

COLLECTIVE AGREEMENT

BETWEEN;

THE HOPITAL GENERAL DE HAWKESBURY
AND DISTRICT GENERAL HOSPITAL INC.
(hereinafter called the "Hospital")

AND;

UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING,
ENERGY, ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL
UNION
(UNITED STEELWORKERS)
(hereinafter called the "Union")

(FULL-TIME, PART-TIME, STUDENTS, CASUALS)

EXPIRES: SEPTEMBER 29, 2028

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ARTICLE 1 - PREAMBLE

- 1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the employees covered by this Agreement; to provide for ongoing means of communication between the Union and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory wages, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

It is recognized that the employees wish to work efficiently together with the Hospital to secure the best possible care and health protection for patients.

- 1.02 And whereas it is now preferable that the methods of negotiation and all other matters related to the working conditions of the employees are now written in an agreement.

The parties have therefore agreed that:

ARTICLE 2 - MANAGEMENT RIGHTS

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

- a) maintain order, discipline and efficiency;
- b) hire, assign, retire, discharge, direct, promote, demote, classify, transfer, lay-off, recall and suspend or otherwise discipline employees, provided that a claim of discharge or discipline without just cause may be the subject of a grievance and dealt with as hereinafter provided;
- c) determine, in the interest of efficient operation and high standards of service, job rating and classification, the hours of work, work assignments, methods of doing the work, and the working establishment for the services;
- d) generally to manage the operation that the Hospital is engaged in and, without restricting the generality of the foregoing, to determine the number of personnel required, methods, procedures, and equipment in connection therewith;
- e) make, enforce, and alter from time to time reasonable rules and regulations to be observed by the employees which are not

inconsistent with the provisions of this Agreement. The Hospital will inform the Unit Chairperson and all employees of changes to such rules and regulations.

ARTICLE 3 - RECOGNITION AND NEGOTIATIONS

3.01 The Hospital recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees regularly employed by the Hôpital Général de Hawkesbury and District General Hospital Inc. in Hawkesbury, Ontario, save and except the Secretary of the President and Chief Executive Officer, the Secretary/Administrative Assistant of all Vice-Presidents, Chief of Medical Staff, Directors, Supervisors and persons above the rank of Supervisor, and staffing / scheduling personnel.

3.02 No Other Agreement

No employee will be obliged or authorized to conclude with the Hospital or its representatives any other verbal or written agreement which might be in conflict with the Articles of the present Collective Agreement.

3.03 Contracting Out

The Hospital shall not contract out any work usually performed by members of the bargaining unit if, as a result of such contracting out, a layoff of any employees other than casual 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 provision.

The Hospital shall inform the Union, as far in advance as possible, of their intention or are in discussion for a contracting-out arrangement with an outside provider. If requested by the Union, the Hospital shall meet with Union officials to discuss the details of the project and share on an ongoing basis, all available non-sensitive information, such as but not limited to;

1. Department where the contracting out will occur.
2. Type of contract work.
3. Start time and estimated duration of work.
4. Anticipated utilization of bargaining unit manpower either in conjunction with or peripheral to the contract work to be performed.
5. The company's reasons for contracting the work.
6. The name of the Company to whom the work will be contracted out.

The parties recognize that the exchange of information is necessary to ensure that the Union is aware of the reasons why the decision to

contract out was made.

The parties shall endeavour to minimize the hours (including the offering of overtime to bargaining unit employees, when practical to do so) needed to be contracted out by utilizing bargaining unit employees as much as possible.

3.04 Work of the Bargaining Unit Employees of the HGH

Employees who are not members of the bargaining unit shall not perform work on any jobs which are included in the bargaining unit, except for the purposes of instruction or in the case of emergency or when bargaining unit employees are not available.

3.05 Volunteers

The use of volunteers to perform bargaining unit work, as covered by this Agreement, shall not be expanded beyond the extent of existing practice as of the date of ratification.

Volunteers will not normally have access to confidential patient information.

Every six (6) months, the Hospital shall submit to the Union information, such as number of volunteers, number of hours and list of activities they perform.

3.06 Definitions

- a) "Full-time employee" shall be defined as an employee who regularly works 37.50 hours per week.
- b) Regular Part-Time Employee; Casual Employee
 - i) "Regular part-time employee" shall be defined as an employee who is regularly scheduled to work less than thirty-seven and one-half (37 1/2) hours per week;
 - ii) "Casual employee" shall be defined as an employee who works on a relief or an ad hoc basis and may be called as required by the Hospital.
 - iii) "Student" shall be defined as an employee who attends a recognized educational post-secondary institution on a full-time basis and who works on a relief or an ad hoc basis and may be called as required by the Hospital.
 - .iv) The regular hours of part-time employees may be extended by mutual agreement without changing their status as part-time employees.

