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COLLECTIVE AGREEMENT

BETWEEN

SHEPHERD VILLAGE INC.

- AND -

SEIU LOCAL 1. ON

EFFECTIVE: NOVEMBER 1, 2002

EXPIRES: DECEMBER 31, 2006

13429(01)

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ARTICLE 1 – PURPOSE

- 1.01 The purpose of this Agreement is to establish an orderly collective bargaining relationship between the Employer and the employees concerned, and to provide machinery for the prompt and equitable disposition of grievances, and to establish and maintain satisfactory working conditions, hours of work and wages for all employees within the bargaining unit.

ARTICLE 2 – SCOPE AND RECOGNITION

- 2.01 The Employer recognizes the Union as the sole collective bargaining agent for all employees of Shepherd Village Inc., c.o.b. as Shepherd Village, save and except supervisors, persons above the rank of - supervisor, registered nurses, graduate nurses, activity staff, administrative staff, office and clerical staff, security personnel and chaplains.
- 2.02 The Employer undertakes that they will not enter into any other agreement or contract with those employees for whom the Union has bargaining rights either individually or collectively which will conflict with any of the provisions of this Agreement.
- 2.03 Where the feminine pronoun is used in this Agreement, it shall mean and include the masculine pronoun where the context so applies.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.01 The Union acknowledges that all management rights and prerogatives are vested exclusively with the Employer and, without limiting the generality of the foregoing, it is the exclusive function of the Employer:
- (a) to determine and establish standards and procedures for the care, welfare, safety, and comfort of the residents in the facilities;
 - (b) to maintain order, discipline, and efficiency, and in connection therewith to establish and enforce reasonable rules and regulations. Such rules will be made available to all employees and to the Local Union. The Employer reserves the right to introduce new rules from time to time, copies of which will also be made available to all employees and to the Local Union.
 - (c) to hire, transfer, lay-off, recall, promote, demote, classify, assign duties, discharge, suspend or otherwise discipline employees who

have completed their probationary period for just cause, provided that a claim of discriminatory transfer, promotion, demotion of classification or a claim that an employee who has completed his probationary period, has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided. The discharge of a probationary employee shall be at the sole discretion of the Employer and must be supported on a rational basis;

- (d) to have the right to plan, direct and control the work of the employees and the operations of the facilities. This includes the right to introduce new and improved methods, facilities, equipment, and to control the amount of supervision necessary, combining or splitting up of departments, work schedules, and the increase or reduction of personnel in any particular area or on the whole.

ARTICLE 4 – DEFINITIONS

Not Applicable.

ARTICLE 5 – UNION SECURITY

5.01 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of membership or non-membership in the Union.

5.02

- (a) All employees who are in the employ of the Employer at the signing date of this Agreement and all new employees who enter the employ of the Employer after the Agreement has been signed, shall as a condition of employment, be subject to regular monthly Union dues to be deducted from their wages and remitted to the Union.
- (b) The Employer shall, when remitting such dues, name the employees from whose pay deductions have been made.
- (c) The Employer will supply the Union with the name, current address, social insurance number, classification and other relevant information of the employees with the first dues deduction.

5.03

Deductions shall be made upon completion of the probation period from the first pay of each month and forwarded to the Union Office on or before the last day of the same month in which the deductions are made, where practicable.

5.04 The Union and its members shall hold the Employer harmless with respect to any liability which the Employer might incur as a result of deductions and remittances.

5.05 It is mutually agreed that arrangements will be made for a Union Representative to interview each new employee who is not a member of the Union once during the first thirty (30) days of employment for the purpose of informing such employee of the existence of the Union and of ascertaining whether the employee wishes to become a member of the Union. The Employer shall advise the Union monthly as to the names of the persons listed for interview and the time and place on the premises of the Employer designated for each such interview, the duration of which shall not, exceed fifteen (15) minutes and shall not be during the employee's shift.

5.06 No Discrimination

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

ARTICLE 6 – NO STRIKES OR LOCK-OUTS

6.01 The Union agrees that there shall be no strikes and the Employer agrees that there shall be no lockouts during the term of this Agreement. The meaning of the words "strike" and "lockout" shall be as defined in The Ontario Labour Relations Act, 1995, as amended.

ARTICLE 7 – UNION REPRESENTATION AND COMMITTEES

7.01 (a) The Union will elect or otherwise select a negotiating committee consisting of four (4) employees, one (1) of which shall be the Chief Steward.

(b) All members of the committee shall be regular employees of the Employer who have completed their probationary period.

(c) The members of the Committee will be paid by the Employer for time used during normally scheduled working hours in attendance at meetings with the Employer with respect to negotiation of this Agreement or its successor including all conciliation proceedings but excluding any Arbitration proceedings.

7.02 The Employer will recognize a Union Administrative Committee which shall consist of a Chief Steward and three (3) stewards selected from the members of the bargaining unit, not more than two (2) of which committee

members shall meet with the Employer at any one time. The Employer shall be advised of the names of members of this committee and shall be notified of any changes from time to time. All members of the committee shall be full-time employees of the Employer who have completed their probationary period.

7.03 The Union acknowledges that the Union Stewards must continue to perform their regular duties, and that so far as possible all activities of the Union Stewards will be carried on outside the regular working hours of the members thereof.

Otherwise, subject to prior approval, the employer agrees to compensation stewards for time spent during normal working hours in the servicing of grievances up to but not including the arbitration stage.

7.04 Labour-Management Committee

Where there are matters of mutual concern and interest that would be beneficial if discussed at a Labour-Management Committee meeting during the term of this Agreement, the following shall apply.

An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for such meeting will be made in writing at least one (1) week prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of a grievance or matters that are properly the subject of negotiations for the amendment or renewal of this agreement.

An employee representative attending such meeting shall be paid for wages lost from regularly scheduled hours. A Union staff member may attend as representative of the Union. Meetings will be held quarterly unless otherwise agreed.

ARTICLE 8 – GRIEVANCE AND ABRITRATION PROCEDURE

8.01 Complaints and Grievances

- (a) A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any employee relating to the interpretation, application or administration of this Agreement, including any questions as to whether the matter is arbitrable and an allegation that this Agreement has been violated.

- (b) An employee who has a complaint shall discuss it with her immediate supervisor either alone or accompanied by a Union Steward.

8.02 Should an employee not receive satisfaction from her immediate supervisor within three (3) working days of discussion pursuant to Article 8.01 hereof, she may present a grievance at Step Number 1. No grievance will be processed if the event or circumstance on which it is based originated more than ten (10) working days prior to the time the grievance is first presented in writing or from the date these circumstances became known to the grievor.

Step Number 1

The grievance shall be on the appropriate form, stating the subject matter grieved, and shall be presented to the employee's immediate supervisor. The supervisor shall reply to the employee, giving the answer to the grievance within four (4) working days from the date of submission.

Step Number 2

If further action is then to be taken, then within five (5) working days after the decision is given in Step Number 1, the employee who may request the assistance of his or her steward, shall submit the grievance in writing to the Human Resources Manager. A meeting will then be held between the Human Resources Manager or his designated representative and the employee. It is understood that at such a meeting the Human Resources Manager or his designated representative may have such counsel and assistance as he may desire, and that the employee may have his steward and that the SEIU Union Representative or an International Representative of the Union may also be present at the request of either the employee or the Employer. The decision of the Human Resources Manager or his designated representative shall be given in writing within five (5) working days following the meeting.

Step Number 3

Should the Human Resources Manager fail to render his decision as required in Step Number 2, or failing settlement of any grievance under the foregoing procedure arising from the interpretation, application, administration or alleged violation of this Agreement, including any questions as to whether a matter is arbitrable, the grievance may be referred to Arbitration by either the Employer or the Union. If no written request for Arbitration is received within five (5) working days after the decision under Step Number 2 is given, or within ten (10) working days following the meeting under Step Number 2 of the grievance procedure,

the grievance shall be deemed to have been abandoned and the same grievance shall not be the subject matter of a further grievance.

8.03 Any of the time allowances above may be extended by mutual agreement of the parties in writing as soon as practicable.

8.04 In determining the time within which any action is to be taken or completed under the terms of this Agreement, such time limits shall be exclusive of Saturdays, Sundays and paid holidays, as defined in Article 20.01 (a), excluding Moving Day.

8.05 An employee subject to disciplinary action which is to be recorded in the employee's personnel file, shall have the right, if she so requests, to the presence of the Union Steward or Union committee member or, if either of the above are not available, a member representative of the employee's choice who is working on the current shift.

8.06 Discharge Grievance

In the event of an employee who has completed his probationary period being discharged from employment, and the employee feeling that an injustice has been done, the case may be taken up as a grievance.

All such cases shall be taken up within four **(4)** days and disposed of within seven (7) days (or such longer period as may be mutually agreed upon) of the date of the employee is notified of his discharge, except where a case is taken to Arbitration. Such a claim by an employee who has completed his probationary period shall be treated as a grievance if a written statement of such grievance is lodged with the Human Resources Manager within four **(4)** days after the employee is notified of his discharge or within four **(4)** days after the employee ceases to work for the Employer, whichever is the earlier. All steps of the grievance procedure to Step Number **2** may be omitted in such cases.

Such special grievances may be settled by confirming the Employer's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties or the Board of Arbitration, as the case may be.

8.07 Employer's and Union's Grievances

The Employer may institute a grievance consisting of an allegation of a general misinterpretation or violation of this Agreement (by the Union or any employee covered by this Agreement), in writing, at Step Number **2** of the grievance procedure by forwarding a written statement of said

grievance to the SEIU Union Representative, providing it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred; the SEIU Union Representative shall give his decision in writing within five (5) working days after receiving the written grievance and failing settlement, the grievance may be referred to Arbitration by the Employer in accordance with Step Number 3 of the grievance procedure.

8.08 Union Policy Grievance

The Union may institute a grievance consisting of an allegation of a general misinterpretation or a violation by the Employer of this Agreement in writing at Step Number 2 of the grievance procedure, providing that it is presented within ten (10) working days after the circumstances giving rise to the grievance have originated or occurred. However, it is expressly understood that the provisions of this clause may not be used to institute a grievance directly affecting an employee or employees which such employee or employees could themselves initiate as an individual or group grievance and the regular grievance procedure shall not be thereby bypassed.

