14	1,708.47	
			Approx. Annual	37,474.95	39,017.22	40,830.39	42,539.54	44,420.34	
70	<u>HTH</u>	<u>56B</u>	Hourly	17.7872	18.4971	19.2849	20.0740	20.9409	21.8085
	Community Health Worker 3		Approx. Bi-weekly	1,245.10	1,294.80	1,349.94	1,405.18	1,465.86	1,526.60
			Approx. Annual	32,372.70	33,664.72	35,098.52	36,534.68	38,112.44	39,691.47
75	<u>HTH</u>	<u>57</u>	Hourly	17.9281	18.6752	19.4229	20.1713	21.0255	
	Photographer 1		Approx. Bi-weekly	1,344.61	1,400.64	1,456.72	1,512.85	1,576.91	
	Audio Visual Technician 2B		Approx. Annual	34,959.86	36,416.60	37,874.74	39,334.07	40,999.65	
	Coord. Life Support Training Program								
75	<u>HTH</u>	<u>58</u>	Hourly	18.0713	18.5793	19.1011	19.7604		
	Lab Tech 1B, Magnetic Resonance Imaging Tech 1,		Approx. Bi-weekly	1,355.35	1,393.45	1,432.58	1,482.03		
	Pulmonary Tech 2A, Electroneurophysiology Tech 2,		Approx. Annual	35,239.11	36,229.64	37,247.21	38,532.70		
	Respiratory Therapist 2A, Polysomnographic Tech 2,								
	Nuclear Medicine Tech 2A								
	Ultrasonographer Tech 1								
	X-Ray Tech 2A, Medical Physics Assistant Trainee								
	Dental Hygienist 1, Health Records Tech - Chief								
	Echocardiography Tech 1A								
	Radiation Therapist 1								
	Electronics Tech 1, Mechanical Tech 1								
	Orthotics/Prosthetics Tech 1 (Unregistered)								
75	<u>HTH</u>	<u>59</u>	Hourly	18.4971	19.2849	20.0740	20.9409	21.8085	22.6764

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Graphic Artist, Public Information Officer 2	Approx. Bi-weekly	1,387.28	1,446.37	1,505.55	1,570.57	1,635.64	1,700.73
	Inspection Specialist 1B	Approx. Annual	36,069.32	37,605.63	39,144.32	40,834.77	42,526.61	44,219.05
75	<u>HTH</u>	<u>60</u> Hourly	18.5793	19.1011	19.7604	20.4056		
	Health Records Administrator	Approx. Bi-weekly	1,393.45	1,432.58	1,482.03	1,530.42		
		Approx. Annual	36,229.64	37,247.21	38,532.70	39,790.94		
75	<u>HTH</u>	<u>61</u> Hourly	18.6752	19.4229	20.1713	21.0255	21.8797	
		Approx. Bi-weekly	1,400.64	1,456.72	1,512.85	1,576.91	1,640.98	
		Approx. Annual	36,416.60	37,874.74	39,334.07	40,999.65	42,665.44	
70	<u>HTH</u>	<u>61A</u> Hourly	18.6752	19.4229	20.1713	21.0255	21.8797	
	Counsellor 3	Approx. Bi-weekly	1,307.26	1,359.60	1,411.99	1,471.79	1,531.58	
		Approx. Annual	33,988.86	35,349.68	36,711.77	38,266.41	39,821.05	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>62</u>	Hourly	19.1011	19.7604	20.4056	21.0497		
	Lab Tech 1C, Pulmonary Tech 2B		Approx. Bi-weekly	1,432.58	1,482.03	1,530.42	1,578.73		
	Echocardiography Tech 1B, Ultrasonographer 2A		Approx. Annual	37,247.21	38,532.70	39,790.94	41,046.99		
	Dental Hygienist 2, Nuclear Medicine Tech 2B								
	Radiation Therapist 2, Respiratory Therapist 2B								
	Electronics Tech 2, Mechanical Tech 2								
	Magnetic Resonance Imaging Tech 2A								
	Electroencephalography Tech 3								
	Polysomnographic Tech 3, X-Ray Tech 2B								
	Medical Physics Assistant 1, Cardiac Tech 2A								
70	<u>HTH</u>	<u>62A</u>	Hourly	19.1011	19.7604	20.4056	21.0497		
	Dental Hygienist 2		Approx. Bi-weekly	1,337.08	1,383.23	1,428.39	1,473.48		
			Approx. Annual	34,764.00	35,963.93	37,138.19	38,310.45		
75	<u>HTH</u>	<u>63</u>	Hourly	19.2849	20.0740	20.9409	21.8085	22.6764	23.5439
	Health Care Social Worker 1B		Approx. Bi-weekly	1,446.37	1,505.55	1,570.57	1,635.64	1,700.73	1,765.80
	Computer Services Officer 2B		Approx. Annual	37,605.63	39,144.32	40,834.77	42,526.61	44,219.05	45,910.69
	Psych. Services Officer 2A								
	Psychometrist								
75	<u>HTH</u>	<u>64</u>	Hourly	19.4229	20.1713	21.0255	21.8797	22.8416	
	Information Processing Tech. 5		Approx. Bi-weekly	1,456.72	1,512.85	1,576.91	1,640.98	1,713.12	
	Financial Services Officer 2		Approx. Annual	37,874.74	39,334.07	40,999.65	42,665.44	44,541.07	
	Drafting & Illustration Tech. 3								
70	<u>HTH</u>	<u>64A</u>	Hourly	19.4229	20.1713	21.0255	21.8797	22.8416	
	Supervisor of Operations		Approx. Bi-weekly	1,359.60	1,411.99	1,471.79	1,531.58	1,598.91	
			Approx. Annual	35,349.68	36,711.77	38,266.41	39,821.05	41,571.71	
75	<u>HTH</u>	<u>65</u>	Hourly	19.7604	20.4056	21.0497	21.7103		
	Physiotherapist 1A		Approx. Bi-weekly	1,482.03	1,530.42	1,578.73	1,628.27		
	Occupational Therapist 1A		Approx. Annual	38,532.70	39,790.94	41,046.99	42,335.07		
	Orthotics/Prosthetics Tech 2 (Registered)								
	Recreation Therapist 1								
75	<u>HTH</u>	<u>66</u>	Hourly	20.0740	20.9409	21.8085	22.6764	23.5439	24.4896
	Dietitian 2A, Vocational Therapist 2		Approx. Bi-weekly	1,505.55	1,570.57	1,635.64	1,700.73	1,765.80	1,836.72
	Health Care Social Worker 2A		Approx. Annual	39,144.32	40,834.77	42,526.61	44,219.05	45,910.69	47,754.70
	Program Administration Officer 2								
70	<u>HTH</u>	<u>66A</u>	Hourly	20.0740	20.9409	21.8085	22.6764	23.5439	24.4896
	Nutritionist 1		Approx. Bi-weekly	1,405.18	1,465.86	1,526.60	1,587.35	1,648.07	1,714.27
			Approx. Annual	36,534.68	38,112.44	39,691.47	41,271.05	42,849.90	44,571.07
75	<u>HTH</u>	<u>67</u>	Hourly	20.1713	21.0255	21.8797	22.8416	23.8024	
	Photographer 2		Approx. Bi-weekly	1,512.85	1,576.91	1,640.98	1,713.12	1,785.18	
			Approx. Annual	39,334.07	40,999.65	42,665.44	44,541.07	46,414.71	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>68</u>	Hourly	20.4056	21.0497	21.7103	22.3556		
	Ultrasonographer 2B	Approx. Bi-weekly		1,530.42	1,578.73	1,628.27	1,676.67		
	Cardiac Tech 2B	Approx. Annual		39,790.94	41,046.99	42,335.07	43,593.51		
	Colposcopy Program Coordinator								
	Anaesthesia Tech 3								
	Magnetic Resonance Imaging Tech 2B								
	Echocardiography Tech 1C, Sr. X-Ray Tech								
75	<u>HTH</u>	<u>69</u>	Hourly	20.9409	21.8085	22.6764	23.5439	24.4896	25.4359
	Computer Services Officer 2C	Approx. Bi-weekly		1,570.57	1,635.64	1,700.73	1,765.80	1,836.72	1,907.70
	Psych. Services Officer 2B, Social Development	Approx. Annual		40,834.77	42,526.61	44,219.05	45,910.69	47,754.70	49,600.09
	Graphic Design Coordinator								
70	<u>HTH</u>	<u>69A</u>	Hourly	20.9409	21.8085	22.6764	23.5439	24.4896	25.4359
	Clinical Therapist 1	Approx. Bi-weekly		1,465.86	1,526.60	1,587.35	1,648.08	1,714.27	1,780.52
		Approx. Annual		38,112.45	39,691.50	41,271.11	42,849.98	44,571.05	46,293.42
75	<u>HTH</u>	<u>70</u>	Hourly	21.0255	21.8797	22.8416	23.8024	24.7641	
	Financial Services Officer 3	Approx. Bi-weekly		1,576.91	1,640.98	1,713.12	1,785.18	1,857.31	
	Trades Coordinator	Approx. Annual		40,999.65	42,665.44	44,541.07	46,414.71	48,289.94	
	Architect 2								
75	<u>HTH</u>	<u>71</u>	Hourly	21.0497	21.7103	22.3556	23.1385		
	Lab Tech 2	Approx. Bi-weekly		1,578.73	1,628.27	1,676.67	1,735.39		
		Approx. Annual		41,046.99	42,335.07	43,593.51	45,120.07		
75	<u>HTH</u>	<u>72</u>	Hourly	21.7103	22.3556	23.1385	23.9625		
	Echocardiography Tech 2	Approx. Bi-weekly		1,628.27	1,676.67	1,735.39	1,797.18		
	Radiation Therapist 3	Approx. Annual		42,335.07	43,593.51	45,120.07	46,726.78		
	Electronics Tech 3, Mechanical Tech 3								
	Pedorthic Clinician (Certified)								
	Medical Physics Assistant 2								
75	<u>HTH</u>	<u>72A</u>	Hourly	17.9718	19.1700	20.3681	21.5662	23.962452	
	Bio-Medical Engineering Technologist	Approx. Bi-weekly		1,347.88	1,437.75	1,527.61	1,617.46	1,797.18	
		Approx. Annual		35,044.99	37,381.46	39,717.74	42,054.02	46,726.78	
75	<u>HTH</u>	<u>73</u>	Hourly	21.8085	22.6764	23.5439	24.4896	25.4359	26.4611
	Dietitian 2B, Librarian 2, Vocational Therapist 3	Approx. Bi-weekly		1,635.64	1,700.73	1,765.80	1,836.72	1,907.70	1,984.59
	Health Care Social Worker 2B	Approx. Annual		42,526.61	44,219.05	45,910.69	47,754.70	49,600.09	51,599.23
	Organ Procurement Officer								
70	<u>HTH</u>	<u>73A</u>	Hourly	21.8085	22.6764	23.5439	24.4896	25.4359	26.4611
	Dietitian 2B	Approx. Bi-weekly		1,526.60	1,587.35	1,648.08	1,714.27	1,780.52	1,852.28
		Approx. Annual		39,691.50	41,271.11	42,849.98	44,571.05	46,293.42	48,159.29
75	<u>HTH</u>	<u>74</u>	Hourly	21.8797	22.8416	23.8024	24.7641	25.7242	
	Buyer 4	Approx. Bi-weekly		1,640.98	1,713.12	1,785.18	1,857.31	1,929.31	
	Sr. Equipment Repair Tech. 1	Approx. Annual		42,665.44	44,541.07	46,414.71	48,289.94	50,162.18	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step							
			1	2	3	4	5	6		
75	<u>HTH</u> Speech Therapist	<u>75</u>	Hourly	22.3556	23.1385	23.9625	24.7726			
			Approx. Bi-weekly	1,676.67	1,735.39	1,797.18	1,857.95			
			Approx. Annual	43,593.51	45,120.07	46,726.78	48,306.64			
75	<u>HTH</u> Program Administration Officer 3 Case Management Coordinator Quality Improvement Officer Statistical Research Associate Instructor Adult Education 2	<u>76</u>	Hourly	22.6764	23.5439	24.4896	25.4359	26.4611	27.5657	
			Approx. Bi-weekly	1,700.73	1,765.80	1,836.72	1,907.70	1,984.59	2,067.43	
			Approx. Annual	44,219.05	45,910.69	47,754.70	49,600.09	51,599.23	53,753.12	
70	<u>HTH</u> Nutritionist 2	<u>76A</u>	Hourly	22.6764	23.5439	24.4896	25.4359	26.4611	27.5657	
			Approx. Bi-weekly	1,587.35	1,648.08	1,714.27	1,780.52	1,852.28	1,929.60	
			Approx. Annual	41,271.11	42,849.98	44,571.05	46,293.42	48,159.29	50,169.58	
75	<u>HTH</u> Risk Management Officer+	<u>77</u>	Hourly	22.8416	23.8024	24.7641	25.7242	26.6863		
			Approx. Bi-weekly	1,713.12	1,785.18	1,857.31	1,929.31	2,001.47		
			Approx. Annual	44,541.07	46,414.71	48,289.94	50,162.18	52,038.21		
75	<u>HTH</u> Physiotherapist 1B Occupational Therapist 1B X-Ray Tech 3 Tissue Bank Technologist Orthoptist (Certified Medical Technologists) Senior Radiation Therapist Dosimetrist Recreation Therapist 2 LIS Database Coordinator	<u>78</u>	Hourly	23.1385	23.9625	24.7726	25.5692			
			Approx. Bi-weekly	1,735.39	1,797.18	1,857.95	1,917.69			
			Approx. Annual	45,120.07	46,726.78	48,306.64	49,859.85			
75	<u>HTH</u> Staff Chaplain	<u>78A</u>	Hourly	23.4331	24.4408					
			Approx. Bi-weekly	1,757.48	1,833.06					
			Approx. Annual	45,694.49	47,659.62					
75	<u>HTH</u> Health Care Social Worker 3 Computer Services Officer 3 Psych. Services Officer 3	<u>79</u>	Hourly	23.5439	24.4896	25.4359	26.4611	27.5657	28.6694	
			Approx. Bi-weekly	1,765.80	1,836.72	1,907.70	1,984.59	2,067.43	2,150.21	
			Approx. Annual	45,910.69	47,754.70	49,600.09	51,599.23	53,753.12	55,905.42	
70	<u>HTH</u> Clinical Therapist 3	<u>79A</u>	Hourly	23.5439	24.4896	25.4359	26.4611	27.5657	28.6694	
			Approx. Bi-weekly	1,648.08	1,714.27	1,780.52	1,852.28	1,929.60	2,006.86	
			Approx. Annual	42,849.98	44,571.05	46,293.42	48,159.29	50,169.58	52,178.39	
75	<u>HTH</u> Sr. Equipment Repair Tech. 2	<u>80</u>	Hourly	23.8024	24.7641	25.7242	26.6863	27.6466		
			Approx. Bi-weekly	1,785.18	1,857.31	1,929.31	2,001.47	2,073.49		
			Approx. Annual	46,414.71	48,289.94	50,162.18	52,038.21	53,910.85		
75	<u>HTH</u>	<u>81</u>	Hourly	23.9625	24.7726	25.5692	26.3930			