ARTICLE 4 - NO DISCRIMINATION

- 4.01 a) The Hospital and the Union agree that, in accordance with the provisions of the *Ontario Human Rights Code*, there shall be no discrimination or harassment against any employee on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, age, record of offences (in employment), marital status (including single status), family status, disability (including physical, mental, and developmental), or receipt of public assistance (in housing).
- b) The Hospital and the Union further agree that there shall be no intimidation, discrimination, interference, restraint, or coercion exercised or practiced by either party, their representatives, or members, based on an employee's membership or non-membership in the Union, or due to their participation or non-participation in Union activities.

4.02 Harassment

The Hospital and the Union recognize that harassment, including but not limited to sexual, gender-based, racial, disability-related, and creed-based harassment, constitutes unlawful conduct under the *Ontario Human Rights Code*. Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Complaints of alleged harassment involving members of the bargaining unit will be addressed promptly and in accordance with the Hospital's policies and procedures, ensuring confidentiality, fairness, and protection from reprisal.

ARTICLE 5 - UNION SECURITY

5.01 Dues Deduction and Remittance

The Hospital shall deduct Union dues including, where applicable, initiation fees and assessments, on a bi-weekly basis, from the wages of each employee covered by this agreement. The amount of dues shall be calculated in accordance with the Union's Constitution.

5.02 Remittance of Union Dues

- (i) All dues, initiation fees and assessments shall be remitted to the Union forthwith and in any event no later than 15 days following the last day of the month in which the remittance was deducted. The remittance shall be sent to the International Secretary Treasurer of the United Steelworkers, AFL-CIO-CLC, P.O. Box 13083 Postal Station 'A', Toronto Ontario M5W 1V7 in such form as shall be directed by the Union to the Hospital along with a completed Dues Remittance Form R-

115. A copy of the Dues Remittance Form R-115 will also be sent to the Union office designated by the Area Coordinator.

- (ii) The remittance and the R-115 form shall be accompanied by a statement containing the following information:
 - a) A list of the names of all employees from whom dues were deducted and the amount of dues deducted;
 - b) A list of the names of all employees from whom no deductions have been made;
 - c) This information shall be sent to both Union addresses identified in article 5.03i) in such form as shall directed by the Union to the Hospital.

- 5.03 The Union shall indemnify and save the Hospital harmless against all claims or other forms of liability that may arise out of any actions taken by the Hospital in compliance with this article.

The Hospital, when preparing T-4 slips for the employees, will enter the amount of Union dues paid to the employee during the previous year.

5.04 Employee Interview

A new employee will have the opportunity to meet with their union representative without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with the representative and the Collective Agreement.

Union orientation shall take place for a fifteen (15) minute period during the regular hospital orientation and there shall be no non-bargaining unit members present.

- 5.05 Each employee shall have access to her employee file, with prior notice of a minimum of 48 hours, for the purpose of reviewing information contained therein, except documents relating to verification of references on initial hiring.
- 5.06 All disciplinary notations that are verbal or written shall be removed from the employee file after the employee remains discipline free for a fifteen (15) month period following the date of the verbal or written notation.

Suspensions shall be removed from the employee if the employee remains discipline free for an eighteen (18) month period following the date of the incident giving rise to suspension.

- 5.07 A member elected by the Union to the position of Unit Chair at HGH shall be granted 8 days/year (7.5 hours / day) of leave, paid by the hospital. The Unit Chair may decide to share such hours with shop stewards. It is expected that these days will be entirely devoted to USW/HGH business. Leave shall be

scheduled as far in advance as possible. This time will be paid at the employee's regular hourly rate.

ARTICLE 6 - HOSPITAL - UNION RELATIONS

6.01 Union Representatives

The Union shall furnish the Hospital with a list of persons authorized to represent it, and shall do so upon any change in its representatives.

6.02 Representatives of the United Steelworkers

The Union has the right to call upon at any time a representative of the United Steelworkers to sit on the Negotiation Committee, the Labour Management Committee and the Grievance Committee.

This representative will have access to an office in the hospital upon the authorization of the Director of Human Resources, or designate, which authorization will be given as soon as possible.

6.03 Negotiating Committee

- a) The union shall appoint two (2) representatives to sit on the Negotiation Committee with the Unit Chair and whose function will consist of meeting with the Hospital in order to negotiate, renew or amend a Collective Agreement. The Full Time and Part Time employees shall have at least one (1) representative each on the Negotiation Committee, and the committee shall have a maximum of two (2) employees from the same department.