8.09 Group Grievance

Where a number of employees have similar grievances and each employee would be entitled to grieve separately, they may present a group grievance identifying each employee who is grieving to the Department Head or his/her designate within seven (7) days after the circumstances giving rise to the grievance had occurred, or ought reasonably to have come to the attention of the employees. The grievance shall then be treated as being initiated at Step Number 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

8.10 Grievance Mediation

- (a) Either party, with the agreement of the other party, may submit a grievance to Grievance Mediation at any time within ten (10) days after the Employer's decision has been rendered at the step prior to arbitration. Where the matter is so referred, the mediation process shall take place before the matter is referred to Arbitration.
- (b) Grievance Mediation will commence within twenty-one (21) days of the grievance being submitted to mediation, or longer period as agreed by the parties.

- (c) No matter may be submitted to Grievance Mediation which has not been properly carried through the grievance procedure, provided that the parties may extend the time limits fixed in the grievance procedure.
- (d) The parties shall agree on a mediator.
- (e) Proceedings before the Mediator shall be informal. Accordingly, the rules of evidence will not apply, no record of the proceedings shall be made and legal counsel shall not be used by either party.
- (f) If possible, an agreed statement of facts will be provided to the Mediator, and if possible, in advance of the Grievance Mediation Conference.
- (g) The Mediator will have the authority to meet separately with either party.
- (h) If no settlement is reached within five (5) days following Grievance Mediation, the parties are free to submit the matter to Arbitration in accordance with the provisions of the collective agreement. In the event that a grievance which has been mediated subsequently proceeds to arbitration, no person serving as the Mediator may serve as an Arbitrator. Nothing said or done by the mediator may be referred to Arbitration.
- (i) The Union and Employer will share the cost of the Mediator, if any.

8.11 Arbitration Process

- (a) When either party requests that a grievance be submitted to Arbitration, the request shall be in writing addressed to the other party to this Agreement and shall contain the name of the first party's nominee to the Board of Arbitration. The recipient of the notice shall, within ten (10) days thereafter designate its nominee to the Board of Arbitration. The two (2) so nominated shall endeavour, within ten (10) days after the appointment of the second of them, to agree upon a third person to act as Chairman of the Board of Arbitration. If the nominees are unable to agree upon a third person as Chairman within ten (10) days after the appointment of the second one of them, then either party may request the Ministry of Labour for the Province of Ontario to appoint the third member as Chairman of the Board of Arbitration.

The said two (2) nominees first appointed shall be at liberty prior to the expiration of ten (10) days from the date of the appointment of

the second of them, or prior to the appointment of the Chairman within the said period of ten (10) days, to discuss the grievance submitted to them with a view to mutual settlement.

- (b) No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.
- (c) Each of the parties shall pay its own expenses including pay for witnesses and the expenses of its own nominee and one-half (1/2) of the expenses and fees of the Chairman.
- (d) The Board of Arbitration shall have authority only to settle disputes under the terms of this Agreement and only to interpret and apply this Agreement to the facts of the grievance(s) involved. Only grievances arising from the interpretation, application, administration or alleged violation of this Agreement including a question as to whether a matter is arbitrable shall be arbitrable.
- (e) The Board of Arbitration shall have no power to alter, add to, subtract from, modify or amend this Agreement in order to give any decision inconsistent with it. The decision of the majority of the members of the Board of Arbitration shall be the decision of the Board, but if there is no majority the decision of the Chairman shall govern.
- (f) All agreements reached under the grievance and Arbitration procedures between the Employer and its representatives and the Union and its representatives will be final and binding upon the Employer, the Union and the employee(s) involved.
- (g) Any grievance involving the interpretation or application, administration or alleged violation of this Agreement which has been disposed of hereunder, shall not be made the subject of another grievance. No costs of any Arbitration shall be awarded to or against any party.
- (h) At any stage of the grievance procedure, including Arbitration, the parties may have the assistance of the employee (or employees) concerned as a witness, all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to any part of the Organization to view any working conditions which may be relevant to the settlement of the grievance, at a reasonable time and so as not to interfere with the function of the Organization.

8.12 Sole Arbitrator

In the event that one party wishes to submit a grievance to Arbitration and is content that the matter be dealt with by a Sole Arbitrator as opposed to a tripartite Board of Arbitration as hereinbefore referred to, the party submitting the grievance to arbitration shall so signify when advising the other party and shall advise as to three (3) alternative choices as to a Sole Arbitrator in addition to that party's nominee to a tripartite board. The recipient of the notice shall in reply advise as to its nominee to a tripartite board and three (3) alternative choices as to a Sole Arbitrator. If the parties can agree to a Sole Arbitrator within twenty (20) days of the notice referring the matter to arbitration the matter shall be determined by a Sole Arbitrator and failing such agreement the regular Arbitration procedure shall apply.

ARTICLE 9 – SENIORITY

9.01 Effect of Absence

Whenever they are used in the Collective Agreement, the terms seniority and service shall be deemed to refer to length of continuous employment subject to the following conditions and subject to Article 9.06:

- (a) It is understood that during an approved absence not paid by the Employer not exceeding thirty (30) continuous days or any approved absence paid by the Employer, both seniority and service will accrue.
- (b) During an absence not paid by the Employer exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended; the benefits concerned appropriately reduced on a pro-rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of the cost of subsidized employee benefits in which he/she is participating for the period of the absence.
- (c) It is further understood that during such leave of absence not paid by the Employer, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue for a period of thirty-six (36) months if an employee's absence is due to a disability resulting in W.S.I.B. benefits.

(d) Benefits/WSIB, Paid Leave

The Employer shall continue to pay premiums for benefit plans for employees who are on paid leave of absence or Workers' Compensation if the employee continues their contribution towards said benefits.

It is understood that the obligation of the Employer, to pay the aforesaid benefits while on WSIB, shall continue for up to twenty-four (24) months following the date of the injury.

9.02 A newly hired employee must successfully complete a probationary period of ninety (90) days worked for full-time employees or four hundred eighty-seven and one half (487.5) hours worked for part-time employees. It is agreed that the dismissal or lay-off of a probationary employee shall not be made the subject of a grievance.

The seniority of an employee who has completed the probationary period shall date ninety (90) worked days for full-time employees or four hundred eighty-seven and one half (487.5) hours worked for part-time employees prior to the date on which the employee completed his probationary period.

9.03 Not applicable.

9.04 Any question having to do with the observance or non-observance of seniority as provided by this collective agreement may be the subject of a grievance dealt with under the grievance procedure including the Arbitration provisions.

9.05 Seniority Lists

The Employer shall supply the Union office and Chief Steward with a set of seniority lists by departments in July of each year, showing employees' names alphabetically, classification, and their seniority starting dates for full-time employees and hours worked for part-time employees.

9.06 Loss of Seniority

An employee shall lose all seniority and her employment shall be deemed to be terminated if she:

- (a) voluntarily resigns, retires or is discharged for just cause; or
- (b) is absent from work more than thirty-six (36) months by reason of illness or other physical disability; or
- (c) is absent from work without a reasonable excuse for more than three (3) consecutive days for which she is scheduled to work; or
- (d) is absent from work for more than thirty-six (36) months by reason of lay-off; or
- (e) is absent from work for more than thirty-six (36) months by reason of absence while on W.S.I.B., or
- (f) engages in gainful employment while on a leave of absence, or
- (g) has been granted a leave of absence of any kind, and who overstays her leave, unless he obtains permission from her immediate supervisor or delegate or provides a satisfactory explanation, shall be considered to have terminated his employment without notice.

ARTICLE 10 – JOB SECURITY

10.01 Lay-Off and Recall

In the event of a proposed layoff of a permanent or long-term nature, the Employer will provide the Union with at least six (6) weeks notice. This notice is not in addition to required notice for individual employees.

In the event of a layoff of a permanent or long-term nature, the Employer will provide affected employees with notice in accordance with the Employment Standards Act. However, the Employment Standards will be deemed to be amended to provide notice to the affected employee as follows:

- if her service is greater than 9 years – 9 weeks notice
- if her services is greater than 10 years – 10 weeks notice
- if her services is greater than 11 years – 11 weeks notice
- if her services is greater than 12 years – 12 weeks notice

10.02

Lay-off Procedure

- (a) In the event of lay-off, the Employer shall first lay-off employees in the reverse order of their seniority within their classification, provided that there remain on the job employees who have the ability and qualifications as required by law to perform the work.
- (b) An employee who is subject to lay-off shall have the right to either:
 - i. Accept the lay-off; or
 - ii. First bump an employee with less bargaining unit seniority within his or her bargaining unit (full-time or part-time) in a lower or identical paying classification for which they are qualified, as required by law and can perform the duties of the lower or identical paying classification without training other than orientation.
 - iii. Chain bumping will be allowed with the understanding that an employee subject to layoff who chooses to bump, must bump the employee with less seniority who has scheduled hours equal to or less than the employee laid off, subject to paragraph vi) below.
 - iv. Consistent with the opportunity to chain bump, all employees who are potentially impacted will be given notice of lay off at the outset of the process.
 - v. An identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within one percent (1%) of the laid off employee's straight time hourly wage rate.
 - vi. In the event that there are no employees within the laid off employee's classification, either full or part-time, with lesser seniority who have scheduled hours equal to, or less than the employee being laid off, such employee may bump a less senior employee with greater regularly scheduled hours within ten percent (10%) of the laid off employee's regularly scheduled bi-weekly hours within her classification.
 - vii. When an employee subject to layoff chooses to bump and there are no employees with less seniority either full or part time the seniority lists will be merged and the laid off employee may bump into the appropriate position.

It is understood and agreed that if a part-time employee bumps a full-time employee as part of the above-noted procedure, the part time employee is accepting the full time position only.