## PAY PLAN

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Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
	Orthotics/Prosthetics Clinician (Certified)	Approx. Bi-weekly	1,797.18	1,857.95	1,917.69	1,979.48			
	Chief Dialysis Technologist	Approx. Annual	46,726.78	48,306.64	49,859.85	51,466.37			
75	<u>HTH</u>	82	Hourly	24.4896	25.4359	26.4611	27.5657	28.6694	29.8520
	Pharmacist	Approx. Bi-weekly	1,836.72	1,907.70	1,984.59	2,067.43	2,150.21	2,238.90	
		Approx. Annual	47,754.70	49,600.09	51,599.23	53,753.12	55,905.42	58,211.47	
75	<u>HTH</u>	83	Hourly	24.7641	25.7242	26.6863	27.6466	28.7148	
		Approx. Bi-weekly	1,857.31	1,929.31	2,001.47	2,073.49	2,153.61		
		Approx. Annual	48,289.94	50,162.18	52,038.21	53,910.85	55,993.93		
70	<u>HTH</u>	84	Hourly	24.7913	25.6740	26.5421	27.3956		
	Instructor 1	Approx. Bi-weekly	1,735.39	1,797.18	1,857.95	1,917.69			
		Approx. Annual	45,120.17	46,726.70	48,306.68	49,859.93			
70	<u>HTH</u>	84A	Hourly	25.6740	26.5421	27.3955	28.2783		
	Instructor/Team Leader	Approx. Bi-weekly	1,797.18	1,857.95	1,917.68	1,979.48			
	Clinical Therapist 2	Approx. Annual	46,726.70	48,306.68	49,859.75	51,466.46			
75	<u>HTH</u>	85	Hourly	24.7726	25.5692	26.3930	27.3405		
	Physiotherapist 2	Approx. Bi-weekly	1,857.95	1,917.69	1,979.48	2,050.54			
	Occupational Therapist 2	Approx. Annual	48,306.64	49,859.85	51,466.37	53,313.95			
75	<u>HTH</u>	85A	Hourly	24.8639	26.9976	29.1310	31.2644		
	Perfusionist	Approx. Bi-weekly	1,864.79	2,024.82	2,184.82	2,344.83			
		Approx. Annual	48,484.66	52,645.25	56,805.44	60,965.63			
75	<u>HTH</u>	86	Hourly	25.4359	26.4611	27.5657	28.6694	29.8520	31.1136
	Psych. Services Officer 4A (PHD candidate register)	Approx. Bi-weekly	1,907.70	1,984.59	2,067.43	2,150.21	2,238.90	2,333.52	
	Instructor Adult Education 3	Approx. Annual	49,600.09	51,599.23	53,753.12	55,905.42	58,211.47	60,671.46	
75	<u>HTH</u>	87	Hourly	25.5692	26.3930	27.3405	28.2979		
		Approx. Bi-weekly	1,917.69	1,979.48	2,050.54	2,122.34			
		Approx. Annual	49,859.85	51,466.37	53,313.95	55,180.83			
75	<u>HTH</u>	88	Hourly	25.7242	26.6863	27.6466	28.7148	29.8905	
		Approx. Bi-weekly	1,929.31	2,001.47	2,073.49	2,153.61	2,241.79		
		Approx. Annual	50,162.18	52,038.21	53,910.85	55,993.93	58,286.45		
70	<u>HTH</u>	89	Hourly	27.3956	28.2783	29.2934	30.3194		
	Instructor 2	Approx. Bi-weekly	1,917.69	1,979.48	2,050.54	2,122.36			
		Approx. Annual	49,859.93	51,466.46	53,313.95	55,181.30			
75	<u>HTH</u>	90	Hourly	27.5657	28.6694	29.8520	31.1136	32.3756	
	Program Administration Officer 4	Approx. Bi-weekly	2,067.43	2,150.21	2,238.90	2,333.52	2,428.17		
		Approx. Annual	53,753.12	55,905.42	58,211.47	60,671.46	63,132.45		
75	<u>HTH</u>	91	Hourly	28.6694	29.8520	31.1136	32.3756	33.7161	
	Program Administration Officer 5	Approx. Bi-weekly	2,150.21	2,238.90	2,333.52	2,428.17	2,528.71		

## PAY PLAN

### Rates of Pay Effective Nov 1, 2000

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
			Approx. Annual	55,905.42	58,211.47	60,671.46	63,132.45	65,746.40	
75	<u>HTH</u>	<u>92</u>	Hourly	29.8520	31.1136	32.3756	33.7161	35.1357	
			Approx. Bi-weekly	2,238.90	2,333.52	2,428.17	2,528.71	2,635.18	
			Approx. Annual	58,211.47	60,671.46	63,132.45	65,746.40	68,514.69	
75	<u>HTH</u>	<u>93</u>	Hourly	31.1136	32.3756	33.7161	35.1357	36.6337	
	Pysch. Services Officer 4B (PHD registered)		Approx. Bi-weekly	2,333.52	2,428.17	2,528.71	2,635.18	2,747.53	
			Approx. Annual	60,671.46	63,132.45	65,746.40	68,514.69	71,435.73	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step						
				1	2	3	4	5	6	
75	<u>HTH</u>	<u>1</u>	Hourly	11.1270	11.3241	11.5217	11.7202	12.0163		
			Approx. Bi-weekly	834.53	849.31	864.12	879.01	901.22		
			Approx. Annual	21,697.71	22,081.96	22,467.24	22,854.37	23,431.77		
75	<u>HTH</u>	<u>2</u>	Hourly	11.1806	11.3891	11.5974	11.8087	12.0186		
			Approx. Bi-weekly	838.54	854.18	869.80	885.65	901.40		
			Approx. Annual	21,802.11	22,208.80	22,614.88	23,026.93	23,436.30		
75	<u>HTH</u>	<u>3</u>	Hourly	11.3241	11.5217	11.7202	12.0163	12.3139		
			Approx. Bi-weekly	849.31	864.12	879.01	901.22	923.54		
			Approx. Annual	22,081.96	22,467.24	22,854.37	23,431.77	24,012.06		
75	<u>HTH</u>	<u>4</u>	Hourly	11.4946	11.8638	12.2483	12.6478	13.0641	13.4852	
			Nursing Attendant	Approx. Bi-weekly	862.10	889.79	918.62	948.58	979.80	1,011.39
			Approx. Annual	22,414.52	23,134.42	23,884.18	24,663.18	25,474.92	26,296.13	
75	<u>HTH</u>	<u>5</u>	Hourly	11.5217	11.7202	12.0163	12.3139	12.6097		
			Approx. Bi-weekly	864.12	879.01	901.22	923.54	945.72		
			Approx. Annual	22,467.24	22,854.37	23,431.77	24,012.06	24,588.84		
75	<u>HTH</u>	<u>6</u>	Hourly	11.7202	12.0163	12.3139	12.6097	12.9062		
			Printing Tech. 1	Approx. Bi-weekly	879.01	901.22	923.54	945.72	967.96	
			Approx. Annual	22,854.37	23,431.77	24,012.06	24,588.84	25,167.07		
75	<u>HTH</u>	<u>7</u>	Hourly	12.0145	12.2232	12.4314	12.6426	12.8525	13.1711	
			Ward Aide	Approx. Bi-weekly	901.09	916.74	932.36	948.20	963.94	987.84
			Approx. Annual	23,428.27	23,835.17	24,241.25	24,653.09	25,062.46	25,683.72	
75	<u>HTH</u>	<u>8</u>	Hourly	12.0163	12.3139	12.6097	12.9062	13.2028		
			Dental Asst. 1A	Approx. Bi-weekly	901.22	923.54	945.72	967.96	990.21	
			Approx. Annual	23,431.77	24,012.06	24,588.84	25,167.07	25,745.50		
75	<u>HTH</u>	<u>9</u>	Hourly	12.2282	12.5627	12.9080	13.2649	13.6337	14.0097	
			Psychiatric Attendant	Approx. Bi-weekly	917.12	942.20	968.10	994.87	1,022.53	1,050.73
			Approx. Annual	23,845.05	24,497.21	25,170.57	25,866.58	26,585.66	27,318.94	
75	<u>HTH</u>	<u>10</u>	Hourly	12.3083	12.7311	13.1708	13.6298	14.1070	14.6150	
			Graduate Nursing Assistant (Unregistered) Orderly	Approx. Bi-weekly	923.12	954.83	987.81	1,022.23	1,058.02	1,096.13
			Approx. Annual	24,001.14	24,825.65	25,683.11	26,578.04	27,508.60	28,499.28	
75	<u>HTH</u>	<u>11</u>	Hourly	12.3139	12.6097	12.9062	13.2028	13.5983		
			Approx. Bi-weekly	923.54	945.72	967.96	990.21	1,019.87		
			Approx. Annual	24,012.06	24,588.84	25,167.07	25,745.50	26,516.67		
75	<u>HTH</u>	<u>12</u>	Hourly	12.4367	12.8596	13.2994	13.7584	14.2355	14.7437	
			Approx. Bi-weekly	932.75	964.47	997.46	1,031.88	1,067.66	1,105.78	
			Approx. Annual	24,251.54	25,076.26	25,933.92	26,828.85	27,759.20	28,750.30	
75	<u>HTH</u>	<u>13</u>	Hourly	12.6097	12.9062	13.2028	13.5983	13.9944		
			Dental Asst. 1B	Approx. Bi-weekly	945.72	967.96	990.21	1,019.87	1,049.58	
			Approx. Annual	24,588.84	25,167.07	25,745.50	26,516.67	27,289.09		