When either party wishes to call a meeting of the Negotiating Committee the meeting shall be held at a time and place acceptable to both parties.

- b) **Time Allowed for Meetings**

Any Union representative on the Negotiating Committee who is an employee shall have the privilege to attend the meetings of the Committee held with the Hospital during normal working hours. Representatives shall obtain prior permission from their supervisor or his designate to attend such meetings. Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance to the point where the services of a Conciliation Officer are used.

6.04 Labour-Management Committee

A joint Labour Management Committee (LMC) is comprised of no more than three (3) employees designated by the Union and no more than three (3) management representatives designated by the Hospital. The LMC will discuss any problems arising out of the application of the collective agreement, and/or matters of mutual concern and interest, and/or disciplinary measures, and/or expected level of productivity.

The LMC meetings will be conducted as follows:

- The parties will meet on a quarterly basis, or more often if mutually agreed
- The parties will agree on the agenda at least five (5) days prior to the meeting being held
- Both parties shall approve the minutes prior to posting.

Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance. Representatives shall obtain prior permission from their supervisor or his designate to attend such meetings.

It is agreed that the topic of a rehabilitation program for drug and alcohol abuse is an appropriate topic for the Labour-Management Committee.

It is agreed that the topic of Healthy Organization is an appropriate topic for the Labour-Management Committee.

It is understood that the joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest is satisfactory to all concerned.

6.05 Grievance Committee

a) Election of Union Delegates

In accordance with the established procedure, the Union shall have a maximum of five (5) Union Stewards, one of which may be a part-time employee, to investigate and proceed to the settlement of the grievance. One of these stewards shall act as Chief Shop Steward.

b) Identification of the Stewards

The Union shall furnish to the Hospital in writing the name of each of the Union Stewards, as well as the name of the Chief Steward before the Hospital is obliged to recognize them as Stewards.

c) Grievance Committee

The Hospital agrees that Grievance Committee members (up to two (2) employees) and the grievor will suffer no loss of pay when attending meetings with the Hospital, during their working hours.

d) Authorization to Leave Work

The Union recognizes that each Union Steward has her regular duties to perform for the Hospital and therefore she will not leave work during her normal working hours except to perform the duties provided for in this Agreement. Therefore, no Union Steward shall leave her work before obtaining permission from her supervisor or his designate. Such permission will not be unreasonably withheld. When resuming her regular duties, she shall again report to her immediate supervisor or his designate.

ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure, an employee shall have the right upon request to the presence of his/her Steward. In the case of suspension or discharge, the Hospital shall notify the employee of this right in advance.
- 7.03 It is mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor or his designate the opportunity of adjusting his complaint. Such complaint shall be discussed with his immediate supervisor or his designate within fourteen (14) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee, and failing settlement within fourteen (14) calendar days, it shall then be taken up as a grievance within fourteen (14) calendar days following advice of his immediate supervisor's decision in the following manner and sequence:

STEP NO. 1

The employee may submit a written grievance signed by the employee to his immediate supervisor or his designate. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The immediate supervisor or his designate will deliver his decision in writing within fourteen (14) calendar days following the day on which the grievance was presented to him. Failing settlement, then:

STEP NO. 2

Within fourteen (14) calendar days following the decision in Step No. 1, the grievance may be submitted in writing to the Director of Human Resources or his designee. A meeting will then be held between the Director of Human Resources or his designee and the Grievance Committee within fourteen (14) calendar days of the submission of the grievance at Step No. 2 unless extended by agreement of the parties. It is understood and agreed that a representative of the United Steelworkers of America and the grievor may be present at the meeting. It is further understood that the Director of Human Resources or his designee may have such counsel and assistance as he may desire at such meeting. The decision of the Hospital shall be delivered in writing within fourteen (14) calendar days following the date of such meeting.

- 7.04 a) A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.
- b) Grievances concerning lay-offs and recalls shall be initiated at the second step of the grievance procedure.
- 7.05 Where a number of employees have identical grievances and each employee would be entitled to grieve separately, they may present a group grievance in writing identifying each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven (7) calendar days after the date of discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:
 - a) confirming the Hospital's action in dismissing the employee; or
 - b) reinstating the employee with or without full compensation for the time lost; or

- c) by any other arrangement which may be deemed just and equitable.

Wherever the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing. The Hospital agrees that it will not suspend, discharge or otherwise discipline an employee who has completed his probationary period, without just cause.