- viii. In the event that there are no employees either full or part-time with lesser seniority in lower or identical paying classifications as defined in this article, a laid-off employee will have the right to displace an employee with less seniority, who has scheduled hours equal to or less than the employee laid off, in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within five percent (5%) of the laid off employee's straight time hourly rate provided he or she is qualified for and can perform the duties without training other than orientation.
- ix. The decision of the employee to choose i. or ii. above shall be given in writing to the Employer within three (3) days following the notification of lay-off. Employees failing to do so will be deemed to have accepted the lay-off.

10.03

Recall Rights

- (a) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided she has the ability and qualifications as required by law to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the Collective Agreement shall not apply until the recall process has been completed.

In determining the ability and qualifications as required by law as agreed between the parties of an employee to perform the work for the purposes of the paragraph above, the Employer shall not act in an arbitrary manner.

- (b) An employee recalled to work in a different classification from which she was laid off shall have the privilege of returning to the position she held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (c) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

- (d) It is the sole responsibility of the employee who has been laid off to notify the Employer of his intention to return to work within three (3) working days (exclusive of Saturdays, Sundays and Paid Holidays) after being notified to do so by registered mail, addressed to the last address on record with the Employer (which notification shall be deemed to have been received after the second day following the date of mailing) and return to work within ten (10) working days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Employer.
- (e) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies which are expected to exceed twenty (20) days of work. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off. This provision supersedes the job posting provision.
- (f) A laid off employee shall retain the rights of recall for a period of thirty-six (36) months.

10.04 Benefits on Lay-Off

In the event of a lay-off, provided the employee deposits with the Employer her share of insured benefits for the succeeding month the Employer shall pay its share of the insured benefits premium for a period up to three (3) months from the end of the month in which the lay-off occurs, or until the laid-off employee is employed elsewhere, whichever comes first.

10.05 It is understood and agreed that if a full-time employee bumps a part-time employee as part of the above-noted procedure, the full-time employee is accepting the part-time position only.

For these purposes, ■ year full-time seniority = 1800 hours part-time seniority.

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

10.07 Subject to Article 25.03 a part-time employee, changing his/her status to that of a full-time employee covered by this Agreement, shall have his or her seniority converted on the basis of 1800 hours worked equals one

year. Upon entering into a full-time status, he/she shall suffer no loss of basic wage rate nor loss of any benefits in which the employee may be enrolled, and then will progress in seniority and the wage rate will increase in the same manner as other full-time employees covered by the full-time Agreement.

ARTICLE 11 – JOB POSTING

11.01 In the event new jobs are created or vacancies occur in existing job classifications which the employer intends to fill, the Employer will post such new jobs or vacancies for a period of seven (7) calendar days, and shall stipulate the qualifications, classification, rate and department concerned before new employees are hired, in order to allow employees with seniority to apply.

The job posting procedure shall apply to the initial opening and up to two subsequent openings created by the move of the successful applicant. Any further job openings created shall be filled at the discretion of the employer.

11.02 Until the vacancy is filled resulting from the job posting provisions, the Employer is free to fill the vacancy on a temporary basis as he sees fit.

11.03 Not applicable.

11.04 All applications received will be considered within seven (7) days of the end of the posting procedure. In the event one (1) or more employees apply in writing, the Employer shall consider the qualifications, experience, ability and seniority of the applicants. Where these factors are equal, the applicant with the greatest seniority shall fill the vacancy.

If the applicants are not qualified to perform the work required, the Employer reserves the right to immediately hire outside help.

11.05 The successful applicant shall be placed on trial in the new position for a period of up to three hundred and thirty-seven and one-half (337 1/2) hours worked. Such trial promotion or transfer shall become permanent after the trial period unless:

- i. the employee feels that she is not suitable for the position, and wishes to return to her former position; or
- ii. the Employer feels that the employee is not suitable for the position, and requires that she return to her former position.

It is understood and agreed that once the trial period has expired, the employer no longer has the right to return an employee to her former position and the employee no longer has the right to return to her former position.

In the event of either (i) or (ii) above the employee will return to her former position and salary without loss of seniority, any other employee promoted or transferred as a result of the rearrangement of positions shall also be returned to her former position and salary without loss of seniority.

It is understood that no employee shall be transferred to a position outside the bargaining unit without her consent.

An employee who exercises her right pursuant to (i) above, will not be allowed to post for the same position within six (6) months of exercising her rights under (i) above.

1 ■06

Not applicable.

11.07

- (a) Where vacancies are posted for full-time positions, applications will first be considered from the full-time employees and if no full-time applicants are successful in obtaining the positions, applications submitted for such posting will then be considered from part-time employees prior to consideration of persons not employed by the facilities.
- (b) Where vacancies are posted for part-time positions, applications will first be considered from the part-time employees and if no part-time applicants are successful in obtaining the positions, applications submitted for such posting will then be considered from full-time employees prior to consideration of persons not employed by the facilities.
- (c) When an employee transfers from a full-time position to a part-time position, seniority in terms of days and years accumulated in the full-time unit shall be transferred to part-time status and converted to seniority in terms of hours on the basis of one (1) year equals 1800 hours worked.

11.08

Temporary Vacancies

A temporary vacancy is a vacancy created by an employee's absence due to pregnancy/parental leave, compensable or non-compensable illness or injury or any other leave of absence expected to exceed six (6) calendar weeks. Employees working less than thirty-seven and one-half (37 1/2)

hours a week shall be given the first opportunity to fill temporary vacancies, subject to Article 11.07. The Employer will outline to the employee selected to fill the vacancy the anticipated conditions and duration of such vacancy. Upon the return of the employee from her absence, she shall have the right to return to her former position if it exists. In instances where an employee returns to work prior to estimated date of return the Employer shall not be liable for payments to the resulting displaced employee(s). In the event that a part-time employee is the successful applicant, the part-time employee shall retain his/her part-time status during the temporary full-time period. Nothing herein shall prevent the Employer from temporarily filling any position or vacancy for a period of up to six (6) weeks duration **as** the Employer may deem appropriate.

1 ■09 During the summer vacation period, employees on staff prior to the commencement of the summer vacation period shall be given the first opportunity to fill available hours caused by vacation. An employee exercising her option shall not, as a result of such extra work, change her employment status (i.e. part-time, full-time).

11.10 Permanent Transfers

- (a) If an employee is transferred or reclassified to a higher rated job group, he shall receive the rate immediately above the rate of his prior job in the salary range of the job to which he is transferred. Service for pay purposes shall date from the date the transfer becomes effective.
- (b) If an employee is transferred to a lower job group due to a reduction in staff, inability to perform his work as required, at the employee's request and agreed to by the Employer, or any other reason as determined by the Employer acting within the scope of Article 3, the employee will receive the corresponding rate for the job group to which he was transferred. Service for pay purposes shall include seniority on the job he is being transferred from.

ARTICLE 12 – NO CONTRACTING OUT

12.01 The Employer shall not contract out any work usually performed by members of the bargaining unit if, as a result of such contracting-out, a lay-off of any employees other than casual part-time employees results from such contracting-out. Contracting-out to an Employer who is organized and who will employ the employees of the bargaining unit who would otherwise be laid-off with similar terms and conditions of employment is not a breach of this Agreement.

ARTICLE 13 – WORK OF THE BARGAINING UNIT

13.01 Persons excluded from the bargaining unit shall not perform duties normally performed by employees in the bargaining unit which shall directly cause or result in the lay-off or reduction in hours of work of an employee in the bargaining unit.

13.02 In the event the Employer plans to change a vacant full-time position to a part-time position, it will advise the Union and discuss its plans with them.

13.03 **Full-time/Part-time Ratio**

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

ARTICLE 14 – PRINTING

14.01 The Employer and the Union will share equally in any cost of printing the Collective Agreement.

ARTICLE 15 – LEAVE OF ABSENCE

15.01 The Employer may grant or refuse a request for a leave of absence without pay for extenuating personal reasons, provided that he receives at least one (1) month's notice in writing, unless impossible, and that such leave may be arranged without undue inconvenience to the normal operations of the Employer. Applicants when applying must indicate the date of departure and specify the date of return.

If a leave of absence is granted, the employee shall be advised in writing with a copy to the Union.

To qualify for leaves of absence as stipulated above the employee must have completed six (6) months of employment with the Employer and it is expressly understood, no benefit except as hereinafter provided shall accrue to or be paid to any employee on leave of absence.

15.02 **Pregnancy and Parental Leave**

Pregnancy and parental leaves will be granted in accordance with the Employment Standards Act of Ontario unless otherwise amended.

15.03

Pregnancy Leave

- (a) An employee who is pregnant shall be entitled, upon application, to pregnancy leave and parental leave immediately thereafter. Pregnancy leave shall be granted for seventeen (17) weeks as provided in the Employment Standards Act and may begin no earlier than seventeen (17) weeks before the expected birth date.

The employee shall give the Employer two (2) weeks notice, in writing, of the day upon which she intends to commence her leave of absence, unless impossible, and furnish the Employer with a certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated day upon which delivery will occur.

- (b) The employee must have started employment with her Employer at least thirteen (13) weeks prior to the expected date of birth.
- (c) The employee shall give at least two (2) weeks notice of her intention to return to work. The employee may, with the consent of the Employer, shorten the duration of the leave of absence requested under this Article upon giving the Employer two (2) weeks notice of her intention to do so, and furnishing the Employer with a certificate of a legally qualified medical practitioner stating that she is able to resume her work.

Additional leave of absence may be taken under Article 15.11, Parental Leave.

- (d) Notwithstanding Article 15.03 (b) above, an employee must complete ten (10) months of continuous service prior to the expected date of birth to be paid a supplemental Employment Insurance Benefit.

An employee on pregnancy leave who is in receipt of Employment Insurance pregnancy leave benefits shall be paid a supplemental Employment Insurance Benefit.

That benefit will be equivalent to the difference between seventy-five percent (75%) of her regular weekly earnings and the sum of her weekly rates of Employment Insurance Benefits. In any week,

the total amount of SUB payments and the weekly rate of E.I. benefits will not exceed seventy-five percent (75%) of the employee's regular weekly earnings.