## PAY PLAN

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Standard Biweekly hours	Pay	Grade		Step					
				1	2	3	4	5	6
75	<u>HTH</u>	14	Hourly	12.6244	13.0652	13.5249	14.0039	14.5029	15.0352
			Approx. Bi-weekly	946.83	979.89	1,014.37	1,050.29	1,087.72	1,127.64
			Approx. Annual	24,617.67	25,477.18	26,373.56	27,307.62	28,280.60	29,318.64
75	<u>HTH</u>	15	Hourly	12.7529	13.1938	13.6535	14.1324	14.6318	15.1638
			Approx. Bi-weekly	956.46	989.54	1,024.01	1,059.93	1,097.39	1,137.29
			Approx. Annual	24,868.07	25,728.00	26,624.37	27,558.22	28,532.03	29,569.46
75	<u>HTH</u>	16	Hourly	12.7529	13.2831	13.8403	14.4257	15.0403	15.6759
			Approx. Bi-weekly	956.46	996.23	1,038.02	1,081.93	1,128.02	1,175.69
			Approx. Annual	24,868.07	25,902.00	26,988.65	28,130.07	29,328.53	30,567.97



## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step						
				1	2	3	4	5	6	
75	<u>HTH</u>	<u>28</u>	Hourly	14.3871	14.6716	15.0841	15.4681			
			Approx. Bi-weekly	1,079.03	1,100.37	1,131.31	1,160.10			
			Approx. Annual	28,054.91	28,609.66	29,413.99	30,162.72			
75	<u>HTH</u>	<u>29</u>	Hourly	14.3896	14.9160	15.4164	15.9409	16.4650		
			Library Asst. 2	Approx. Bi-weekly	1,079.22	1,118.70	1,156.23	1,195.57	1,234.88	
			Information Processing Tech.2	Approx. Annual	28,059.64	29,086.16	30,062.02	31,084.83	32,106.82	
			Drafting & Illustration Tech 1B							
70	<u>HTH</u>	<u>29A</u>	Hourly	14.3896	14.9160	15.4164	15.9409	16.4650		
			Counsellor 1	Approx. Bi-weekly	1,007.27	1,044.12	1,079.15	1,115.87	1,152.55	
			Approx. Annual	26,189.00	27,147.08	28,057.89	29,012.51	29,966.36		

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step						
				1	2	3	4	5	6	
75	<u>HTH</u>	<u>30</u>	Hourly	14.5202	14.8989	15.4652				
	Clinical Dietetic Technician 1		Approx. Bi-weekly	1,089.01	1,117.42	1,159.89				
			Approx. Annual	28,314.37	29,052.80	30,157.16				
75	<u>HTH</u>	<u>31</u>	Hourly	14.5783	15.1489	15.7203	16.2918	16.9455	17.6801	
	Computer Services Officer 1A		Approx. Bi-weekly	1,093.37	1,136.17	1,179.03	1,221.89	1,270.91	1,326.01	
			Approx. Annual	28,427.62	29,540.42	30,654.66	31,769.11	33,043.76	34,476.15	
75	<u>HTH</u>	<u>32</u>	Hourly	14.6716	15.0841	15.4681	15.8803			
	ECG Tech 2A Electroencephalography Tech 1 Polysomnographic Tech 1		Approx. Bi-weekly	1,100.37	1,131.31	1,160.10	1,191.02			
			Approx. Annual	28,609.66	29,413.99	30,162.72	30,966.63			
75	<u>HTH</u>	<u>33</u>	Hourly	15.0841	15.4681	15.8803	16.2781			
	Occupational Therapy Asst. A		Approx. Bi-weekly	1,131.31	1,160.10	1,191.02	1,220.86			
			Approx. Annual	29,413.99	30,162.72	30,966.63	31,742.34			
75	<u>HTH</u>	<u>34</u>	Hourly	14.9160	15.4164	15.9409	16.4650	17.1228		
	Pharmacy Assistant		Approx. Bi-weekly	1,118.70	1,156.23	1,195.57	1,234.88	1,284.21		
			Approx. Annual	29,086.16	30,062.02	31,084.83	32,106.82	33,389.50		
75	<u>HTH</u>	<u>35</u>	Hourly	15.1489	15.7203	16.2918	16.9455	17.6801	18.4151	
			Approx. Bi-weekly	1,136.17	1,179.03	1,221.89	1,270.91	1,326.01	1,381.13	
			Approx. Annual	29,540.42	30,654.66	31,769.11	33,043.76	34,476.15	35,909.36	
75	<u>HTH</u>	<u>36</u>	Hourly	15.1638	15.6759	16.0642	16.5177	17.0359		
	O.R. Technician Licensed Practical Nurse Hemodialysis Clinic Assistant		Approx. Bi-weekly	1,137.29	1,175.69	1,204.81	1,238.83	1,277.69		
			Approx. Annual	29,569.46	30,567.97	31,325.14	32,209.57	33,220.03		
70	<u>HTH</u>	<u>36A</u>	Hourly	15.1638	15.6759	16.0642	16.5177	17.0359		
	Licensed Practical Nurse		Approx. Bi-weekly	1,061.47	1,097.31	1,124.49	1,156.24	1,192.51		
			Approx. Annual	27,598.12	28,530.14	29,236.84	30,062.21	31,005.34		
75	<u>HTH</u>	<u>37</u>	Hourly	15.4164	15.9409	16.4650	17.1228	17.7862		
	Buyer 2 Printing Tech. 3 Planner/Scheduler Computer Operator SDC Audiovisual Technician 1		Approx. Bi-weekly	1,156.23	1,195.57	1,234.88	1,284.21	1,333.97		
			Approx. Annual	30,062.02	31,084.83	32,106.82	33,389.50	34,683.10		
75	<u>HTH</u>	<u>38</u>	Hourly	15.4681	15.8803	16.2781	16.6908			
	Lab Asst. 1C Radiographic Asst. C Phlebotomist 2 Physiotherapy Aide Morgue Attendant		Approx. Bi-weekly	1,160.10	1,191.02	1,220.86	1,251.81			
			Approx. Annual	30,162.72	30,966.63	31,742.34	32,547.08			
75	<u>HTH</u>	<u>39</u>	Hourly	15.6759	16.0642	16.5177	17.0359	17.8061		
			Approx. Bi-weekly	1,175.69	1,204.81	1,238.83	1,277.69	1,335.45		
			Approx. Annual	30,567.97	31,325.14	32,209.57	33,220.03	34,721.81		



## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step						
				1	2	3	4	5	6	
75	<u>HTH</u>	<u>42</u>	Hourly	15.9409	16.4650	17.1228	17.7862	18.5610		
	Equipment Repair Tech. 2A		Approx. Bi-weekly	1,195.57	1,234.88	1,284.21	1,333.97	1,392.07		
	Supply Tech. 1		Approx. Annual	31,084.83	32,106.82	33,389.50	34,683.10	36,193.94		
	Senior Pharmacy Assistant, Library Asst 3									
	Developmental Worker									
75	<u>HTH</u>	<u>43</u>	Hourly	16.0642	16.5177	17.0359	17.8061	18.6154		
	Paramedic 3		Approx. Bi-weekly	1,204.81	1,238.83	1,277.69	1,335.45	1,396.15		
	Orthopaedic Technician		Approx. Annual	31,325.14	32,209.57	33,220.03	34,721.81	36,299.99		
75	<u>HTH</u>	<u>44</u>	Hourly	16.2781	16.6908	17.0885	17.4868			
	Occupational Therapy Asst. B		Approx. Bi-weekly	1,220.86	1,251.81	1,281.64	1,311.51			
			Approx. Annual	31,742.34	32,547.08	33,322.58	34,099.31			
75	<u>HTH</u>	<u>45</u>	Hourly	16.2918	16.9455	17.6801	18.4151	19.1500	19.9657	
	Computer Services Officer 1B		Approx. Bi-weekly	1,221.89	1,270.91	1,326.01	1,381.13	1,436.25	1,497.43	
	Psych. Services Officer 1A		Approx. Annual	31,769.11	33,043.76	34,476.15	35,909.36	37,342.57	38,933.10	
75	<u>HTH</u>	<u>46</u>	Hourly	16.4650	17.1228	17.7862	18.5610	19.3344		
	Drafting & Illustration Tech. 2A		Approx. Bi-weekly	1,234.88	1,284.21	1,333.97	1,392.07	1,450.08		
	Information Processing Tech. 3		Approx. Annual	32,106.82	33,389.50	34,683.10	36,193.94	37,702.11		
	Admin. Officer +									
70	<u>HTH</u>	<u>46A</u>	Hourly	16.4650	17.1228	17.7862	18.5610	19.3344		
	Information Processing Tech 3		Approx. Bi-weekly	1,152.55	1,198.60	1,245.03	1,299.27	1,353.41		
			Approx. Annual	29,966.36	31,163.53	32,370.89	33,781.01	35,188.63		
75	<u>HTH</u>	<u>47</u>	Hourly	16.6908	17.0885	17.4868	17.8989			
	Anaesthesia Tech 1B		Approx. Bi-weekly	1,251.81	1,281.64	1,311.51	1,342.42			
	Bio-Medical Eng. Machinist A		Approx. Annual	32,547.08	33,322.58	34,099.31	34,902.81			
	ECG Tech 2C									
	GI Tech 2B									
	Cardiac Tech 1									
75	<u>HTH</u>	<u>48</u>	Hourly	16.9455	17.6801	18.4151	19.1500	19.9657	20.7826	
	Public Information Officer 1		Approx. Bi-weekly	1,270.91	1,326.01	1,381.13	1,436.25	1,497.43	1,558.70	
	Legal Services Tech 2		Approx. Annual	33,043.76	34,476.15	35,909.36	37,342.57	38,933.10	40,526.11	
75	<u>HTH</u>	<u>49</u>	Hourly	17.1228	17.7862	18.5610	19.3344	20.1086		
	Financial Services Officer 1, Supply Tech 2		Approx. Bi-weekly	1,284.21	1,333.97	1,392.07	1,450.08	1,508.14		
	Equipment Repair Tech 2B		Approx. Annual	33,389.50	34,683.10	36,193.94	37,702.11	39,211.72		
	Audio Visual Technician 2A									
75	<u>HTH</u>	<u>50</u>	Hourly	17.4868	17.8989	18.3114	18.7093			
	Occupational Therapy Asst. C		Approx. Bi-weekly	1,311.51	1,342.42	1,373.35	1,403.19			
	Recreation Therapy Aide (PIO)		Approx. Annual	34,099.31	34,902.81	35,707.14	36,483.05			
	Physiotherapy Assistant									
	Phototherapy Technician									
75	<u>HTH</u>	<u>51</u>	Hourly	17.6801	18.4151	19.1500	19.9657	20.7826	21.6801	
	Health Care Social Worker 1A		Approx. Bi-weekly	1,326.01	1,381.13	1,436.25	1,497.43	1,558.70	1,626.01	
	Vocational Therapist 1		Approx. Annual	34,476.15	35,909.36	37,342.57	38,933.10	40,526.11	42,276.23	







## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
Health Records Technician - Chief									
75	<u>HTH</u>	<u>59</u>	Hourly	19.1500	19.9657	20.7826	21.6801	22.5784	23.4769
	Graphic Artist, Public Information Officer 2		Approx. Bi-weekly	1,436.25	1,497.43	1,558.70	1,626.01	1,693.38	1,760.77
	Inspection Specialist 1B		Approx. Annual	37,342.57	38,933.10	40,526.11	42,276.23	44,027.80	45,779.98
75	<u>HTH</u>	<u>60</u>	Hourly	19.2351	19.7754	20.4579	21.1259		
	Health Records Administrator		Approx. Bi-weekly	1,442.64	1,483.16	1,534.34	1,584.44		
			Approx. Annual	37,508.54	38,562.03	39,892.90	41,195.56		
75	<u>HTH</u>	<u>61</u>	Hourly	19.3344	20.1086	20.8834	21.7677	22.6521	
			Approx. Bi-weekly	1,450.08	1,508.14	1,566.25	1,632.57	1,698.91	
			Approx. Annual	37,702.11	39,211.72	40,722.56	42,446.94	44,171.53	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step						
				1	2	3	4	5	6	
70	<u>HTH</u>	<u>61A</u>	Hourly	19.3344	20.1086	20.8834	21.7677	22.6521		
	Counsellor 3		Approx. Bi-weekly	1,353.41	1,407.60	1,461.84	1,523.74	1,585.64		
			Approx. Annual	35,188.63	36,597.60	38,007.72	39,617.15	41,226.76		
75	<u>HTH</u>	<u>62</u>	Hourly	19.7754	20.4579	21.1259	21.7928			
	Lab Tech 1C, Pulmonary Tech 2B		Approx. Bi-weekly	1,483.16	1,534.34	1,584.44	1,634.46			
	Echocardiography Tech 1B		Approx. Annual	38,562.03	39,892.90	41,195.56	42,495.95			
	Dental Hygienist 2, Nuclear Medicine Tech 2B									
	Radiation Therapist 2									
	Electronics Tech 2, Mechanical Tech 2									
	Magnetic Resonance Imaging Tech 2A									
	Electroencephalography Tech 3									
	Polysomnographic Tech 3									
	Medical Physics Assistant 1									
	Respiratory Therapist 2B, X-Ray Tech 2B									
	Ultrasonographer 2A, Cardiac Tech 2A									
	70	<u>HTH</u>	<u>62A</u>	Hourly	19.7754	20.4579	21.1259	21.7928		
Dental Hygienist 2			Approx. Bi-weekly	1,384.28	1,432.05	1,478.81	1,525.50			
			Approx. Annual	35,991.23	37,233.38	38,449.14	39,662.90			
75	<u>HTH</u>	<u>63</u>	Hourly	19.9657	20.7826	21.6801	22.5784	23.4769	24.3750	
	Health Care Social Worker 1B		Approx. Bi-weekly	1,497.43	1,558.70	1,626.01	1,693.38	1,760.77	1,828.13	
	Computer Services Officer 2B		Approx. Annual	38,933.10	40,526.11	42,276.23	44,027.80	45,779.98	47,531.34	
	Psych. Services Officer 2A									
	Psychometrist									
75	<u>HTH</u>	<u>64</u>	Hourly	20.1086	20.8834	21.7677	22.6521	23.6479		
	Information Processing Tech. 5		Approx. Bi-weekly	1,508.14	1,566.25	1,632.57	1,698.91	1,773.59		
	Financial Services Officer 2		Approx. Annual	39,211.72	40,722.56	42,446.94	44,171.53	46,113.37		
	Drafting & Illustration Tech. 3									
70	<u>HTH</u>	<u>64A</u>	Hourly	20.1086	20.8834	21.7677	22.6521	23.6479		
	Supervisor of Operations		Approx. Bi-weekly	1,407.60	1,461.84	1,523.74	1,585.64	1,655.35		
			Approx. Annual	36,597.60	38,007.72	39,617.15	41,226.76	43,039.14		
75	<u>HTH</u>	<u>65</u>	Hourly	20.4579	21.1259	21.7928	22.4767			
	Physiotherapist 1A		Approx. Bi-weekly	1,534.34	1,584.44	1,634.46	1,685.75			
	Occupational Therapist 1A		Approx. Annual	39,892.90	41,195.56	42,495.95	43,829.50			
	Orthotics/Prosthetics Tech 2 (Registered)									
	Recreation Therapist 1									
75	<u>HTH</u>	<u>66</u>	Hourly	20.7826	21.6801	22.5784	23.4769	24.3750	25.3541	
	Dietitian 2A, Vocational Therapist 2		Approx. Bi-weekly	1,558.70	1,626.01	1,693.38	1,760.77	1,828.13	1,901.56	
	Health Care Social Worker 2A		Approx. Annual	40,526.11	42,276.23	44,027.80	45,779.98	47,531.34	49,440.44	
	Program Administration Officer 2									
70	<u>HTH</u>	<u>66A</u>	Hourly	20.7826	21.6801	22.5784	23.4769	24.3750	25.3541	
	Nutritionist 1		Approx. Bi-weekly	1,454.78	1,517.61	1,580.49	1,643.38	1,706.25	1,774.78	
			Approx. Annual	37,824.37	39,457.82	41,092.61	42,727.98	44,362.59	46,144.41	
75	<u>HTH</u>	<u>67</u>	Hourly	20.8834	21.7677	22.6521	23.6479	24.6426		

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Photographer 2	Approx. Bi-weekly	1,566.25	1,632.57	1,698.91	1,773.59	1,848.20	
		Approx. Annual	40,722.56	42,446.94	44,171.53	46,113.37	48,053.15	
75	<u>HTH</u>	<u>68</u>	Hourly	21.1259	21.7928	22.4767	23.1448	
	Ultrasonographer 2B	Approx. Bi-weekly	1,584.44	1,634.46	1,685.75	1,735.86		
	Cardiac Tech 2B	Approx. Annual	41,195.56	42,495.95	43,829.50	45,132.36		
	Colposcopy Program Coordinator							
	Anaesthesia Tech 3							
	Magnetic Resonance Imaging Tech 2B							
	Echocardiography Tech 1C, Sr. X-Ray Tech							

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step					
				1	2	3	4	5	6
75	<u>HTH</u>	<u>69</u>	Hourly	21.6801	22.5784	23.4769	24.3750	25.3541	26.3338
	Computer Services Officer 2C		Approx. Bi-weekly	1,626.01	1,693.38	1,760.77	1,828.13	1,901.56	1,975.04
	Psych. Services Officer 2B		Approx. Annual	42,276.23	44,027.80	45,779.98	47,531.34	49,440.44	51,350.97
	Graphic Design Coordinator								
	Social Development								
70	<u>HTH</u>	<u>69A</u>	Hourly	21.6801	22.5784	23.4769	24.375	25.3541	26.3338
	Clinical Therapist 1		Approx. Bi-weekly	1,517.61	1,580.49	1,643.38	1,706.25	1,774.79	1,843.37
			Approx. Annual	39,457.78	41,092.69	42,727.96	44,362.50	46,144.46	47,927.58
75	<u>HTH</u>	<u>70</u>	Hourly	21.7677	22.6521	23.6479	24.6426	25.6382	
	Financial Services Officer 3		Approx. Bi-weekly	1,632.57	1,698.91	1,773.59	1,848.20	1,922.87	
	Trades Coordinator		Approx. Annual	42,446.94	44,171.53	46,113.37	48,053.15	49,994.57	
	Architect 2								
75	<u>HTH</u>	<u>71</u>	Hourly	21.7928	22.4767	23.1448	23.9553		
	Lab Tech 2		Approx. Bi-weekly	1,634.46	1,685.75	1,735.86	1,796.65		
			Approx. Annual	42,495.95	43,829.50	45,132.36	46,712.81		
75	<u>HTH</u>	<u>72</u>	Hourly	22.4767	23.1448	23.9553	24.8083		
	Echocardiography Tech 2		Approx. Bi-weekly	1,685.75	1,735.86	1,796.65	1,860.62		
	Radiation Therapist 3		Approx. Annual	43,829.50	45,132.36	46,712.81	48,376.24		
	Electronics Tech 3, Mechanical Tech 3								
	Pedorthic Clinician (Certified)								
	Medical Physics Assistant 2								
	Locomotor Technician								
75	<u>HTH</u>	<u>72A</u>	Hourly	18.6062	19.8467	21.0871	22.3275	24.8083	
	Bio-Medical Engineering Technologist		Approx. Bi-weekly	1,395.46	1,488.50	1,581.53	1,674.56	1,860.62	
			Approx. Annual	36,282.07	38,701.03	41,119.78	43,538.53	48,376.24	
75	<u>HTH</u>	<u>73</u>	Hourly	22.5784	23.4769	24.3750	25.3541	26.3338	27.3952
	Dietitian 2B		Approx. Bi-weekly	1,693.38	1,760.77	1,828.13	1,901.56	1,975.04	2,054.64
	Health Care Social Worker 2B		Approx. Annual	44,027.80	45,779.98	47,531.34	49,440.44	51,350.97	53,420.69
	Organ Procurement Officer								
	Vocational Therapist 3								
70	<u>HTH</u>	<u>73A</u>	Hourly	22.5784	23.4769	24.3750	25.3541	26.3338	27.3952
	Dietitian 2B		Approx. Bi-weekly	1,580.49	1,643.38	1,706.25	1,774.78	1,843.37	1,917.67
			Approx. Annual	41,092.61	42,727.98	44,362.59	46,144.41	47,927.58	49,859.31
75	<u>HTH</u>	<u>74</u>	Hourly	22.6521	23.6479	24.6426	25.6382	26.6323	
	Buyer 4		Approx. Bi-weekly	1,698.91	1,773.59	1,848.20	1,922.87	1,997.42	
	Sr. Equipment Repair Tech. 1		Approx. Annual	44,171.53	46,113.37	48,053.15	49,994.57	51,932.91	
75	<u>HTH</u>	<u>75</u>	Hourly	23.1448	23.9553	24.8083	25.6471		
	Speech Therapist		Approx. Bi-weekly	1,735.86	1,796.65	1,860.62	1,923.53		
			Approx. Annual	45,132.36	46,712.81	48,376.24	50,011.87		
75	<u>HTH</u>	<u>76</u>	Hourly	23.4769	24.3750	25.3541	26.3338	27.3952	28.5388
	Program Administration Officer 3		Approx. Bi-weekly	1,760.77	1,828.13	1,901.56	1,975.04	2,054.64	2,140.41
	Case Management Coordinator		Approx. Annual	45,779.98	47,531.34	49,440.44	51,350.97	53,420.69	55,650.61