- 7.07 Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within thirty (30) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within thirty (30) calendar days after the decision under Step No. 2, it will be deemed to have been received within the time limits.
- 7.08 All agreements reached under the grievance procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking arbitration procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.
- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

- 7.13 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority, the decision of the chairman will be final and binding upon the parties hereto and the employee or employees concerned.
- 7.14 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share the fees and expenses, if any, of the chairman of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48 of the Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

ARTICLE 8 - SENIORITY

8.01 Definition of Seniority

Seniority is one of the factors used to determine the promotions, demotions, transfers, lay-offs and recalls.

Seniority for full-time employees means the length of service with the Hospital expressed in number of years, months and days.

A part-time and/or a casual and/or a student employee shall accumulate seniority on the basis of one year for each 1725 hours worked, up to a maximum of one year for each calendar year and expressed in terms of total hours worked.

8.02 Seniority Lists

Seniority lists shall be revised every six months and posted on the HGH Sharepoint site.

8.03 Probationary Period

A new employee shall be considered to be on probation until she has completed 450 hours of work, within any twelve (12) calendar months. If retained after the probationary period, she shall be credited with seniority for the 450 hours worked. By mutual agreement between the Hospital, the probationary employee and the Bargaining Unit President of the Local or designate, such probationary period may be extended. Where the Hospital requests an extension of the probationary period, it will provide notice to the Union at least seven (7) calendar days prior to

the expected date of expiration of the initial probationary period. It is understood and agreed that any extension to the probationary period will not exceed an additional 450 hours worked.

If, during her probationary period, an employee changes departments or is absent for a period of 30 days and more (maternity leave, sick leave, etc.), a new probationary period of 450 hours will start within the new department or at the return of the employee.

8.04 Loss of Seniority

An employee shall not lose his seniority rights if he is absent from work because of illness, an accident, a temporary lay-off or a leave of absence approved by the Hospital. An employee shall lose his seniority and be deemed to be terminated in the following cases:

- a) if he is dismissed for a valid reason and not reinstated;
- b) if he resigns;
- c) if he is absent from work more than three (3) working days without satisfactory reason or without informing the Hospital, absolute incapacity excepted;
- d) if he fails to return to work within seven (7) calendar days following a lay-off, after being notified by registered mail to come back to work, unless sickness or any other satisfactory reason prevents him from coming to work, after notifying the Hospital, absolute incapacity excepted. The employee is responsible to notify the Hospital of his address;
- e) if he is laid off for a period in excess of forty-eight (48) months;
- f) if he fails to return to work upon termination of an authorized leave of absence without a satisfactory reason or utilizes a leave of absence for a purpose other than for which the leave of absence was granted;
- g) if a casual or a student employee refuses work, as stipulated in 12.18e)

8.05 Seniority shall be accumulated when an employee is absent from work under the following circumstances:

- a) annual vacation (full time & part time only);
- b) when on paid sick leave (full time only);

- c) when in receipt of Workers' Compensation Board payments for a period not to exceed thirty (30) months (full-time and part-time only);
- d) when on leave of absence with pay by the Hospital (full time only);
- e) when on leave of absence without pay for a period of thirty (30) calendar days or less (full time only);
- f) when on pregnancy or parental leave;
- g) when on leave of absence for union business.

Unless stated otherwise herein, such accumulation of seniority shall not result in additional monetary payments by the Hospital.

ARTICLE 9 - PROMOTIONS AND STAFF CHANGES

9.01 Job Posting Process

- a) When a permanent or temporary vacancy occurs or a new position is created within the scope of the bargaining unit, the Hospital will post notice of this vacancy on the HGH internal posting platform for a period of at least seven (7) calendar days.
- b) All vacancies created by the filling of an initial vacancy will be posted for a period of at least three (3) calendar days, excluding Saturdays, Sundays, and Holidays.
- c) Employees within the bargaining unit may apply for the job opportunity on the HGH internal posting platform within the applicable aforementioned period.
- d) Casual positions will not be posted.
- e) Temporary vacancies due to illness, injury, vacations, or other leaves of absence for periods of three (3) months duration or less shall not be posted. Candidates for such temporary vacancies shall be selected in accordance with Article 9.03.
- f) In the event that the Hospital wishes to fill a vacant full-time position with two or more part-timers, the Hospital will meet with the Union to explain the reasons and will give consideration to alternative solutions proposed by the Union.
- g) A full-time position shall be considered permanent when the Hospital utilizes a regular part-time, a temporary part-time or a casual employee on a regular basis on an existing position for a period of 90 days or more and where such utilization is not to replace an employee who is off due to sickness, injury, vacation, or a prescribed leave of absence.

h) An employee selected as a result of a posted permanent vacancy (full-time or part-time) need not be considered for other vacancies (permanent or temporary) within a twelve (12) month period from her first day in her new position unless an opportunity arises which allows an employee:

- To change her employment status (change from full-time to part-time, or from part-time to full-time) or,
- To have an increase in her hourly rate
- To have an increase in her FTE

An employee selected to fill a temporary vacancy (full-time or part-time) need not be considered for another temporary vacancy within a twelve (12) month period from her date of selection.

i) The Hospital agrees to furnish the union on a monthly basis with a record of all hours worked by regular part-time, temporary part-time and casual employees. If requested by the union, the Hospital will furnish a complete summary of which positions and when, a specific employee has worked for the duration requested.

j) Where a new technology or a new service is added or the hospital executes a special project, a temporary part time or full-time position may be posted for a period of up to twelve (12) months on a trial basis. At the expiry of the twelve (12) month period, the Hospital shall decide whether the position needs to be filled on a permanent basis or not. If so, the position will be posted, and all affected employees, if any, will be returned to their previous position.

9.02 Job Posting Content

Each job posting shall indicate:

- a) The title of position
- b) The qualifications and competencies required, including:
 - i) Education, certification, and training requirements
 - ii) Essential technical skills and knowledge
 - iii) Required language proficiency (English, French, or both) where applicable
 - iv) Required technical proficiencies (such as data entry, computer systems, etc.) where applicable
- c) Part-time or full-time status
- d) Permanent or temporary status
- e) The current scheduled hours of work
- f) Salary range
- g) The department
- h) The office location (on premises, remotely from home, or hybrid) – subject to change

9.03 Selection Process

The Hospital shall consider the following factors in the order in which they appear. Where these factors are relatively equal, seniority shall govern.

- a) Qualifications including education and certification
- b) Essential competencies for the position
- c) Job-related skills
- d) Probation period
- e) Demonstrated reliability and attendance record
- f) Work performance history

The Hospital shall provide unsuccessful internal candidates with feedback upon request.

9.04 Trial Period

- a) The successful applicant shall be allowed a trial period of up to 300 hours worked during which the Hospital will determine if the employee can satisfactorily perform the job. By mutual agreement between the Hospital, the employee, and the Union, this trial period may be extended for a specified period of time.
- b) Within this period, the employee may voluntarily return, or be returned by the Hospital, to the position formerly occupied, without loss of seniority.
- c) An employee who, in the last 12 months, has already worked or currently works in the department to the vacant position they obtained, will not be able to use the trial period to return to their former position.

9.05 Disabled Employees

The Hospital shall do all it can to give appropriate employment to an employee who has become disabled, temporary disabled or sick and is unable to perform her duties.

ARTICLE 10 - LAY-OFFS AND RECALLS

10.01 Lay-Offs and Rehiring Procedure

- a) Both parties recognize that the job security increases in proportion to the length of service. Therefore, in case of lay-offs, the employees shall be laid off in reverse order of seniority provided that those remaining are qualified to do the work after a three hundred (300) hour trial period. During this period, the employee will be provided with necessary orientation. The employees, however, shall be recalled in order of their seniority provided that they have the required qualifications or equivalent experience to do the work. Probationary and casual employees shall be laid off first in order of seniority.

- b) Subject to the above, an employee may displace an employee in a department of their choice who has lesser bargaining unit seniority and who works for the equal number of hours to the number of her/his FTE or less to the FTE she has been laid off for, provided such employee has the required qualification.
- c) Definition of lay-off includes a change in status from full-time to part-time or for part-time employees a substantial reduction* in hours. (*Reduction of 0.2 FTE or more).

10.02 Notice of Lay-Offs (Temporary)

The Hospital must notify the employees to be laid off at least ten (10) working days before this lay-off becomes effective. If the laid off employee did not have the opportunity to work ten (10) working days following the notice of lay-off, he shall receive a monetary compensation for the part of the ten (10) working days during which he was not assigned any work.

10.03 Lay-Offs (Permanent)

- (a) In the event of a proposed lay-off of employees at the Hospital of a permanent or long term nature, the Hospital will:
 - i) provide the Union with no less than five (5) months written notice of the proposed layoff or elimination of position and
 - ii) provide to the affected employee(s) if any, no less than five (5) months notice of layoff, or pay in lieu thereof.

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

- b) meet with the Union through the Labour-Management Committee to review the following:
 - i) the reason causing the lay-off
 - ii) the service the Hospital will undertake after the lay-off
 - iii) the month of implementation including the areas of cut-back and employees to be laid off.

- iv) Identify and propose possible alternatives to the proposed layoff or elimination of positions including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted out by the Hospital which could be performed by bargaining unit employees who are or would otherwise be laid-off; and the use of attrition to minimize the impact of any downsizing.
 - v) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.
- c) An employee in receipt of notice of layoff pursuant to the above, may:
- i) accept the layoff, or
 - ii) opt to retire, if eligible under the terms of the Hospital's Ontario Pension Plan (HOOPP), or
 - iii) displace another employee in accordance with the collective agreement.