Vested Interest – Employees do not have a right to SUB payments except for supplementation of E.I. benefits during the unemployment period as specified in the plan.

Other Income – Payments in respect to guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under this pay.

Such payment shall commence after the two (2) week employment insurance waiting period and shall continue while the employee is in receipt of such benefits for a maximum period of seventeen (17) weeks.

The employee's regular weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The regular hourly rate shall be calculated to include all of the employee's insurable earnings as defined by the Employment Insurance System.

The SUB top-up by the Employer would not take into account E.I. insurable earnings from sources other than this Employer.

15.04 An employee who does not apply for leave of absence under Article 15.03 (a) and who is otherwise entitled to pregnancy leave, shall be entitled to and shall be granted leave of absence in accordance with Article 15.03 (a) upon providing the Employer, before the expiry of two (2) weeks that she ceased to work, with a certificate of a legally qualified medical practitioner stating that she was not able to perform the duties of her employment because of a medical condition arising from her pregnancy, and giving the estimated day upon which, in his opinion, delivery will occur or the actual date of her delivery.

15.05 During the period of leave, the Employer shall continue to pay the Employer's portion of hospital, medical, dental, group life, pension and other benefits included and prescribed by the Employment Standards Act unless the employee gives the Employer written notice that the employee does not intend to pay the employee contribution. If deductions for the employee's share of the premiums are required, the Employer shall deduct these amounts from the SUB payments.

15.06 An employee who intends to resume her employment on the expiration of the leave of absence granted to her under this Article shall so advise the Employer when she requests the leave of absence. If a full-time employee returns to work at the expiry of the normal pregnancy or parental leave, and the employee's former permanent position still exists, the employee will be returned to her former job, and former shift, if designated.

All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

15.07 When the Employer has suspended or discontinued operations during the leave of absence and has not resumed operations upon the expiry thereof, the Employer shall upon resumption of operations, reinstate the employee to her employment or to alternate work in accordance with the established seniority system or practice of the Employer in existence at the time the leave of absence began and in the absence of such a system or practice shall reinstate the employee in accordance with the provisions of Article 15.06.

15.08 Such absence is not an illness under the interpretation of this Agreement, and credits on the accumulated sick leave plan cannot be used.

15.09 Credits for service for the purpose of salary increments, vacations, or any other benefit included and prescribed under the Employment Standards Act shall continue and seniority shall accumulate during the leave.

15.10 Upon expiry of seventeen (17) weeks pregnancy leave, an employee may immediately commence parental leave, as provided under Article 15.11 of this Agreement. The employee shall give the Employer at least two (2) weeks notice, in writing, that she intends to take parental leave.

15.11 Parental Leave

(a) An employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of child or the date the child first came into care or custody of the employee, shall be entitled to parental leave.

(b) A "parent" includes: the natural mother or father of the child; a person with whom a child is placed for adoption and a person who

is in a relationship with the parent of the child and who intends to treat the child as his or her own.

- (c) Parental leave must begin no later than **fifty-two (52)** weeks after the day the child is born or comes into the custody, care and control of the parent for the first time. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to **thirty-five (35)** weeks in duration if the employee also took pregnancy leave and **thirty-seven (37)** weeks in duration if she did not.
- (d) The employee shall give the Employer two (2) weeks written notice of the date the leave is to begin.

An employee may end her parental leave as set out in paragraph (c) above (or earlier) by giving the Employer written notice at least four **(4)** weeks before the last day of the leave.

- (e) For the purposes of parental leave under Article 15.11, Parental Leave, the provisions under 15.02, 15.05, 15.06, 15.07, 15.08, 15.09 and 15.10 shall also apply.

15.12 Union Leave

- (a) The Employer shall grant leaves of absence to employees to attend Union Conventions, Seminars, Education Classes or other Union business. The Union agrees that such leave will not unduly affect the proper operations of the Employer.
- (b) In requesting such leaves of absence, the Union must give twenty-one (21) days clear notice to the Employer to be confirmed by the Union in writing.
- (c) Employees on such leave of absence will be paid by the Employer who will be reimbursed by the Union for the amount paid to the employees. While on unpaid Union leave of up to thirty (30) days, employees will be maintained on normal pay and benefits (including Pension), and the Union shall fully reimburse the Employer for wages, statutory benefits (i.e. EHT, EI, CPP and WSIB) and Pension, but would not include Health and Welfare premiums (if applicable).

- (d) Upon application by the Union in writing, the Employer will give reasonable consideration to a request for leave of absence, without pay, to an employee elected or appointed to a full-time union office. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if granted, shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment, one (1) month in advance, of any applicable benefits in which the employee is participating during such leave of absence. It is agreed that for the purpose of WSIB coverage, such employees are deemed to be employed by the Union.

15.13 Bereavement Leave

- (a) Upon the death of an employee's spouse, (to include same sex partner), child or stepchild, an employee shall be granted leave up to a maximum of four (4) days without loss of pay, ending with the day following the day of the funeral.
- (b) Upon the death of an employee's mother, father, step-parents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, legal guardian, grandparent, grandchildren, son-in-law or daughter-in-law the employee shall be granted leave up to a maximum of three (3) days without loss of pay, ending the day of the funeral.
- (c) It is agreed that this leave is to apply only where the employee is in attendance at the funeral and pay for such days of absence is limited to the days actually missed from work as per the employee's scheduled working days. If the funeral is not attended, the paid leave shall be limited to two (2) days ending not later than the day of the funeral.
- (d) An employee shall be granted one (1) day bereavement leave without loss of pay to attend the funeral of his or her aunt or uncle, niece or nephew.
- (e) An employee will not be eligible to receive payment under the terms of Bereavement Leave for any period in which she is receiving payments for holiday pay or vacation pay.

NOTE: It is understood that if an employee is on sick leave and attends the funeral that the bereavement leave will not be charged against sick leave accumulated.

- (f) Where it is necessary because of distance, the employee may be provided up to four (4) days additional unpaid leave.

15.14 Jury and Witness Duty

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Employer, the employee shall not lose regular pay because of such attendance, provided that the employee:

- (a) notifies the Employer immediately on the employee's notification that he will be required to attend at court:
- (b) presents proof of service requiring the employee's attendance; and
- (c) deposits with the Employer the full amount of compensation received, excluding mileage, traveling and meal allowance, and an official receipt thereof.

Should a pre-scheduled vacation or pre-scheduled lieu day fall within a leave for jury or witness duty, such day(s) shall be rescheduled, at a time mutually agreeable to the Employer and employee.

15.15 Education Leave

If required by the Employer, an employee shall be entitled to a leave of absence with pay and without loss of seniority and benefits to upgrade his or her employment qualifications.

Where employees are required by the Employer to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full cost associated with the courses.

The Employer may grant a request for unpaid leave of absence to upgrade employment qualifications, provided that she receives at least one (1) month's notice in writing, unless impossible, and provided that such a leave may be arranged without undue inconvenience to the normal operations of the Employer. Applicants, when applying must indicate the date of departure and specific date of return.

- 15.16 An employee who has been granted a leave of absence of any kind, and who overstays his leave, unless he obtains permission or provides a satisfactory explanation, shall be considered to have terminated his employment without notice.

ARTICLE 16 – HOURS OF WORK

- 16.01 The following is intended to define the normal hours of work for the full-time employees, but shall not be interpreted as a guarantee of hours of work per day or per week, or days of work per week.
- (a) Permanent part-time employees are defined to be those person regularly employed on the average more than twenty-two and one-half (22 %) hours per week but less than thirty-seven and one-half (37%) hours per week who have completed their probationary period. Part-time employees are defined to be those persons regularly employed on the average twenty-two and one-half (22 ½) hours per week or less who have completed their probationary period.
 - (b) The regular work shift for full-time employees shall be seven and one-half (7 ½) working hours per day exclusive of a thirty (30) minute unpaid meal break. The seven and one-half (7 ½) working hours per day will be worked within an eight (8) hour period. It is understood that at the change of shift there will normally be additional time required for reporting for certain nursing, maintenance and handyman employees which shall be considered to be part of the normal daily shift, for a period of up to fifteen (15) minutes duration and shall be paid at the straight time rates. Should the reporting time extend beyond fifteen (15) minutes, however, the entire period shall be considered overtime for the purposes of payment under Article 17.
 - (c) During the changeover from Daylight Savings Time to Eastern Standard Time, or vice versa, an employee scheduled for the full night shift shall be paid for seven and one-half (7 ½) hours,

notwithstanding the fact they have worked either six and one-half (6 ½) hours or eight and one-half (8 ½) hours.

16.02 Work Schedule

- (a) Work schedules covering a two (2) week period will be posted two (2) weeks in advance. Employee requests for specific days off must be submitted in writing to the Manager or designate one (1) week in advance of posting.
- (b) All employees who work on an assigned day off as per assigned schedule, at the Employer's request, will be paid overtime at the rate of time and one-half (1/2) for all hours worked.
- (c) Employees who are scheduled to work less than seventy-five (75) hours in a two (2) week period will not qualify for overtime on an assigned day off as stipulated in Article 16.02 (b) until they have completed seventy-five (75) hours of work in the scheduled two (2) week period.
- (d) The Employer will endeavour to arrange shifts such that there will be a minimum of twenty-four (24) hours between the beginning of shifts and change over of shifts, and forty (40) hours if there is one (1) day off, and sixty-four (64) hours if there are two (2) days off between the changeover of shifts. In the event employees of their own accord, and for their own personal convenience arrange to change shifts, the conditions in Article 17.02 shall apply in all respects.
- (e) No employee shall be scheduled to work more than seven (7) consecutive days without being given two (2) or more days off work, provided however that the overtime rate of one and one-half (1 ½) times the employee's applicable hourly rate shall be paid for any days worked over seven (7) consecutive days, except in the case of an exchange of shifts between employees.
- (f) The Employer will arrange shift schedules such that all employees will receive a minimum of one (1) weekend off in three (3).

This scheduling provision does not apply when employees mutually agree to exchange shifts or when an employee accepts or requests a shift at her own discretion.