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
70	<u>HTH</u>	<u>76A</u>	Hourly	23.4769	24.3750	25.3541	26.3338	27.3952	28.5388
	Nutritionist 2		Approx. Bi-weekly	1,643.38	1,706.25	1,774.79	1,843.37	1,917.66	1,997.72
			Approx. Annual	42,727.96	44,362.50	46,144.46	47,927.52	49,859.26	51,940.62
75	<u>HTH</u>	<u>77</u>	Hourly	23.6479	24.6426	25.6382	26.6323	27.6283	
	Risk Management Officer+		Approx. Bi-weekly	1,773.59	1,848.20	1,922.87	1,997.42	2,072.12	
			Approx. Annual	46,113.37	48,053.15	49,994.57	51,932.91	53,875.16	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step					
				1	2	3	4	5	6
75	<u>HTH</u>	<u>78</u>	Hourly	23.9553	24.8083	25.6471	26.4717		
	Physiotherapist 1B		Approx. Bi-weekly	1,796.65	1,860.62	1,923.53	1,985.38		
	Occupational Therapist 1B		Approx. Annual	46,712.81	48,376.24	50,011.87	51,619.91		
	X-Ray Tech 3								
	Tissue Bank Technologist								
	Orthoptist (Certified Medical Technologists)								
	Senior Radiation Therapist								
	Dosimetrist, Recreation Therapist 2								
	LIS Database Coordinator								
75	<u>HTH</u>	<u>78A</u>	Hourly	24.2603	25.3036				
	Staff Chaplain		Approx. Bi-weekly	1,819.52	1,897.77				
			Approx. Annual	47,307.51	49,342.01				
75	<u>HTH</u>	<u>79</u>	Hourly	24.3750	25.3541	26.3338	27.3952	28.5388	29.6815
	Health Care Social Worker 3		Approx. Bi-weekly	1,828.13	1,901.56	1,975.04	2,054.64	2,140.41	2,226.11
	Computer Services Officer 3		Approx. Annual	47,531.34	49,440.44	51,350.97	53,420.69	55,650.61	57,878.88
	Psych. Services Officer 3								
70	<u>HTH</u>	<u>79A</u>	Hourly	24.3750	25.3541	26.3338	27.3952	28.5388	29.6815
	Clinical Therapist 3		Approx. Bi-weekly	1,706.25	1,774.78	1,843.37	1,917.67	1,997.71	2,077.70
			Approx. Annual	44,362.59	46,144.41	47,927.58	49,859.31	51,940.57	54,020.29
75	<u>HTH</u>	<u>80</u>	Hourly	24.6426	25.6382	26.6323	27.6283	28.6225	
	Sr. Equipment Repair Tech. 2		Approx. Bi-weekly	1,848.20	1,922.87	1,997.42	2,072.12	2,146.69	
			Approx. Annual	48,053.15	49,994.57	51,932.91	53,875.16	55,813.90	
75	<u>HTH</u>	<u>81</u>	Hourly	24.8083	25.6471	26.4717	27.3247		
	Orthotics/Prosthetics Clinician (Certified)		Approx. Bi-weekly	1,860.62	1,923.53	1,985.38	2,049.35		
	Chief Dialysis Technologist		Approx. Annual	48,376.24	50,011.87	51,619.91	53,283.13		
75	<u>HTH</u>	<u>82</u>	Hourly	25.3541	26.3338	27.3952	28.5388	29.6815	30.9058
	Pharmacist		Approx. Bi-weekly	1,901.56	1,975.04	2,054.64	2,140.41	2,226.11	2,317.94
			Approx. Annual	49,440.44	51,350.97	53,420.69	55,650.61	57,878.88	60,266.33
75	<u>HTH</u>	<u>83</u>	Hourly	25.6382	26.6323	27.6283	28.6225	29.7285	
			Approx. Bi-weekly	1,922.87	1,997.42	2,072.12	2,146.69	2,229.64	
			Approx. Annual	49,994.57	51,932.91	53,875.16	55,813.90	57,970.52	
70	<u>HTH</u>	<u>84</u>	Hourly	25.6664	26.5803	27.4791	28.3626		
	Instructor 1		Approx. Bi-weekly	1,796.65	1,860.62	1,923.53	1,985.38		
			Approx. Annual	46,712.92	48,376.15	50,011.91	51,619.99		
	<u>HTH</u>	<u>84A</u>	Hourly	26.5803	27.4791	28.3625	29.2765		
	Instructor/Team Leader		Approx. Bi-weekly	1,860.62	1,923.53	1,985.38	2,049.35		
	Clinical Therapist 2		Approx. Annual	48,376.15	50,011.91	51,619.80	53,283.23		
75	<u>HTH</u>	<u>85</u>	Hourly	25.6471	26.4717	27.3247	28.3056		
	Physiotherapist 2		Approx. Bi-weekly	1,923.53	1,985.38	2,049.35	2,122.92		
	Occupational Therapist 2		Approx. Annual	50,011.87	51,619.91	53,283.13	55,195.93		
75	<u>HTH</u>	<u>85A</u>	Hourly	25.7416	27.9506	30.1593	32.3681		

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
	Perfusionist		Approx. Bi-weekly	1,930.62	2,096.29	2,261.95	2,427.60		
			Approx. Annual	50,196.17	54,503.63	58,810.67	63,117.72		
75	<u>HTH</u>	<u>86</u>	Hourly	26.3338	27.3952	28.5388	29.6815	30.9058	32.2119
	Psych. Services Officer 4A (PHD candidate register)		Approx. Bi-weekly	1,975.04	2,054.64	2,140.41	2,226.11	2,317.94	2,415.89
	Instructor Adult Education 3		Approx. Annual	51,350.97	53,420.69	55,650.61	57,878.88	60,266.33	62,813.16
75	<u>HTH</u>	<u>87</u>	Hourly	26.4717	27.3247	28.3056	29.2968		
			Approx. Bi-weekly	1,985.38	2,049.35	2,122.92	2,197.26		
			Approx. Annual	51,619.91	53,283.13	55,195.93	57,128.71		

## PAY PLAN

### Rates of Pay Effective Nov 1, 2001

Standard Biweekly hours	Pay	Grade		Step					
				1	2	3	4	5	6
75	<u>HTH</u>	<u>88</u>	Hourly	26.6323	27.6283	28.6225	29.7285	30.9456	
			Approx. Bi-weekly	1,997.42	2,072.12	2,146.69	2,229.64	2,320.92	
			Approx. Annual	51,932.91	53,875.16	55,813.90	57,970.52	60,343.96	
70	<u>HTH</u>	<u>89</u>	Hourly	28.3626	29.2765	30.3274	31.3897		
			Approx. Bi-weekly	1,985.38	2,049.35	2,122.92	2,197.28		
			Approx. Annual	51,619.99	53,283.23	55,195.93	57,129.20		
75	<u>HTH</u>	<u>90</u>	Hourly	28.5388	29.6815	30.9058	32.2119	33.5185	
			Approx. Bi-weekly	2,140.41	2,226.11	2,317.94	2,415.89	2,513.89	
			Approx. Annual	55,650.61	57,878.88	60,266.33	62,813.16	65,361.03	
75	<u>HTH</u>	<u>91</u>	Hourly	29.6815	30.9058	32.2119	33.5185	34.9063	
			Approx. Bi-weekly	2,226.11	2,317.94	2,415.89	2,513.89	2,617.97	
			Approx. Annual	57,878.88	60,266.33	62,813.16	65,361.03	68,067.24	
75	<u>HTH</u>	<u>92</u>	Hourly	30.9058	32.2119	33.5185	34.9063	36.3760	
			Approx. Bi-weekly	2,317.94	2,415.89	2,513.89	2,617.97	2,728.20	
			Approx. Annual	60,266.33	62,813.16	65,361.03	68,067.24	70,933.25	
75	<u>HTH</u>	<u>93</u>	Hourly	32.2119	33.5185	34.9063	36.3760	37.9269	
			Approx. Bi-weekly	2,415.89	2,513.89	2,617.97	2,728.20	2,844.52	
			Approx. Annual	62,813.16	65,361.03	68,067.24	70,933.25	73,957.41	



## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	1	Hourly	11.3496	11.5506	11.7521	11.9546	12.2566	
		Approx. Bi-weekly		851.22	866.29	881.41	896.59	919.25	
		Approx. Annual		22,131.66	22,523.60	22,916.58	23,311.45	23,900.41	
75	<u>HTH</u>	2	Hourly	11.4042	11.6169	11.8293	12.0449	12.2590	
		Approx. Bi-weekly		855.31	871.27	887.20	903.36	919.42	
		Approx. Annual		22,238.15	22,652.98	23,067.18	23,487.47	23,905.03	
75	<u>HTH</u>	3	Hourly	11.5506	11.7521	11.9546	12.2566	12.5602	
		Approx. Bi-weekly		866.29	881.41	896.59	919.25	942.01	
		Approx. Annual		22,523.60	22,916.58	23,311.45	23,900.41	24,492.30	
75	<u>HTH</u>	4	Hourly	11.7245	12.1011	12.4933	12.9007	13.3253	13.7549
		Nursing Attendant Approx. Bi-weekly		879.34	907.58	936.99	967.56	999.40	1,031.62
		Approx. Annual		22,862.81	23,597.11	24,361.86	25,156.44	25,984.42	26,822.06
75	<u>HTH</u>	5	Hourly	11.7521	11.9546	12.2566	12.5602	12.8619	
		Approx. Bi-weekly		881.41	896.59	919.25	942.01	964.64	
		Approx. Annual		22,916.58	23,311.45	23,900.41	24,492.30	25,080.62	
75	<u>HTH</u>	6	Hourly	11.9546	12.2566	12.5602	12.8619	13.1643	
		Printing Tech. 1 Approx. Bi-weekly		896.59	919.25	942.01	964.64	987.32	
		Approx. Annual		23,311.45	23,900.41	24,492.30	25,080.62	25,670.41	
75	<u>HTH</u>	7	Hourly	12.2548	12.4676	12.6800	12.8955	13.1096	13.4346
		Ward Aide Approx. Bi-weekly		919.11	935.07	951.00	967.16	983.22	1,007.59
		Approx. Annual		23,896.83	24,311.87	24,726.07	25,146.15	25,563.71	26,197.40
75	<u>HTH</u>	8	Hourly	12.2566	12.5602	12.8619	13.1643	13.4669	
		Dental Asst. 1A Approx. Bi-weekly		919.25	942.01	964.64	987.32	1,010.02	
		Approx. Annual		23,900.41	24,492.30	25,080.62	25,670.41	26,260.41	
75	<u>HTH</u>	9	Hourly	12.4728	12.8139	13.1661	13.5302	13.9063	14.2899
		Psychiatric Attendant Approx. Bi-weekly		935.46	961.04	987.46	1,014.77	1,042.98	1,071.74
		Approx. Annual		24,321.95	24,987.15	25,673.98	26,383.91	27,117.37	27,865.32
75	<u>HTH</u>	10	Hourly	12.5544	12.9857	13.4342	13.9024	14.3891	14.9073
		Graduate Nursing Assistant (Unregistered) Orderly Approx. Bi-weekly		941.58	973.93	1,007.57	1,042.68	1,079.18	1,118.05
		Approx. Annual		24,481.16	25,322.16	26,196.77	27,109.60	28,058.77	29,069.27
75	<u>HTH</u>	11	Hourly	12.5602	12.8619	13.1643	13.4669	13.8703	
		Approx. Bi-weekly		942.01	964.64	987.32	1,010.02	1,040.27	
		Approx. Annual		24,492.30	25,080.62	25,670.41	26,260.41	27,047.01	
75	<u>HTH</u>	12	Hourly	12.6854	13.1168	13.5654	14.0336	14.5202	15.0386
		Approx. Bi-weekly		951.41	983.76	1,017.41	1,052.52	1,089.01	1,127.90
		Approx. Annual		24,736.57	25,577.78	26,452.60	27,365.43	28,314.39	29,325.31

## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	13	Hourly	12.8619	13.1643	13.4669	13.8703	14.2743	
	Dental Asst. 1B	Approx. Bi-weekly	964.64	987.32	1,010.02	1,040.27	1,070.57		
		Approx. Annual	25,080.62	25,670.41	26,260.41	27,047.01	27,834.87		
75	<u>HTH</u>	14	Hourly	12.8769	13.3265	13.7954	14.2840	14.7929	15.3359
		Approx. Bi-weekly	965.77	999.49	1,034.66	1,071.30	1,109.47	1,150.19	
		Approx. Annual	25,110.02	25,986.73	26,901.03	27,853.77	28,846.21	29,905.02	
75	<u>HTH</u>	15	Hourly	13.0079	13.4577	13.9266	14.4151	14.9244	15.4671
		Approx. Bi-weekly	975.59	1,009.33	1,044.49	1,081.13	1,119.33	1,160.03	
		Approx. Annual	25,365.43	26,242.56	27,156.86	28,109.39	29,102.67	30,160.85	
75	<u>HTH</u>	16	Hourly	13.0079	13.5487	14.1171	14.7142	15.3411	15.9894
		Approx. Bi-weekly	975.59	1,016.16	1,058.79	1,103.56	1,150.58	1,199.20	
		Approx. Annual	25,365.43	26,420.04	27,528.42	28,692.67	29,915.10	31,179.33	
75	<u>HTH</u>	17	Hourly	13.1643	13.4669	13.8702	14.2743	14.6774	
	Information Processing Tech. 1	Approx. Bi-weekly	987.32	1,010.02	1,040.27	1,070.57	1,100.81		
	Buyer 1	Approx. Annual	25,670.39	26,260.46	27,046.89	27,834.89	28,620.93		
	Printing Tech 2A								
	Data Control Tech 1++								
75	<u>HTH</u>	18	Hourly	13.3288	13.7261	14.1371	14.5634	15.0049	15.4671
		Approx. Bi-weekly	999.66	1,029.46	1,060.28	1,092.25	1,125.37	1,160.03	
		Approx. Annual	25,991.14	26,765.98	27,567.28	28,398.61	29,259.57	30,160.85	
75	<u>HTH</u>	19	Hourly	13.4669	13.8703	14.2743	14.6774	15.2143	
	Library Assistant 1	Approx. Bi-weekly	1,010.02	1,040.27	1,070.57	1,100.80	1,141.07		
	Equipment Repair Tech 1	Approx. Annual	26,260.41	27,047.01	27,834.87	28,620.84	29,667.88		
75	<u>HTH</u>	20	Hourly	13.5876	13.9359	14.1386	14.4141		
		Approx. Bi-weekly	1,019.07	1,045.19	1,060.39	1,081.06			
		Approx. Annual	26,495.86	27,174.92	27,570.22	28,107.50			
75	<u>HTH</u>	21	Hourly	13.8703	14.2743	14.6774	15.2143	15.7247	
	Drafting Illustration Tech 1A	Approx. Bi-weekly	1,040.27	1,070.57	1,100.80	1,141.07	1,179.36		
	Dental Asst. 2	Approx. Annual	27,047.01	27,834.87	28,620.84	29,667.88	30,663.26		
75	<u>HTH</u>	22	Hourly	13.9356	14.1386	14.4141	14.6749		
	ECG Tech 1	Approx. Bi-weekly	1,045.17	1,060.39	1,081.06	1,100.62			
	Lab Assistant 1A	Approx. Annual	27,174.42	27,570.22	28,107.50	28,616.00			
	GI Tech 1								
	Radiographic Assistant A Phlebotomist Trainee								
75	<u>HTH</u>	23	Hourly	14.1386	14.4141	14.6749	14.9651		
		Approx. Bi-weekly	1,060.39	1,081.06	1,100.62	1,122.38			

## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
		Approx. Annual	27,570.22	28,107.50	28,616.00	29,181.85		
75	<u>HTH</u>	<u>24</u> Hourly	14.2743	14.6774	15.2143	15.7247	16.2598	
	Printing Tech 2B	Approx. Bi-weekly	1,070.57	1,100.80	1,141.07	1,179.36	1,219.48	
		Approx. Annual	27,834.87	28,620.84	29,667.88	30,663.26	31,706.53	
75	<u>HTH</u>	<u>25</u> Hourly	14.2899	14.6123	15.0361	15.4671	15.9894	
	Plaster Room Technician	Approx. Bi-weekly	1,071.74	1,095.92	1,127.71	1,160.03	1,199.20	
		Approx. Annual	27,865.32	28,493.97	29,320.48	30,160.85	31,179.33	
75	<u>HTH</u>	<u>26</u> Hourly	14.4141	14.6748	14.9650	15.3858		
	Radiographic Assistant B	Approx. Bi-weekly	1,081.06	1,100.61	1,122.38	1,153.93		
	Lab Asst. 1B	Approx. Annual	28,107.50	28,615.86	29,181.75	30,002.27		
	Anaesthesia Technician 1A							
	Phlebotomist 1							
75	<u>HTH</u>	<u>27</u> Hourly	14.6123	15.0386	15.4671	15.9894	16.3855	
	Paramedic 1	Approx. Bi-weekly	1,095.92	1,127.90	1,160.03	1,199.20	1,228.91	
	Central Supply Room Aide	Approx. Annual	28,493.97	29,325.31	30,160.85	31,179.33	31,951.64	
	Renal Assistant							
75	<u>HTH</u>	<u>28</u> Hourly	14.6748	14.9650	15.3858	15.7775		
		Approx. Bi-weekly	1,100.61	1,122.38	1,153.93	1,183.31		
		Approx. Annual	28,615.86	29,181.75	30,002.27	30,766.13		



## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>38</u>	Hourly	15.7775	16.1979	16.6037	17.0246		
	Lab Asst. 1C	Approx. Bi-weekly		1,183.31	1,214.84	1,245.28	1,276.85		
	Radiographic Asst. C	Approx. Annual		30,766.13	31,585.96	32,377.18	33,198.02		
	Phlebotomist 2 Physiotherapy Aide Morgue Attendant								
75	<u>HTH</u>	<u>39</u>	Hourly	15.9894	16.3855	16.8481	17.3766	18.1622	
		Approx. Bi-weekly		1,199.20	1,228.91	1,263.61	1,303.25	1,362.16	
		Approx. Annual		31,179.33	31,951.64	32,853.76	33,884.43	35,416.25	
75	<u>HTH</u>	<u>40</u>	Hourly	16.0347	16.6176	17.2844	18.0337	18.7834	19.5330
		Approx. Bi-weekly		1,202.61	1,246.32	1,296.33	1,352.53	1,408.75	1,464.98
		Approx. Annual		31,267.75	32,404.32	33,704.63	35,165.67	36,627.54	38,089.42
75	<u>HTH</u>	<u>41</u>	Hourly	16.1979	16.6037	17.0246	17.4303		
	Lab Asst. 2	Approx. Bi-weekly		1,214.84	1,245.28	1,276.85	1,307.27		
	ECG Tech 2B	Approx. Annual		31,585.96	32,377.18	33,198.02	33,989.03		
	Phlebotomist 3 GI Tech 2A, Lithotripter Tech, Respiratory Asst Health Records Tech A								
75	<u>HTH</u>	<u>42</u>	Hourly	16.2597	16.7943	17.4653	18.1419	18.9322	
	Equipment Repair Tech. 2A	Approx. Bi-weekly		1,219.48	1,259.58	1,309.90	1,360.64	1,419.92	
	Supply Tech. 1	Approx. Annual		31,706.42	32,748.95	34,057.29	35,376.76	36,917.82	
	Senior Pharmacy Assistant, Library Asst 3 Developmental Worker								
75	<u>HTH</u>	<u>43</u>	Hourly	16.3855	16.8481	17.3766	18.1622	18.9877	
	Paramedic 3	Approx. Bi-weekly		1,228.91	1,263.61	1,303.25	1,362.16	1,424.08	
	Orthopaedic Technician	Approx. Annual		31,951.64	32,853.76	33,884.43	35,416.25	37,025.99	
75	<u>HTH</u>	<u>44</u>	Hourly	16.6037	17.0246	17.4303	17.8365		
	Occupational Therapy Asst. B	Approx. Bi-weekly		1,245.28	1,276.85	1,307.27	1,337.74		
		Approx. Annual		32,377.18	33,198.02	33,989.03	34,781.18		
75	<u>HTH</u>	<u>45</u>	Hourly	16.6176	17.2844	18.0337	18.7834	19.5330	20.3650
	Computer Services Officer 1B	Approx. Bi-weekly		1,246.32	1,296.33	1,352.53	1,408.75	1,464.98	1,527.38
	Psych. Services Officer 1A	Approx. Annual		32,404.32	33,704.63	35,165.67	36,627.54	38,089.42	39,711.77
75	<u>HTH</u>	<u>46</u>	Hourly	16.7943	17.4653	18.1419	18.9322	19.7211	
	Drafting & Illustration Tech. 2A	Approx. Bi-weekly		1,259.58	1,309.90	1,360.64	1,419.92	1,479.08	
	Information Processing Tech. 3	Approx. Annual		32,748.95	34,057.29	35,376.76	36,917.82	38,456.15	
	Admin. Officer +								
70	<u>HTH</u>	<u>46A</u>	Hourly	16.7943	17.4653	18.1419	18.9322	19.7211	
	Information Processing Tech 3	Approx. Bi-weekly		1,175.60	1,222.57	1,269.93	1,325.26	1,380.48	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
		Approx. Annual	30,565.69	31,786.80	33,018.31	34,456.63	35,892.41		
75	<u>HTH</u>	47	Hourly	17.0246	17.4303	17.8365	18.2569		
	Anaesthesia Tech 1B	Approx. Bi-weekly	1,276.85	1,307.27	1,337.74	1,369.26			
	Bio-Medical Eng. Machinist A	Approx. Annual	33,198.02	33,989.03	34,781.18	35,600.87			
	ECG Tech 2C								
	GI Tech 2B								
	Cardiac Tech 1								
75	<u>HTH</u>	48	Hourly	17.2844	18.0337	18.7834	19.5330	20.3650	21.1983
	Public Information Officer 1	Approx. Bi-weekly	1,296.33	1,352.53	1,408.75	1,464.98	1,527.38	1,589.87	
	Legal Services Tech 2	Approx. Annual	33,704.63	35,165.67	36,627.54	38,089.42	39,711.77	41,336.63	
75	<u>HTH</u>	49	Hourly	17.4653	18.1419	18.9322	19.7211	20.5108	
	Financial Services Officer 1, Supply Tech 2	Approx. Bi-weekly	1,309.90	1,360.64	1,419.92	1,479.08	1,538.31		
	Equipment Repair Tech 2B	Approx. Annual	34,057.29	35,376.76	36,917.82	38,456.15	39,996.06		
	Audio Visual Technician 2A								
75	<u>HTH</u>	50	Hourly	17.8365	18.2569	18.6776	19.0835		
	Occupational Therapy Asst. C	Approx. Bi-weekly	1,337.74	1,369.26	1,400.82	1,431.26			
	Recreation Therapy Aide (PIO)	Approx. Annual	34,781.18	35,600.87	36,421.29	37,212.83			
	Physiotherapy Assistant								
	Phototherapy Technician								
75	<u>HTH</u>	51	Hourly	18.0337	18.7834	19.5330	20.3650	21.1983	22.1137
	Health Care Social Worker 1A	Approx. Bi-weekly	1,352.53	1,408.75	1,464.98	1,527.38	1,589.87	1,658.53	
	Vocational Therapist 1	Approx. Annual	35,165.67	36,627.54	38,089.42	39,711.77	41,336.63	43,121.76	
	Program Administration Officer 1								
75	<u>HTH</u>	52	Hourly	18.0405	18.7013	18.9926			
	Clinical Dietetic Technician 2	Approx. Bi-weekly	1,353.04	1,402.60	1,424.45				
		Approx. Annual	35,178.98	36,467.49	37,035.65				
75	<u>HTH</u>	53	Hourly	18.1419	18.9322	19.7211	20.5108	21.3011	
	Buyer 3	Approx. Bi-weekly	1,360.64	1,419.92	1,479.08	1,538.31	1,597.58		
	Information Processing Tech. 4	Approx. Annual	35,376.76	36,917.82	38,456.15	39,996.06	41,537.15		
	Drafting & Illustration Tech. 2B								
	Coordinator, Volunteer Services								
75	<u>HTH</u>	54	Hourly	18.2569	18.6776	19.0835	19.6198		
	Health Records Tech B	Approx. Bi-weekly	1,369.26	1,400.82	1,431.26	1,471.49			
	Anaesthesia Tech 2	Approx. Annual	35,600.87	36,421.29	37,212.83	38,258.61			
	Bio-Medical Eng. Machinist B								
	GI Tech 2C								
	Lab Tech 1A								
	Bio-Medical Eng. Tech 1								
	Nuclear Medicine Tech 1								
	X-Ray Tech 1								



## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	58	Hourly	19.0835	19.6198	20.1709	20.8671		
	Lab Tech 1B	Approx. Bi-weekly		1,431.26	1,471.49	1,512.82	1,565.03		
	Pulmonary Tech 2A	Approx. Annual		37,212.83	38,258.61	39,333.27	40,690.76		
	Respiratory Therapist 2A								
	Nuclear Medicine Tech 2A								
	Ultrasonographer Tech 1								
	X-Ray Tech 2A								
	Dental Hygienist 1								
	Echocardiography Tech 1A								
	Radiation Therapist 1								
	Electronics Tech 1, Mechanical Tech 1								
	Orthotics/Prosthetics Tech 1 (Unregistered)								
	Magnetic Resonance Imaging Tech 1								
	Electroneurophysiology Tech 2								
	Polysomnographic Tech 2								
	Medical Physics Assistant Trainee								
	Health Records Technician - Chief								
75	<u>HTH</u>	59	Hourly	19.5330	20.3650	21.1983	22.1137	23.0300	23.9465
	Graphic Artist, Public Information Officer 2	Approx. Bi-weekly		1,464.98	1,527.38	1,589.87	1,658.53	1,727.25	1,795.98
	Inspection Specialist 1B	Approx. Annual		38,089.42	39,711.77	41,336.63	43,121.76	44,908.50	46,695.58
75	<u>HTH</u>	60	Hourly	19.6198	20.1709	20.8671	21.5484		
	Health Records Administrator	Approx. Bi-weekly		1,471.49	1,512.82	1,565.03	1,616.13		
		Approx. Annual		38,258.61	39,333.27	40,690.76	42,019.47		
75	<u>HTH</u>	61	Hourly	19.7211	20.5108	21.3011	22.2031	23.1051	
		Approx. Bi-weekly		1,479.08	1,538.31	1,597.58	1,665.23	1,732.88	
		Approx. Annual		38,456.15	39,996.06	41,537.15	43,296.05	45,054.96	
70	<u>HTH</u>	61A	Hourly	19.7211	20.5108	21.3011	22.2031	23.1051	
	Counsellor 3	Approx. Bi-weekly		1,380.48	1,435.76	1,491.08	1,554.22	1,617.36	
		Approx. Annual		35,892.41	37,329.66	38,768.00	40,409.64	42,051.30	
75	<u>HTH</u>	62	Hourly	20.1709	20.8671	21.5484	22.2287		
	Lab Tech 1C, Pulmonary Tech 2B	Approx. Bi-weekly		1,512.82	1,565.03	1,616.13	1,667.15		
	Echocardiography Tech 1B	Approx. Annual		39,333.27	40,690.76	42,019.47	43,345.87		
	Dental Hygienist 2, Nuclear Medicine Tech 2B								
	Radiation Therapist 2								
	Electronics Tech 2, Mechanical Tech 2								
	Magnetic Resonance Imaging Tech 2A								
	Electroneurophysiology Tech 3								
	Polysomnographic Tech 3								
	Medical Physics Assistant 1								
	Respiratory Therapist 2B, X-Ray Tech 2B,								
	Cardiac Tech 2A,, Ultrasonographer 2A								
70	<u>HTH</u>	62A	Hourly	20.1709	20.8671	21.5484	22.2287		



## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Dental Hygienist 2	Approx. Bi-weekly Approx. Annual	1,411.96 36,711.04	1,460.70 37,978.12	1,508.39 39,218.09	1,556.01 40,456.23		
75	<u>HTH</u>	<u>63</u> Hourly	20,365.00	21,198.30	22,113.70	23,300.00	23,946.40	24,862.50
	Health Care Social Worker 1B	Approx. Bi-weekly	1,527.38	1,589.87	1,658.53	1,747.50	1,795.98	1,864.69
	Computer Services Officer 2B	Approx. Annual	39,711.77	41,336.63	43,121.76	45,435.00	46,695.48	48,481.97
	Psych. Services Officer 2A Psychometrist							
75	<u>HTH</u>	<u>64</u> Hourly	20,510.80	21,301.10	22,203.10	23,105.10	24,120.90	
	Information Processing Tech. 5	Approx. Bi-weekly	1,538.31	1,597.58	1,665.23	1,732.88	1,809.07	
	Financial Services Officer 2	Approx. Annual	39,996.06	41,537.15	43,296.05	45,054.96	47,035.76	
	Drafting & Illustration Tech. 3							
70	<u>HTH</u>	<u>64A</u> Hourly	20,510.80	21,301.10	22,203.10	23,105.10	24,120.90	
	Supervisor of Operations	Approx. Bi-weekly	1,435.76	1,491.08	1,554.22	1,617.36	1,688.46	
		Approx. Annual	37,329.66	38,768.00	40,409.64	42,051.30	43,900.04	
75	<u>HTH</u>	<u>65</u> Hourly	20,867.10	21,548.40	22,228.70	22,926.20		
	Physiotherapist 1A	Approx. Bi-weekly	1,565.03	1,616.13	1,667.15	1,719.46		
	Occupational Therapist 1A	Approx. Annual	40,690.76	42,019.47	43,345.87	44,706.09		
	Orthotics/Prosthetics Tech 2 (Registered) Recreation Therapist 1							
75	<u>HTH</u>	<u>66</u> Hourly	21,198.30	22,113.70	23,030.00	23,946.40	24,862.50	25,861.20
	Dietitian 2A, Nutritionist 1	Approx. Bi-weekly	1,589.87	1,658.53	1,727.25	1,795.98	1,864.69	1,939.59
	Health Care Social Worker 2A	Approx. Annual	41,336.63	43,121.76	44,908.50	46,695.48	48,481.97	50,429.25
	Program Administration Officer 2 Vocational Therapist 2							
70	<u>HTH</u>	<u>66A</u> Hourly	21,198.30	22,113.70	23,030.00	23,946.40	24,862.50	25,861.20
	Nutritionist 1	Approx. Bi-weekly	1,483.88	1,547.96	1,612.10	1,676.25	1,740.38	1,810.28
		Approx. Annual	38,580.86	40,246.97	41,914.60	43,582.45	45,249.84	47,067.30
75	<u>HTH</u>	<u>67</u> Hourly	21,301.10	22,203.10	23,105.10	24,120.90	25,135.50	
	Photographer 2	Approx. Bi-weekly	1,597.58	1,665.23	1,732.88	1,809.07	1,885.16	
		Approx. Annual	41,537.15	43,296.05	45,054.96	47,035.76	49,014.21	
75	<u>HTH</u>	<u>68</u> Hourly	21,548.40	22,228.70	22,926.20	23,607.70		
	Ultrasonographer 2B	Approx. Bi-weekly	1,616.13	1,667.15	1,719.46	1,770.58		
	Cardiac Tech 2B	Approx. Annual	42,019.47	43,345.87	44,706.09	46,035.01		
	Colposcopy Program Coordinator Anaesthesia Tech 3 Magnetic Resonance Imaging Tech 2B Echocardiography Tech 1C, Sr. X-Ray Tech							
75	<u>HTH</u>	<u>69</u> Hourly	22,113.70	23,030.00	23,946.40	24,862.50	25,861.20	26,860.50
	Computer Services Officer 2C	Approx. Bi-weekly	1,658.53	1,727.25	1,795.98	1,864.69	1,939.59	2,014.54