- 10.04 In the event of a substantial temporary bed cutback or temporary cutback in service, the Hospital will provide the Union with reasonable notice. If requested, the Hospital will meet with the Union through the Labour-Management Committee to review the reasons and expected duration of the cut-back in bed or in service, any realignment of service of staff and its effect on employees in the bargaining unit. If the parties disagree on the realignment of service of staff then reassignment of work shall be done in reverse order of seniority.
- 10.05 Notice of lay-off shall be in accordance with the provisions of the Employment Standards Act.
- 10.06 When an employee leaves his employment, he should, if possible, give a notice of departure of fourteen (14) days.
- 10.07 The Hospital will provide the Union with a list monthly, of all hirings, lay-offs, recalls and terminations within the bargaining unit where such information is available or becomes readily available through the Hospital's payroll system.
- 10.08 No new employee shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so in accordance with the loss of seniority provision (Article 8.04 d)) or have been found unable to perform the work available.

10.09 Separation Allowance

Where an employee resigns within 30 days after receiving notice of layoff pursuant to Article 10.03(a)(ii) that her position will be eliminated, she shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of thirty (30) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.

ARTICLE 11 - SICK LEAVE AND LONG-TERM DISABILITY

11.01 Article 11 applies to full-time employees only, unless specified otherwise.

11.02 The Hospital will assume total responsibility for providing and funding a short-term sick leave plan at least equivalent to that described in the 1980 Hospitals of Ontario Disability Income Plan brochure.

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan). The employees will pay the balance of the billed premium through payroll deduction.

For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long-term portion of the disability program, employees on the active payroll as of the effective date of the transfer with one (1) year or more of service shall be deemed to have one (1) year of service.

11.03 There shall be no pay deduction from an employee's regular scheduled tour when he has completed any portion of the tour prior to going on sick leave benefits or Workers' Compensation benefits.

11.04 To qualify for sick leave, whether paid or unpaid, all employees must notify the Hospital of their illness in accordance with Hospital policy and/or procedures in effect November 25, 2025, except in cases of absolute incapacity.

11.05 Upon return to work, the employee (full-time and part-time) must report to her director who may refer her to Employee Health Services. The Hospital may require a certificate from the employee's attending physician after three (3) days of absence for illness. If such, the cost of the medical certificate, if any, will be reimbursed by the Hospital. However, in all cases the Hospital shall be entitled to have the employee examined by a doctor of its choice.

- 11.06 The annual medical examination as well as the various immunizations required by the employer, shall be without cost to the full-time, part-time and/or casual employee.
- 11.07 The remuneration for absence due to illness is paid to the full-time employee on the bank deposit which covers the period during which the employee has been absent, provided however that she qualifies and meets the requirements of Article 11.05.

ARTICLE 12 - HOURS OF WORK AND WEEKLY DAYS OFF

- 12.01 The following provisions designating regular hours on a daily basis and regular shifts over the Hospital's shift schedule shall not be construed to be a guarantee of the hours of work to be done on each shift or during any shift schedule. The regular work week shall be composed of an average of thirty-seven and one-half (37 1/2) hours per week averaged over a period of two (2) weeks exclusive of a one-half (1/2) hour meal period. The regular work day shall not exceed seven and one-half (7 1/2) hours, exclusive of the unpaid meal period.
- 12.02 The employee is entitled to two (2) consecutive days off per pay period. The weekends are distributed equitably and alternatively between the employees of the same department; the employee is allowed one (1) weekend off every three (3) weeks. The Hospital will endeavour, except when it is impossible, to provide:
- a) one weekend off every two weeks;
 - b) that no employee be scheduled to work in excess of seven (7) consecutive days; the eighth (8) consecutive and subsequent consecutive shifts shall be paid at time and one half of regular rates unless requested by the employee, or as a result of a shift change between employees;
 - c) An employee reaching 12 consecutive shifts will not be offered any additional shifts prior to having a full day off. It is understood that following the day off, the employees next shift is considered to start over before being eligible for article 12.02 b) / An employee must qualify to trigger the criteria's set in article 12.02 b)
 - d) if any employee works three (3) weekends in a row, they will be paid at time and one-half (1 1/2) for all hours on the third and subsequent weekend, save and except where:
 - i) such weekend has been worked by the employee to satisfy specific days off requested by such employee; or

- ii) such employee has requested weekend work (is available); or
- iii) such weekend is worked as the result of an exchange of shifts with another employee.
- e) There will be no rotation over three shifts in the same week unless the employee so requests or agrees. This clause does not apply to casual employees.