The Employer will endeavour to divide up equally part-time shifts which are available after the assignment of schedules for part-time employees who “shadow” full-time employees. To this end, part-time employees will be called on a rotating basis for the assignment of these remaining shifts. An employee who is called and is unavailable will be deemed for the determination of equality to have been called.

16.03 Lunch or Meal Period

Lunch or meal periods will be uninterrupted, except in cases of emergency. Facilities will be provided for employees who bring their own lunch, and locker facilities will be provided.

16.04 Relief Periods

Employees will be allowed fifteen (15) minutes relief in each half of the seven and one-half (7 ½) hour shift, without reduction in pay and without increasing the regular working hours.

ARTICLE 17 – PREMIUM PAYMENTS

17.01 Overtime

- (a) Overtime shall be paid for all hours worked over seven and one-half (7 ½) hours in a shift or seventy-five (75) hours bi-weekly, at the rate of time and one-half (½) the employee’s regular rate of pay. Notwithstanding the foregoing, no overtime premium shall be paid for a period of fifteen (15) minutes or less of overtime work where the employee is engaged in reporting functions at the end of her normal daily shift. If authorized overtime amounts to more than fifteen (15) minutes, overtime premium shall be paid for the total period in excess of the normal daily shift.
- (b) In the event employees of their own accord, for their own personal convenience, arrange to change shifts with appropriately qualified other employees, with prior approval of the employee’s immediate supervisor or designate, the Employer reserves the right to request signed statements from such employees and shall not be responsible or liable for overtime rate claims and non-compliance with the above provisions, that might arise or accrue as a result of the exchange of shifts. Such permission shall not be unreasonably denied.
- (c) Employees who work overtime will not be required to take time off in regular hours to make up for overtime worked, but may take off equivalent to overtime by mutual agreement.

- (d) Overtime shall be based on the employee's regular rate of pay and there shall not be any pyramiding of overtime under this Article.

17.02 Shift Premiums

- (a) All employees who are required by the Employer to rotate over two (2) or more shifts shall receive a shift premium of twenty-eight (28) cents for each hour worked on the afternoon or evening shifts only. Shift premium will not be paid for any hour in which an employee receives overtime premium and shift premium will not form part of the employee's straight time hourly rate.
- (b) In no event shall there be any pyramiding of benefits or payments.

17.03 Minimum Reporting Allowance

If an employee reports for work at the regularly scheduled time for his or her shift and no work is available, such employee will be entitled to a minimum of four (4) hours pay at the employee's regular rate provided that:

- (a) The employee has not been previously notified by the Employer to the contrary, either orally or by message left at the employee's residence.
- (b) If requested by the Employer, the employee shall perform a minimum of four (4) hours of such available work as the Employer may assign.

17.04 Article 17.03 shall be waived and not binding upon the Employer in case of any labour dispute or emergency such as fire and power shortage which disrupt the operation of the Employer's facilities, nor shall it apply to employees returning to work without notice after absence.

17.05 Call Back

- (a) When an employee is called back to work after leaving the Employer's premises upon completion of his shift, such employee will receive a minimum of four (4) hours pay at straight time rates, or actual hours worked at time and one-half (1 ½) his regular rate of pay, whichever is the greater. It is understood that this provision shall not apply in the case of employees required to work immediately prior to the commencement of their regular shift.

- (b) Where a second call takes place after the four (4) hours have elapsed from the time of the first call, it shall be subject to a call back premium but in no case shall the employee collect two (2) call backs within the first four (4) hours from the time of the first call, or any subsequent four (4) hour period.

17.06

Call In

- (a) "Call In" shall mean the calling in to work at the Employer's request of an employee on an assigned day off as per the posted schedule.
- (b) Employees who are called in will be paid overtime at the rate of time and one-half (1 ½) for all hours worked, except in the case of employees who are scheduled to work less than seventy-five (75) hours in a two (2) week pay period who shall qualify for overtime rates on a call in for hours in excess of seventy-five (75) hours of work in the two (2) week pay period.
- (c) Where the call in is requested within one-half (1/2) hour of the starting time of the shift and the employee commences work within one (1) hour of the call, then the employee will be paid as if the entire shift had been worked, provided she completes the shift for which she was called in.
- (d) If the employee reports for work within one (1) hour of the request for call in then the Employer will guarantee a minimum of three (3) hours work.

17.07

Responsibility Allowance for Work Outside the Bargaining Unit

- (a) When the Employer temporarily assigns an employee to carry out the responsibilities of a salaried employee outside of the bargaining unit for a period in excess of ½ shift, the employee shall receive an allowance of five dollars and fifty cents (\$5.50) for each shift from the time of the assignment.
- (b) Where an RN is absent from her normal shift, and the Employer temporarily assigns an RPN to carryout out some additional responsibilities of the absent RN for a period in excess of ½ shift, the employee shall receive an allowance of five dollars and fifty cents (\$5.50) for each shift.
- (c) Where there is neither an RN nor a Supervisory employee (or above), who is a Registered Nurse in the building and there is an RPN in the building, the above-noted allowance will apply to an RPN who is designated to be in charge of the building.

- (d) It is understood and agreed that only one of the above-noted premiums will apply at any one time.

ARTICLE 18 – ALLOWANCES

18.01 Uniform Allowance

- (a) The Employer agrees to pay a uniform allowance of four **(4)** cents per hour, (effective January 1, 2005 – six (6) cents per hour) such amount not to form part of the regular hourly rate for purposes of overtime and paid holiday premiums, for Health Care Aides and Housekeeping, Laundry and Dietary Aides.
- (b) The uniform allowance will be paid each pay day.

ARTICLE 19 – HEALTH AND SAFETY

19.01 The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the Employer's facilities, in order to prevent injury and illness.

19.02 A joint management and employee health and safety committee shall be constituted with representation of at least half by employees from the *bargaining unit* and of employees who are not represented by the Union and who do not exercise managerial functions, which shall identify potential dangers, recommend means of improving the health and safety programs and obtaining information from the Employer or other persons respecting the identification of hazards and standards elsewhere. The committee shall normally meet at least once a month. Scheduled time spent in such meeting is to be considered time worked. Minutes shall be taken of all meetings and copies shall be sent to the Employer and to the Union. The Union agrees to limit representation from the full-time and part-time bargaining unit to one (1) joint representative which may be increased by mutual agreement of the parties.

19.03 Two (2) representatives of the Joint Health and Safety Committee, one (1) from management and one (1) from the employees on a rotating basis designated by the employees, shall make monthly inspections of the work place and equipment and shall report to the Health and Safety committee the results of their inspection. In the event of accident or injury, such representatives shall be notified immediately and shall investigate and report as soon as possible to the Committee and to the Employer on the nature and causes of the accident or injury. Furthermore, such

representatives must be notified of the inspection of a government inspector and shall have the right to accompany him on his inspections. Scheduled time spent in all such activities shall be considered as time worked.


- 19.04 The Joint Health and Safety Committee and the representatives thereof shall have reasonable access to the annual summary of data from the WSIB relating to the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidence of occupational injuries, and such other data, as the WSIB may decide to disclose.
- 19.05 The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- 19.06 The Employer will use its best efforts to make all affected direct care employees aware of residents who have serious infectious diseases. The nature of the disease need not be disclosed. Employees who are not direct care employees will be made aware of special procedures required of them to deal with these circumstances. The parties agree that all employees are aware of the requirement to practice universal precautions in all circumstances.
- 19.07 The parties agree that if incidents involving aggressive client action occur such action will be recorded and reviewed at the Occupational Health and Safety Committee. Reasonable steps within the control of the Employer will follow to address the legitimate health and safety concerns of employees presented in that forum.
- The parties further agree that suitable subjects for discussion at the joint Labour Management Committee will include aggressive residents.
- 19.08 The Employer shall:
- (i) inform employees of any situation relating to their work which may endanger their health and safety, as soon as it learns of the said situation;
 - (ii) inform employees regarding the risks relating to their work and provide training and supervision so that employees have the knowledge and skill necessary to safely perform the work assigned to them;
 - (iii) ensure that the applicable measures and procedures prescribed in the Health and Safety Act are carried out in the workplace.

ARTICLE 20 – PAID HOLIDAYS

20.01

- (a) Employees who have completed their probationary period shall receive the following holidays with pay:

New Year's Day
Good Friday
Victoria Day
Canada Day
Civic Holiday

Labour Day
Thanksgiving Day
Christmas Day
Boxing Day
One  Moving Day per calendar year if applicable.

- (b) Upon the completion of the probationary period, the employees shall be paid for any and all paid holidays for which they have not been paid which fell within the probationary period, at the rate of pay that was in effect when the holiday occurred.

20.02

The anniversary date of an employee's employment will be recognized as a basis for a paid float holiday which is to be taken within thirty (30) days following the anniversary date at the mutual convenience of the Employer and employee. In addition there shall be a second float day to be taken from January to October, at the mutual convenience of the Employer and the employee.

20.03

Where one (1) of the above named paid holidays falls on a Saturday or Sunday, an alternative day may be designated by the Employer as the paid holiday.

20.04

Holiday pay will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday, at his regular rate of pay.

20.05

Holiday pay, for part time employees who are qualified, will be computed in accordance with the Employment Standards Act formula if the employee worked her scheduled day before and scheduled day after the holiday.

However, if an employee's absence on the regular working day immediately prior to and/or following a holiday is due to illness as confirmed by a doctor's certificate, if required, by the Employer which is satisfactory to the Employer, the foregoing qualifications would not apply and the employee will be eligible for one (1) day's holiday pay during any one (1) period of illness, except at Christmas and New Year's period where there is more than one (1) holiday, the entitlement shall be limited to a maximum of two (2) days.