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### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Psych. Services Officer 2B Graphic Design Coordinator	Approx. Annual	43,121.76	44,908.50	46,695.48	48,481.97	50,429.25	52,377.99
70	<u>HTH</u>	<u>69A</u> Hourly	22.1137	23.0300	23.9464	24.8625	25.8612	26.8605
	Clinical Therapist 1	Approx. Bi-weekly	1,547.96	1,612.10	1,676.25	1,740.38	1,810.28	1,880.24
		Approx. Annual	40,246.93	41,914.60	43,582.45	45,249.75	47,067.38	48,886.11
75	<u>HTH</u>	<u>70</u> Hourly	22.2031	23.1051	24.1209	25.1355	26.1510	
	Financial Services Officer 3 Trades Coordinator, Architect 2	Approx. Bi-weekly	1,665.23	1,732.88	1,809.07	1,885.16	1,961.33	
		Approx. Annual	43,296.05	45,054.96	47,035.76	49,014.21	50,994.46	
75	<u>HTH</u>	<u>71</u> Hourly	22.2287	22.9262	23.6077	24.4344		
	Lab Tech 2	Approx. Bi-weekly	1,667.15	1,719.46	1,770.58	1,832.58		
		Approx. Annual	43,345.87	44,706.09	46,035.01	47,647.06		
75	<u>HTH</u>	<u>72</u> Hourly	22.9262	23.6077	24.4344	25.3045		
	Echocardiography Tech 2 Radiation Therapist 3	Approx. Bi-weekly	1,719.46	1,770.58	1,832.58	1,897.84		
	Electronics Tech 3, Mechanical Tech 3 Pedorthic Clinician (Certified) Medical Physics Assistant 2 Locomotor Technician	Approx. Annual	44,706.09	46,035.01	47,647.06	49,343.76		
75	<u>HTH</u>	<u>72A</u> Hourly	18.9783	20.2436	21.5088	22.7741	25.3045	
	Bio-Medical Engineering Technologist	Approx. Bi-weekly	1,423.37	1,518.27	1,613.16	1,708.06	1,897.84	
		Approx. Annual	37,007.72	39,475.05	41,942.18	44,409.50	49,343.76	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>73</u>	Hourly	23.0300	23.9465	24.8625	25.8612	26.8605	27.9431
	Dietitian 2B, Vocational Therapist 3	Approx. Bi-weekly		1,727.25	1,795.98	1,864.69	1,939.59	2,014.54	2,095.73
	Health Care Social Worker 2B	Approx. Annual		44,908.50	46,695.58	48,481.97	50,429.25	52,377.99	54,489.10
	Organ Procurement Officer								
70	<u>HTH</u>	<u>73A</u>	Hourly	23.0300	23.9465	24.8625	25.8612	26.8605	27.9431
	Dietitian 2B	Approx. Bi-weekly		1,612.10	1,676.25	1,740.38	1,810.28	1,880.24	1,956.02
		Approx. Annual		41,914.60	43,582.54	45,249.84	47,067.30	48,886.13	50,856.49
75	<u>HTH</u>	<u>74</u>	Hourly	23.1051	24.1209	25.1355	26.1511	27.1649	
	Buyer 4	Approx. Bi-weekly		1,732.88	1,809.07	1,885.16	1,961.33	2,037.37	
	Sr. Equipment Repair Tech. 1	Approx. Annual		45,054.96	47,035.76	49,014.21	50,994.65	52,971.57	
75	<u>HTH</u>	<u>75</u>	Hourly	23.6077	24.4344	25.3045	26.1600		
	Speech Therapist	Approx. Bi-weekly		1,770.58	1,832.58	1,897.84	1,962.00		
		Approx. Annual		46,035.01	47,647.06	49,343.76	51,012.00		
75	<u>HTH</u>	<u>76</u>	Hourly	23.9465	24.8625	25.8612	26.8605	27.9431	29.1096
	Program Administration Officer 3	Approx. Bi-weekly		1,795.98	1,864.69	1,939.59	2,014.54	2,095.73	2,183.22
	Case Management Coordinator	Approx. Annual		46,695.58	48,481.97	50,429.25	52,377.99	54,489.10	56,763.72
	Quality Improvement Officer								
	Statistical Research Associate								
	Instructor Adult Education 2								
70	<u>HTH</u>	<u>76A</u>	Hourly	23.9465	24.8625	25.8612	26.8605	27.9431	29.1096
	Nutritionist 2	Approx. Bi-weekly		1,676.26	1,740.38	1,810.28	1,880.24	1,956.02	2,037.67
		Approx. Annual		43,582.63	45,249.75	47,067.38	48,886.11	50,856.44	52,979.47
75	<u>HTH</u>	<u>77</u>	Hourly	24.1209	25.1355	26.1510	27.1649	28.1809	
	Risk Management Officer+	Approx. Bi-weekly		1,809.07	1,885.16	1,961.33	2,037.37	2,113.56	
		Approx. Annual		47,035.76	49,014.21	50,994.46	52,971.57	54,952.66	
75	<u>HTH</u>	<u>78</u>	Hourly	24.4344	25.3045	26.1600	27.0011		
	Physiotherapist 1B	Approx. Bi-weekly		1,832.58	1,897.84	1,962.00	2,025.08		
	Occupational Therapist 1B	Approx. Annual		47,647.06	49,343.76	51,012.00	52,652.15		
	X-Ray Tech 3								
	Tissue Bank Technologist								
	Orthoptist (Certified Medical Technologists)								
	Senior Radiation Therapist								
	Dosimetrist								
	Recreation Therapist 2								
	LIS Database Coordinator								
75	<u>HTH</u>	<u>78A</u>	Hourly	24.7455	25.8097				
	Staff Chaplain	Approx. Bi-weekly		1,855.91	1,935.72				
		Approx. Annual		48,253.66	50,328.85				
75	<u>HTH</u>	<u>79</u>	Hourly	24.8625	25.8612	26.8605	27.9431	29.1095	30.2751

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### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step					
			1	2	3	4	5	6
	Health Care Social Worker 3	Approx. Bi-weekly	1,864.69	1,939.59	2,014.54	2,095.73	2,183.22	2,270.63
	Computer Services Officer 3	Approx. Annual	48,481.97	50,429.25	52,377.99	54,489.10	56,763.62	59,036.46
	Psych. Services Officer 3							
70	<u>HTH</u>	<u>79A</u> Hourly	24,8625	25,8612	26,8605	27,9431	29,1095	30,2751
	Clinical Therapist 3	Approx. Bi-weekly	1,740.38	1,810.28	1,880.24	1,956.02	2,037.67	2,119.26
		Approx. Annual	45,249.84	47,067.30	48,886.13	50,856.49	52,979.38	55,100.69
75	<u>HTH</u>	<u>80</u> Hourly	25,1355	26,1510	27,1649	28,1809	29,1950	
	Sr. Equipment Repair Tech. 2	Approx. Bi-weekly	1,885.16	1,961.33	2,037.37	2,113.56	2,189.62	
		Approx. Annual	49,014.21	50,994.46	52,971.57	54,952.66	56,930.18	

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Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>81</u>	Hourly	25.3045	26.1600	27.0012	27.8712		
	Orthotics/Prosthetics Clinician (Certified)	Approx. Bi-weekly		1,897.84	1,962.00	2,025.09	2,090.34		
	Chief Dialysis Technologist	Approx. Annual		49,343.76	51,012.00	52,652.31	54,348.79		
75	<u>HTH</u>	<u>82</u>	Hourly	25.8612	26.8605	27.9431	29.1096	30.2751	31.5239
	Pharmacist	Approx. Bi-weekly		1,939.59	2,014.54	2,095.73	2,183.22	2,270.63	2,364.29
		Approx. Annual		50,429.25	52,377.99	54,489.10	56,763.72	59,036.46	61,471.66
75	<u>HTH</u>	<u>83</u>	Hourly	26.1510	27.1649	28.1809	29.1950	30.3231	
		Approx. Bi-weekly		1,961.33	2,037.37	2,113.56	2,189.62	2,274.23	
		Approx. Annual		50,994.46	52,971.57	54,952.66	56,930.18	59,130.05	
70	<u>HTH</u>	<u>84</u>	Hourly	26.1797	27.1119	28.0287	28.9299		
	Instructor 1	Approx. Bi-weekly		1,832.58	1,897.83	1,962.01	2,025.09		
		Approx. Annual		47,647.05	49,343.68	51,012.15	52,652.39		
	<u>HTH</u>	<u>84A</u>	Hourly	27.1119	28.0287	28.9298	29.8620		
	Instructor/Team Leader	Approx. Bi-weekly		1,897.83	1,962.01	2,025.08	2,090.34		
	Clinical Therapist 2	Approx. Annual		49,343.68	51,012.15	52,652.19	54,348.89		
75	<u>HTH</u>	<u>85</u>	Hourly	26.1600	27.0011	27.8712	28.8717		
	Physiotherapist 2	Approx. Bi-weekly		1,962.00	2,025.08	2,090.34	2,165.38		
	Occupational Therapist 2	Approx. Annual		51,012.00	52,652.15	54,348.79	56,299.85		
75	<u>HTH</u>	<u>85A</u>	Hourly	26.2564	28.5096	30.7625	33.0155		
	Perfusionist	Approx. Bi-weekly		1,969.23	2,138.22	2,307.19	2,476.16		
		Approx. Annual		51,199.98	55,593.70	59,986.89	64,380.23		
75	<u>HTH</u>	<u>86</u>	Hourly	26.8605	27.9431	29.1096	30.2751	31.5239	32.8561
	Psych. Services Officer 4A (PHD candidate register)	Approx. Bi-weekly		2,014.54	2,095.73	2,183.22	2,270.63	2,364.29	2,464.21
	Instructor Adult Education 3	Approx. Annual		52,377.99	54,489.10	56,763.72	59,036.46	61,471.66	64,069.43
75	<u>HTH</u>	<u>87</u>	Hourly	27.0011	27.8712	28.8717	29.8827		
		Approx. Bi-weekly		2,025.08	2,090.34	2,165.38	2,241.20		
		Approx. Annual		52,652.15	54,348.79	56,299.85	58,271.28		
75	<u>HTH</u>	<u>88</u>	Hourly	27.1649	28.1809	29.1950	30.3231	31.5645	
		Approx. Bi-weekly		2,037.37	2,113.56	2,189.62	2,274.23	2,367.34	
		Approx. Annual		52,971.57	54,952.66	56,930.18	59,130.05	61,550.84	
70	<u>HTH</u>	<u>89</u>	Hourly	28.9299	29.8620	30.9340	32.0175		
	Instructor 2	Approx. Bi-weekly		2,025.09	2,090.34	2,165.38	2,241.22		
		Approx. Annual		52,652.39	54,348.89	56,299.85	58,271.79		
75	<u>HTH</u>	<u>90</u>	Hourly	29.1096	30.2751	31.5239	32.8561	34.1889	
	Program Administration Officer 4	Approx. Bi-weekly		2,183.22	2,270.63	2,364.29	2,464.21	2,564.17	
		Approx. Annual		56,763.72	59,036.46	61,471.66	64,069.43	66,668.36	

## PAY PLAN

### Rates of Pay Effective Nov 1, 2002

Standard Biweekly hours	Pay	Grade	Step						
			1	2	3	4	5	6	
75	<u>HTH</u>	<u>91</u>	Hourly	30.2751	31.5239	32.8561	34.1889	35.6044	
	Program Administration Officer 5		Approx. Bi-weekly	2,270.63	2,364.29	2,464.21	2,564.17	2,670.33	
			Approx. Annual	59,036.46	61,471.66	64,069.43	66,668.36	69,428.59	
75	<u>HTH</u>	<u>92</u>	Hourly	31.5239	32.8561	34.1889	35.6044	37.1035	
			Approx. Bi-weekly	2,364.29	2,464.21	2,564.17	2,670.33	2,782.77	
			Approx. Annual	61,471.66	64,069.43	66,668.36	69,428.59	72,351.92	
75	<u>HTH</u>	<u>93</u>	Hourly	32.8561	34.1889	35.6044	37.1035	38.6854	
	Pysch. Services Officer 4B (PHD registered)		Approx. Bi-weekly	2,464.21	2,564.17	2,670.33	2,782.77	2,901.41	
			Approx. Annual	64,069.43	66,668.36	69,428.59	72,351.92	75,436.56	