12.03

- a) Prior to introducing a new master schedule in a department, the Hospital will inform the Union and the employees, in writing, at least four (4) complete calendar weeks prior to the commencement of the schedule change.
- b) The schedule of working hours and days of each employee shall be posted in a suitable place, fifteen (15) days in advance for a period of minimum six (6) weeks and the schedule for employees shall not be modified without the consent of the employee, except in cases of changes required by sickness or accident.

12.04

Part-Time Scheduling

Vacant or new part-time positions will be posted as FTEs

- a) Subject to the following, additional tours above the FTEs of part-time employees shall be offered singularly, to regular and/or temporary part-time employees not scheduled to work that day, and/or up to four (4) shifts per week (30 hours), by seniority (regardless of hours regularly scheduled that week) within the same department (as listed in 12.04g)), and then on a Hospital wide basis by seniority, prior to offering tours to casual employees;
- b) Provided they are oriented and trained, employees may submit their availability to work additional hours in three (3) other departments in addition to their own.

If the employer needs to orient an employee in order to maintain the minimal number of oriented replacements as pre identified by the employer, it will canvass volunteers by seniority and update the replacement list.

The employee may change their choice no more than twice a year (January & July).

- e) Where all regular part-time and/or temporary part-time employees have been given the opportunity to work up to their availability and/or up to 30 hours per week, then any extra tours will be offered to casual employees on the basis of seniority, qualifications and availability. When casual employees have reached their availability hours, and/or 30 hours per week, remaining shifts will be offered by seniority to regular part-time employees as a fifth (5th) shift before they are offered to casual employees.
- f) Part-time employees' first commitment is to their scheduled shifts. When additional shifts are offered on a call-in basis, a tour will be deemed to be offered whenever a call is placed and deemed to be an opportunity to work and counted towards the availability of the employee, if refused by the employee.
- g) Notwithstanding 12.04 (a) additional weekend shifts shall be first offered as a pair and then singularly
- h) In order to meet the prescribed scheduling requirements stipulated in Article 14.03f), the employer will be permitted to waive the parameters of the Master schedule during the two (2) weeks Christmas Holiday period, as well as during the summer schedule.

- 12.05 All time worked beyond the regular working days or beyond the average of seventy-five (75) hours per pay period shall be considered as overtime hours of work. Such hours of work shall be paid at the rate of time and one-half (1 1/2) the employee's straight time hourly rate of pay.
- 12.06 Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week and also as hours for which the overtime premium is paid.
- 12.07 No overtime is remunerated unless it has been previously authorized by the Department Director or his designee.
- 12.08 When more than one (1) hour of overtime is anticipated, the overtime will be dispensed on a seniority basis within the service and employees affected.

It is the responsibility of the employee to advise the staffing department in writing to add or remove their name from the overtime list.

12.09

Temporary Transfer

- a) Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (1/2) of a shift, he shall be paid the rate in the higher salary range immediately above his current rate from the commencement of the shift on which he was assigned the job.
- b) If an employee is replacing for a higher paying position and is at the maximum of the scale, she will be placed at the maximum rate of the higher paying scale.
- c) Where the Hospital temporarily assigns an employee to carry out the assigned responsibilities of a higher classification outside the bargaining unit for a period in excess of one-half (1/2) of one shift, the employee shall receive an allowance of four dollars (\$4.00) for each shift from the time of the assignment.
- d) Should an employee be temporarily assigned to a lower paid position, he will continue to earn his regular rate. It is understood that this Article shall not apply in cases where an employee occupied two positions for which the salaries are different.
- e) Where the hospital decides to effect a temporary transfer to a higher paying position or to a full-time position, the seniority of employees will be the primary consideration, provided they are qualified and orientated to perform the job in question.

12.10

Standby & Call-Back

- a) Any urgent call to work, after the employee has left the Hospital is remunerated at the rate of double time (2) the regular salary of the employee on duty, with a minimum of three (3) hours already paid, no additional remuneration shall be made. The employee shall be allowed half (1/2) an hour to report to the Hospital.
- b) A transportation allowance shall be paid to the employee on standby for any urgent call forcing him to travel from home to the Hospital. The transportation allowance will be the standard rate established throughout the Hospital.
- c) An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of three dollars and fifty cents (\$3.50) per hour for all hours on standby. Standby pay shall, however, cease where an employee is called into work under Article 12.10 a) above and works during the period of standby.

12.11 Rest Periods

- a) The Hospital will schedule one fifteen (15) minute rest period for each full half scheduled shift.
- b) When an employee performs authorized overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration.