- 20.06 An employee who is required to work on any of the above mentioned holidays or an employee who is required to work on his float holiday will, in addition to his holiday pay, be paid at the rate of one and one-half (1 ½) times his regular rate of pay or in lieu thereof be granted equivalent time off with pay equal to overtime rates.
- 20.07 Any employee scheduled to work on a holiday, and who does not report for work, shall forfeit his holiday pay, unless the absence is due to illness verified by a medical doctor's certificate satisfactory to the Employer, in which case the employee will receive holiday pay as stipulated in Article 20.04.
- 20.08 If one of the above named holidays occurs on an employee's regular day off, or during his vacation period, the employee shall receive an additional day off in lieu thereof within two (2) weeks either side of the holiday, unless otherwise arranged between the employee and the supervisor, or the employee shall receive a day's pay. These options shall be at the discretion of the Employer.
- 20.09 Holiday pay for employees who regularly work less than seventy-five (75) hours will be paid on Pro-ration Formula noted in Article 44 of this Agreement. Holiday entitlement for employees who regularly work more than sixty-six (66) hours bi-weekly but less than seventy-five (75) hours bi-weekly shall be based on provisions for employees regularly working seventy-five (75) hours.
- 20.10 For clarification purposes of when a paid holiday begins and ends, the first shift of the day shall be the shift where the majority of hours are completed before 8:00 A.M.
- 20.11 There shall be no pyramiding of premium pay, overtime pay, sick leave pay, and paid holiday pay.

ARTICLE 21 – VACATIONS

- 21.01 For the purpose of calculating eligibility, the vacation year shall be the calendar year.
- 21.02 Not more than three (3) weeks vacation will be scheduled consecutively as a normal practice. Upon request in writing, the Employer may at its discretion schedule four (4) or five (5) weeks consecutively.
- 21.03 Employees shall provide their request in writing for vacation no later than March 31st.

- 21.04 The periods at which employees shall take vacation shall be based on the selection by the employee according to seniority in each department, but shall be finally determined by the Employer having due concern for the proper operation of the Employer's facilities.
- 21.05 Vacations are not cumulative from year to year. Employees shall not waive vacation and draw double pay.
- 21.06 Employees who have not completed their probationary period as of December 31st will receive four percent (4%) of their gross earnings during the vacation year.
- 21.07 Applicable only to employees who have completed their probationary period and who work more than forty-five (45) hours in a bi-weekly period.

Years of service as at December 31st of each Year.	Weeks of Vacation entitlement.	Percentage of Gross Earnings*.
Completed probationary period but less than one year.	1 day for each month of service to a maximum of 10 days.	4% of gross earnings.
At least one (1) year of service but less than three (3) years of service.	2 calendar weeks.	4% of gross earnings.
At least three (3) years of service but less than eight (8) years of service.	3 calendar weeks.	6% of gross earnings.
At least eight (8) years of service but less than fifteen (15) years of service.	4 calendar weeks.	8% of gross earnings.
At least fifteen (15) years of service but less than twenty-five (25) years of service.	5 calendar weeks.	10% of gross earnings.
At least twenty-five (25) years of service.	6 calendar weeks.	12% of gross earnings.

* Gross Earnings for vacation purposes includes only the following: Regular earned wages, Overtime pay, Public holiday pay, Termination pay.

21.08

Applicable only to employees who have completed their probationary period and who work up to and including forty-five (45) hours in a bi-weekly period.

Hours worked as at December 31st of each Year.	Weeks of Vacation entitlement.	Percentage of Gross Earnings.*
Completed probationary period but less eighteen hundred (1800) hours worked.	1 day for each 150 hours worked to a maximum of 10 days.	4% of gross earning.
At least eighteen hundred (1800) hours worked but less than fifty-four hundred (5400) hours worked.	2 calendar weeks.	4% of gross earnings.
At least fifty-four hundred (5400) hours worked but less than fourteen thousand four hundred (14400) hours worked.	3 calendar weeks.	6% of gross earnings.
At least fourteen thousand four hundred (14400) hours worked but less than twenty-seven thousand (27000) hours worked.	4 calendar weeks.	8% of gross earnings.
At least twenty-seven thousand (27000) hours worked but less than forty-five thousand (45000) hours worked.	5 calendar weeks.	10% of gross earnings.
At least forty-five thousand (45000) hours worked.	6 calendar weeks.	12% of gross earnings.

* Gross Earnings for vacation purposes includes only the following:
Regular earned wages, Overtime pay, Public holiday pay, Termination pay.

21.09

If an employee transfers from part-time to full-time or vice versa, his or her vacation entitlement shall be based on one (1) year equals eighteen hundred (1,800) hours worked.

21.10

Subject to Article 27.04 (b), Employees who have lost their seniority and have terminated their employment as set out in Article 9.06 herein, between vacation periods, shall on termination of employment be paid a

vacation with pay allowance based on the amount of vacation pay to which such employee shall be entitled from the last cut off date prior to the date of termination, to the date of termination. Such allowance shall be paid no later than the next regular payroll date.

- 21.1 ■ Vacation pay will be paid out to full time employees when they take vacation time. Vacation pay for part-time employees will be paid on the last pay period in June of each calendar year.

ARTICLE 22 – HEALTH AND INSURANCE BENEFITS

- 22.01 The Employer agrees to continue the percentage contributions to premiums in effect on November 1, 2002 for health and insurance benefits in effect on November 1, 2002 for employees who work more than forty-five (45) hours bi-weekly. The following is the premium percentage split for employer and employees group benefit plan:

Fulltime Employees:

Life, Accidental Death & Dismemberment is 100% paid by the employer. Health (Major Medical) & Dental is 60% paid by employer and 40% paid by employees.

Long term disability is 100% paid by the employee.

The benefits entitlement are as detailed in the Benefits Summary, Classification “A” for unionized employees dated September, 2002.

Insured Benefits effective January 1, 2005:

Health: Semi-private coverage

Vision: \$120/24 months

Part time Employees:

All group insurance premiums are split in accordance with the pro-ration formula as specified in Article 22.04.

- 22.02 **The Nursing Homes and Related Industries Pension Plan**

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

- .01 “Plan” means the Nursing Homes and Related Industries Pension Plan, being a multi-employer plan.

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

- (i) the straight time component of hours worked on a holiday;
- (ii) holiday pay, for the hours not worked; and
- (iii) vacation pay.

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

“Eligible Employee” means full-time and part-time employees in the bargaining unit who have completed nine hundred and seventy-five (975) hours of service.

- .02 Each eligible employee covered by this collective agreement shall contribute from each pay period an amount equal to four percent **(4%)** of applicable wages to the Plan. The Employer shall match such contributions, the amount be four percent **(4%)** of applicable wages.

Notwithstanding the foregoing, where an error has been made in deduction, the Employer shall upon request, make full payment on any outstanding Employer contributions irrespective of whether the employee pays the matching amount. The parties agree that this Article in no way prejudices the position of either party **as** it relates to the reactivity application if an error is discovered.

- .03 The employee and Employer contributions shall be paid to the Plan within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.
- .04 The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan, or be responsible for providing any such benefits.

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

It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the collective agreement then in force, the parties will meet directly to finalize methods to relieve the Employer of this increased obligation to the extent that any such obligations

exceeds that which the Employer would have if the Plan were a defined contribution plan.

- .05 The Employer agrees to provide to the Administrator of the Plan, on a timely basis all information required pursuant to the Pension Benefits Act, R.S.O. 1990, CH P8, as amended, which the Administrator of the plan may reasonably require in order to properly record and process pension contributions and pension benefits.

The information required to be provided by the Employer may be provided in the form normally maintained by the Employer, whether on computer disc, manual records, or otherwise. In the event such information is not readily available without review of other information not relevant to the Plan, the Plan shall make arrangements with the Employer for access to the required information. This may include the Employer providing such information at reasonable cost to the Plan. If the Administrator of the Plan and Employer are unable to agree on the form of such access, a mutually acceptable third party, such as a firm of accountants and auditors, shall be retained at the expense of the Plan to obtain such information from the Employer's files.

Such information shall be provided only on enrolment of an employee or with the monthly remittances.

Any additional information requests beyond that noted above may be provided, if possible, by the Employer, it being understood that any additional costs of such request shall be borne by the Plan.

For further specificity, the items required for each eligible employee by article .05 of the Agreement are:

- (i) To be provided Once Only at Plan Commencement

Date of Hire
Date of Birth
Date of first Remittance
Seniority List (for purposes of calculations past service credit).

- (ii) To be Provided with each Remittance

Name
Social Insurance Number
Monthly remittance

Pensionable Earnings

(iii) To Be Provided Once, and if Status Changes

Address as provided to the Home
Termination date when applicable

(iv) To Be Provided Once if they are Readily Available

Gender
Marital Status

22.03 E.I. Premium Reduction

The employees' share of the employer's Employment Insurance premium reduction will be retained by the Employer towards offsetting the cost of the benefits contained in this agreement.

22.04 Pro-Ration Formula

Accrual and payment of paid holidays and all benefits including shared cost arrangements for all employees shall be on a pro-rata basis of hours regularly worked in relation to seventy-five (75) hours bi-weekly.

The calculation of pro-ration percentage shall be determined by dividing the hours paid in the previous predetermined six (6) month period by 975 and then multiplying by 100.

(The predetermined six (6) month period shall coincide with the pay period ending around June 30th and December 31st and the recalculated pro-ration percentage where applicable shall apply in August for the pay period ending around June 30th and February for the pay period ending around December 31st.)

Hours paid in calculating pro-ration formula will include Workers' Safety Insurance,

When an employee is on:

- (a) pregnancy leave
- (b) parental leave
- (c) approved leave of absence in excess of thirty (30) continuous calendar days

pro-ration upon return, shall be based on the percentage (%) in effect prior to commencement of the leave.

Employees who regularly work more than sixty-six (66) hours bi-weekly shall have one hundred percent (100%) of the Employer portion of insured benefits paid.

Holiday and vacation entitlement for employees who regularly work more than sixty-six (66) hours bi-weekly but less than seventy-five (75) hours bi-weekly shall be based on provisions for employees regularly working seventy-five (75) hours.

N.B. Holiday and vacation pay for employees who regularly work less than seventy-five (75) hours is as follows: Holiday pay - based on proration formula, based on hours regularly worked - four (4) hours shift = four (4) hours pay.

Vacation Pay - percentage (%) of earnings.

22.05 New Hires

All newly-hired employees will be eligible to join the benefit plans and the calendar time waiting period will apply equally to all subject to the provisions of the carrier.

The pro-rata percentage for new hires will be based on the schedule of work for which these employees are hired. This percentage will be revised, if necessary, once the employee has worked a full predetermined six (6) month period.

22.06 The only exception to this calculation will be an employee who successfully bids or otherwise obtains a seventy-five (75) hour bi-weekly position. In this instance an employee who qualifies will immediately receive entitlement of one hundred percent (100%) of the employer's paid share of premiums and benefits, and holiday pay.

ARTICLE 23 – INJURY AND DISABILITY

23.01 Where an employee is absent due to illness or injury which is compensable by WSIB, the following shall apply:

- (a) The employee will not be eligible for paid holidays, sick leave, uniform allowance, or any other benefits of this Agreement, except where specified otherwise, during any absence covered by WSIB.
- (b) Provided that the employee returns to work within fifty-two (52) consecutive weeks of the date of illness or injury, time spent on

WSIB shall be considered as time worked for the purpose of calculating the current year's vacation entitlement under the terms of the Agreement.

23.02 In the case of an absence due to a compensable accident, the employee will be paid at her regular rate of pay for all scheduled hours on the day of the accident.

23.03 In the case of an absence due to a compensable accident, where the anticipated length of such absence is four (4) months or more, the Employer will post notice of the vacancy in accordance with the job posting procedure (Article 11) of this Agreement. Where the anticipated absence is less than four (4) months, the Employer may fill the position at his discretion.

23.04 The injured employee shall have a period of two (2) years from the date of the original injury within which she shall preserve the seniority which she has accrued in accordance with Article 9 and within which she shall have the right to return to work upon the recommendation of the Workplace Safety Insurance Board or

- (i) the attending physician, or
- (ii) a health professional selected and paid for by the Employer

which shall indicate to the Employer that the employee has the physical capability to perform her normal job. The said employee shall not have the right to re-employment if The Workplace Safety Insurance Board advised the Employer within the above noted two (2) year period that the employee was fit to return to her essential duties and the employee failed to return within one (1) year of the said notice; or

23.05

- (a) If a full-time employee returns to work within fifty-two (52) weeks following the commencement of a WSIB claim, and the employee's former permanent position still exists, the employee will be returned to her former job, former shift if designated, classification and rate of pay. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.
- (b) If an employee returns to work after fifty-two (52) weeks following the commencement of the WSIB claim but prior to two (2) full years mentioned in Article 23.04 above, she shall be returned to her former job, or to work of a comparable nature at the same salary level and without loss of seniority or benefits accrued in accordance

with Article 9. (This would be effected by the returning employee displacing the employee with the least seniority in the category to which she is returning.)

23.06 If, on the recommendation of the WSIB or the attending physician, the employee is capable only of performing work of a different kind or of a lighter nature, and such work is available within the Facility in a classification that is covered by this Agreement, the returning employee may exercise her seniority if he/she has the qualifications, experience, and ability by bumping into the job at the applicable salary level, displacing the employee with the least seniority in the classification.

23.07 Workplace Safety Insurance Board Challenge

In the event that the Employer challenges a W.S.I.B. claim, an employee who is absent from work as a result of illness or injury sustained at work and who has been awaiting approval of a claim for W.S.I.B. for a period longer than one (1) complete pay period may apply to the Employer for payment equivalent to the lesser of the benefit she would receive from W.S.I.B. if her claim was approved, or the benefit to which she would be entitled under the sick leave plan, Article 24. Payment under this Article will only be provided if the employee provides evidence of disability satisfactory to the Employer and a written undertaking satisfactory to the employer that any payments will be refunded to the Employer following final determination of the claim by the W.S.I.B. If the claim for W.S.I.B. is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the sick leave plan, Article 24.

ARTICLE 24 – SICK LEAVE

24.01 Pay for sick leave is for the sole and only purpose of protecting employees against loss of income and will be granted to all employees on the following basis.

- (a) Absence for injury compensable under the provisions of the Workplace Safety and Insurance Act shall not be charged against sick leave credits.
- (b) Effective upon the completion of the probationary period, employees who work more than forty-five (45) hours bi-weekly shall accumulate one (1) day sick leave credit per month, to a maximum of thirty (30) days. Providing credits are available, employees will be eligible to claim one hundred per cent (100%) of scheduled lost time due to illness. Employees who work more than forty-five (45)

hours bi-weekly but less than sixty-six (66) hours bi-weekly shall receive sick days according to the pro ration formula at Article 40.

- (c) On or about December 15, unused sick days for the December 1 to November 30 period immediately preceding shall be paid out according to the following formula:

80-100% of unused sick days	50% payout
60-79% of unused sick days	40% payout
30-59% of unused sick days	30% payout
10-29% of unused sick days	20% payout

The equivalent number of days paid according to the above will be deducted from the accumulated sick days bank.

- (d) Where an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave provided that the employee provides a satisfactory documentation of the illness and the hospitalization. The portion of the employee's vacation which is deemed to be sick leave under the above provision will not be counted against the employee's vacation credits.
- (e) The Employer may request proof of disabling accident or sickness:
 - (i) For any absence in excess of two (2) days;
 - (ii) For the fourth (4th) and succeeding illness in the sick leave year.
- (f) An employee who will be absent on the afternoon or night shift due to personal illness must notify the Employer at least two (2) hours prior to the commencement of the shift unless impossible. An employee who will be absent on the day shift due to personal illness must notify the Employer at least one (1) hour prior to the commencement of the shift unless impossible. Failure to give such notice may result in loss of sick leave benefits that day of absence.
- (g) The Employer will notify the employees of their accumulation of sick leave on request.
- (h) An employee who is absent due to pregnancy related illness may be eligible for sick leave under the sick leave plan up to ten (10) weeks prior to the expected date of delivery subject to Article 15.08.

24.02 Sick leave days accumulated at time of transfer from full-time to part-time shall remain to the credit of the employee, and shall be used in accordance with Article 24.01 in the event the employee returns to full-time.

24.03 Annual Medical and Sick Leave Certificate

The Employer agrees that no employee will be required to undergo an annual medical examination nor be required to produce a medical certificate related thereto. In the event the Ministry of Health requires verification of the annual medical examination, the matter will be forwarded to M. Teplitsky forthwith for a decision.

If the Employer requires a sick leave certificate in accordance with past practice or the Collective Agreement and the doctor charges the employee for such certificate outside OHIP, the Employer will pay for the certificate. In the alternative, the Employer may require an employee to attend an independent physician other than the employee's own physician to provide a sick leave certificate. In such circumstances the Employer shall pay for any medical fees charged beyond OHIP in relation thereto.

24.04 If a full-time employee returns to work within fifty-two (52) weeks following the commencement of an illness, and the employee's former permanent position still exists, the employee will be returned to her former job, former shift if designated, classification and rate of pay. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

ARTICLE 25 – COMPENSATION

25.01 Every employee covered by this agreement shall be classified under a job title appropriate to the occupation in which she is normally and regularly employed. The classifications in which employees may be classified are those listed by job title and wage rate in Schedule " A attached to this Agreement, as from time to time amended as this Agreement provides, or otherwise by agreement between the parties hereto.

25.02 Retroactivity

Retroactive payment is to be made within thirty (30) days from the date the Employer receives written notice of ratification, by separate cheque, or release of award and applies to wages only based on hours paid by the Employer. Employees who have left their employment will be notified by pre-paid post addressed to their last known address. Entitlement is lost if not claimed within thirty (30) days.

25.03 Temporary Transfers

When an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification in the bargaining unit, she shall be paid the rate in the higher salary range immediately above her current rate for all hours worked in the assignment after the completion of one (1) full shift.

25.04 New Classification

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

When the Employer makes a substantial change during the term of the Agreement in the job content of an existing classification which in reality causes such classification to become a new classification, the Employer agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.

If the matter is not resolved following the meeting with the Union the matter may be referred to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

The parties further agree that any change mutually agreed to or awarded as a result of arbitration shall be retroactive only to the date that the Union raised the issue with the Employer.

25.05 Wage Progression

Employees within their position classification will progress from the "start rate" to the "step one rate".

Employees who work more than forty (45) hours bi-weekly will progress to Step One after 2 years worked and employees who work up to forty-five (45) hours bi-weekly will progress to Step One after thirty-six hundred (3,600) hours worked.

Employees who work more than forty-five (45) hours bi-weekly will progress to Step Two after 3 years worked and employees who work up to forty-five (45) hours bi-weekly will progress to Step Two after fifty-four hundred (5,400) hours worked.

ARTICLE 26 – BULLETIN BOARDS

26.01 The Employer agrees to supply and make available to the Union for the posting of Union notices regarding Union meetings and matters pertaining to Union business one (1) bulletin board in such place so as to inform all employees in the bargaining unit of the activities of the Union. **All** such notices must be signed by the proper officer of the Union and approved by the Employer before being posted. Such approval shall not be unreasonably withheld.

ARTICLE 27 – PAY DAYS

27.01 The Employer agrees that pay days will continue as per current practise.

27.02 Not applicable.

27.03 Errors on Paycheques

In the event of an error on an employee's pay, the correction will be made in the pay period following the date on which the overpayment comes to the Employer's attention. If the error results in an employee being underpaid by one (1) day's pay or more, the Employer will provide payment for the shortfall within three (3) business days from the date it is notified of the error.

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

day's pay, and the employee is notified prior to receiving her pay, the overpayment will be deducted on the pay period following the date on which the error was discovered. If the employee has not been notified prior to receiving her pay, the overpayment will be deducted based on a mutually satisfactory arrangement between the employee and the Employer.

27.04

- (a) Upon termination or lay off, the employee will be paid his final pay and his vacation pay on the regular pay day for that pay period within which he terminated or was laid off.
- (b) Employees will endeavour to give a minimum of two (2) weeks notice of termination of employment. An employee who fails to give such notice will receive any vacation pay based on the Employment Standards Act and no uniform allowance.

ARTICLE 28 – INTERPRETATION

28.01 Except where otherwise specified in the Agreement, the reference to a number of days within which any matter shall be dealt with is to be in terms of calendar days.

ARTICLE 29 – PERSONAL FILES

29.01 Letters of Reprimand

Letters of discipline are to be removed from an employee's records after eighteen (18) months from the date of discipline except in the case of incidents involving third party interface i.e. Residents and family where the record will remain on file.

29.02 Suspension

Records of suspension are to be removed from an employee's personnel file after twenty-four (24) months from the date of discipline, except in the case of incidents involving third party interface ie: residents and family where the record will remain on file.

29.03 Disciplinary Action

An employee subject to disciplinary action which is to be recorded in the employee's personnel file, shall have the right, if she so requests, to the presence of the Union Steward or Union committee member or, if neither

of the above are not available, a member representative of the employee's choice who is working on the current shift.

29.04 Access to Personnel File

Having provided a written request to the Human Resources Manager at least one (1) week in advance, an employee shall be entitled to her personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein in the presence of a supervisor at a mutually satisfactory time. It is understood and agreed that an employee is not entitled to see job references.

ARTICLE 30 – TERM

30.01 This Agreement shall continue in effect until December 31, 2006 and shall continue automatically thereafter during annual periods of one (1) year each, unless either party notifies the other in writing, within ninety (90) days prior to the expiration date, that it desires to amend or terminate this Agreement.

30.02 In the event of such notification being given as to amendment of the Agreement, negotiations between the parties shall begin within fifteen (15) days following such notification.

30.03 If, pursuant to such negotiations, an agreement on the renewal or amendment of this Agreement is not reached prior to the current expiration date, this Agreement shall automatically be extended until consummation of a new Agreement, or completion of the proceedings prescribed under the Ontario Labour Relations Act, as amended, and the Hospital Labour Disputes Arbitration Act, as amended, whichever should first occur.

IN WITNESS WHEREOF the parties hereto have hereunto cause this Agreement to be executed by their duly authorized representatives this 5th day of April, 2005.

ON BEHALF OF THE EMPLOYER

Bush Haw

[Signature]

[Signature]

ON BEHALF OF THE UNION

[Signature]

Malcolm

Richardson

Buchanan

[Signature]

SCHEDULE "A"

Classification	Step	Effective Nov █ , 2002	Effective Nov █ 2003	Effective Nov 1, 2004	Effective* Nov 1, 2005
Dietary, Light Housekeeping, Laundry Aides	Probation	13.81	14.52	15.23	15.93
	Start	14.01	14.72	15.43	16.13
	Step 1	14.37	15.09	15.82	16.55
	Step 2	14.81	15.56	16.31	17.06
Heavy Housekeeping/ Handyman	Probation	13.91	14.58	15.25	15.93
	Start	14.11	14.78	15.45	16.13
	Step 1	14.47	15.16	15.85	16.55
	Step 2	14.92	15.63	16.34	17.06
Health Care Aides	Probation	14.10	14.82	15.54	16.26
	Start	14.30	15.02	15.74	16.46
	Step █	14.67	15.40	16.14	16.88
	Step 2	15.12	15.88	16.64	17.40
Cook 2	Probation	14.95	15.70	16.45	17.19
	Start	15.15	15.90	16.65	17.39
	Step 1	15.54	16.31	17.07	17.84
	Step 2	16.02	16.81	17.60	18.39
Cook 1	Probation	15.23	16.00	16.77	17.53
	Start	15.43	16.20	16.97	17.73
	Step 1	15.83	16.62	17.40	18.19
	Step 2	16.32	17.13	17.94	18.75
Maintenance	Probation	15.69	16.46	17.24	18.02
	Start	15.89	16.66	17.44	18.22
	Step 1	16.30	17.09	17.89	18.68
	Step 2	16.80	17.62	18.44	19.26
RPN Maintenance Lead	Probation	16.26	17.05	17.84	18.64
	Start	16.46	17.25	18.04	18.84
	Step 1	16.88	17.69	18.51	19.32
	Step 2	17.40	18.24	19.08	19.92

Probationary Rate is 20 cents less per hour than Start Rate.

* Note: Rates will be adjusted to reach parity with Extendicare and SEIU nursing homes.

“A Lead Hand is an employee in charge of a group of other employees and is responsible for assigning their work, instructing and training, but shall not be responsible for disciplining employees. The Lead Hand shall be paid sixty (60) cents per hour more than the rate for her classification or sixty (60) cents per hour more than the highest classification she leads, whichever is greater.”

LETTER OF UNDERSTANDING

BETWEEN

SHEPHERD VILLAGE INC.

AND

SEIU LOCAL 1.0N

RE: PENSION PLAN

1. The parties agree that if they are unable to agree on the amount owing by the Employer to the Plan, or the amount owing by the Plan to the Employer, an auditor from the firm of Orenstein and Partners will be retained to adjudicate the issue, and the auditor's cost will be shared equally by the Employer and the Plan.

Arbitrator Teplitsky will remain seized of this issue, should either party find this process unsatisfactory.

2. The Union undertakes to consult with the Employer prior to effecting any changes in the administration of the Plan which may impact the Employer either financially or administratively. To this end the Employer and the Union will form a committee consisting of three (3) members from each side.
3. The Union agrees that the Trustees appointed by them shall ensure that the funds transferred from the Employer for and on behalf of their employees to the Plan will be invested in accordance with the applicable legislation.
4. The Union further undertakes to provide actuarial valuation and investment performance statements to the Employer as they become available to the Union or required by law, whichever is the most frequent.

DATED this 5th day of April, 2005.

ON BEHALF OF THE EMPLOYER

Bryce Hall

[Signature]

Carol Heller

ON BEHALF OF THE UNION

[Signature]

Malcolm

Richardson

Buchanan

[Signature]

LETTER OF UNDERSTANDING

BETWEEN

SHEPHERD VILLAGE INC.

AND

SEIU LOCAL 1.0N

RE: CMI RESULTS

Recognizing the mutual objective of quality care for the residents of Shepherd Village, the Employer agrees to provide the Union Representatives, through the Labor Management Committee, with staffing levels, staffing mix information, and the impact on funding for related payroll costs for employees represented by the Collective Agreement as soon as is practical after any impact on employees represented by the Collective Agreement is determined by the Employer. The Employer will provide a copy of the written notice of the CMI results for the facility as soon as is practical after its receipt.

The purpose of the meeting will be to discuss any impact of the CMI changes on the staffing levels and quality care in the facility, and to provide the Union with an opportunity to make representation in that regard.

The parties shall meet as necessary to discuss other changes or workload issues as may be determined from time to time.

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

DATE THIS 5th day of April, 2005.

ON BEHALF OF THE EMPLOYER

Brock Hall
Felton
Conrad Keller

ON BEHALF OF THE UNION

Malcolm
Richardson
Buchanan
DeJernico

LETTER OF UNDERSTANDING

BETWEEN

SHEPHERD VILLAGE INC.

AND

SEIU LOCAL 1.0N

RE: EMPLOYEES ON APPROVED EDUCATIONAL LEAVE
ARTICLE 15.15

In order to assist employees who are on an approved leave of absence for educational purposes, the employer, at its discretion, agrees to provide such employees with part time employment.

Such employment opportunities could involve weekend work or other occasions as mutually agreed during the leave of absence period.

DATED this 5th day of April, 2005.

ON BEHALF OF THE EMPLOYER

Bush Hall
[Signature]
[Signature]

ON BEHALF OF THE UNION

[Signature]
Malcolm
Richardson
Buchanan
[Signature]

LETTER OF UNDERSTANDING

BETWEEN

SEIU LOCAL 1.ON

AND

SHEPHERD VILLAGE INC.

RE: VOLUNTEERS

The use of volunteers in the health care field in general, and Shepherd Village in particular, has been a long standing practice.

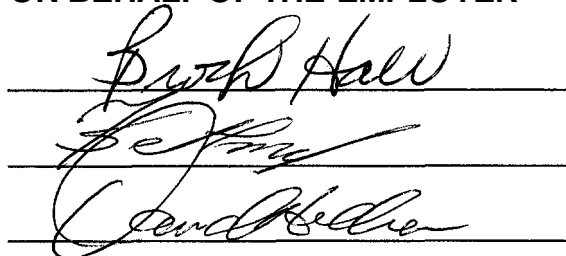
Shepherd Village recognizes its obligation to support community service programs including persons with disabilities who need to be integrated into a work environment. In this regard, we are currently accommodating Wendy Bergl and Jason Correia in the Facility Department and understand that the replacement of these two individuals with new volunteers would require prior consultation with SEIU Local 1.ON.

It is understood that the use of volunteers at Shepherd Village is not intended to reduce the hours of work of bargaining unit employees. Volunteers are primarily used as support for the residents and may include activities such as companionship, friendly visits and transporting. However, as a good corporate citizen Shepherd Village may wish to accommodate volunteers, from time-to-time, in support of student placement and community service programs. In this regard, Shepherd Village will inform SEIU Local 1.ON, in advance, as to the type of accommodation and the length of time till completion.

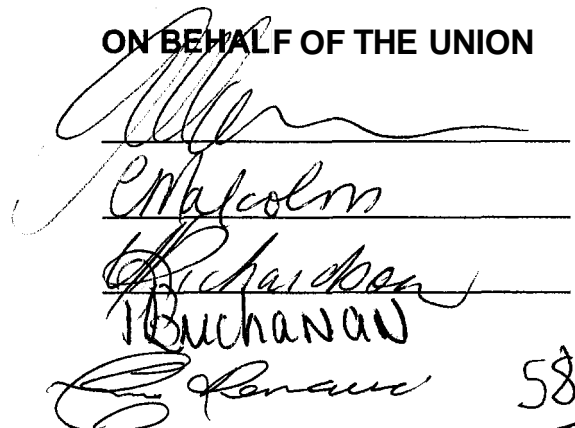
No persons, including family members of staff (but excluding visits by family and friends of residents) shall volunteer at Shepherd Village without being processed through the Volunteer Coordinator.

DATED this 5th day of April, 2005.

ON BEHALF OF THE EMPLOYER



ON BEHALF OF THE UNION



Buckanan
E. Renau

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