12.12 No employees shall be scheduled and/or called in without a minimum rest period of ten (10) hours unless otherwise mutually agreed to by the employer and employee. If such hours are not scheduled off the employee shall qualify for payment at the overtime rate for the period worked before the ten (10) hours time limit allowed has expired.

12.13 Promotion to a Higher Classification

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

12.14 Time Off in Lieu of Overtime

Employees who work overtime will not be required to take time off in regular hours to make up for overtime worked. Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within one hundred and eighty (180) calendar days.

12.15 Reporting Pay

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work.

12.16 Notwithstanding the provisions of Article 12.05 overtime will not be paid for additional hours worked during a twenty-four (24) hour period as a result of a change in tour at the request of an employee or change over to Daylight Saving from Standard Time and vice versa or exchange of shift by two (2) employees.

12.17 Subject to the prior approval of the Department Director or his designate, employees may be allowed to exchange shifts by mutual agreement provided that the employees involved sign a joint request or any other method established by the Hospital. No overtime shall be payable to either employee if it is due to the shift exchange.

12.18 Casual / Student Availability

- a) Casual employees and students will provide the Hospital by October 1st of each year, with their availability to work a minimum of 5 shifts during the (two calendar (2) weeks) Christmas/New Year's period.
- b) Casual employees and students will provide by April 1st of each year, their availability for work at least eight (8) weeks during the months of June, July and August.
- c) Casual employees and students will declare, on a monthly basis, their availability to work for the following month for the different departments, provided they are qualified and oriented for.
- d) A casual employee and a student shall notify the hospital as soon as a change in their availability becomes known.
- e) A casual employee and a student, who after having given his/her availability, doesn't answer or refuses three (3) times in a two (2) pay period, will be deemed terminated, except in special circumstances (for example, sickness which prevents attendance at work).

A casual employee and a student who has no availability for a period of two (2) full pay periods will be deemed terminated, except in special circumstances (for example, sickness which prevents attendance at work).

- f) A casual employee, who does not give her availability to work by the first of each month, excluding the summer period as referred to in paragraph b) above, will be deemed not available for the current month until otherwise changed by the employee.
- g) This article does not in any way constitute a guarantee of any minimum hours during those periods. In addition, it is understood that an employee, having given availability, is not obliged to accept shifts that are offered. If refused by the employee, this shift will be deemed to have been offered whenever a call is placed and deemed to be an opportunity to work and counted towards the availability of the employee.

- 12.19 An employee who is required by the Employer to work in excess of two (2) hours of overtime immediately following the completion of her regular shift, and who was not notified prior to reporting for work that such overtime would be required, shall be provided with either a free meal or a payment of eleven dollars (\$11.00) in lieu thereof.

This meal premium shall be paid by direct deposit.

Employees performing telework are not eligible for the meal or the payment in lieu.

12.20 List of Departments

It is understood that the departments are defined as follows:

- OR scheduling/reception
- Medical Records
- Material Management
- Admitting
- DI scheduling/reception
- Mental Health & Addiction Services (including all clerical support for all services and sites)
- Staffing Office
- Central Scheduling
- Outpatient reception (Ambulatory Clinics)
- Outpatient reception (Therapeutic Services)
- Family Birthing Center
- Finance Services

ARTICLE 13 - PREMIUM PAYMENT

13.01 Shift Premium

Evening:

Employees shall be paid a shift premium of two dollars and twenty-five cents (\$2.25) per hour for all hours worked between 17:00 and 23:30.

Night:

Employees shall be paid a shift premium of three dollars and twenty-five cents (\$3.25) per hour for all hours worked between 23:30 and 07:00 hours.

13.02 Weekend Premium

Employees shall be paid a shift premium of three dollars and twenty-five cents (\$3.25) per hour for all hours worked between 23:30 on Friday evening to 23:30 on Sunday evening.

13.03 Lead Hand Premium

Whenever an employee voluntarily accepts to be assigned to carry out the duties and assume the responsibilities of a Lead Hand, the employee will be paid at her regular hourly rate plus 12 percent.

It is agreed by both parties that:

- The Lead Hand employee is assigned from within the service;
- Although different employees can be assigned the Lead-Hand responsibilities, there will be only one person in that role at any given time;
- The Employer will inform the Union and the employees, in advance, about the person who has been assigned Lead-Hand;
- The Lead-Hand responsibilities do not alter the application of the lay-off clause (Article 10).

ARTICLE 14 - HOLIDAYS

14.01 List of Statutory Holidays

The Hospital agrees to recognize and observe twelve (12) holidays during the year;

New Year's Day (January 1 st)	Labour Day
January 2 nd	Thanksgiving Day
Family Day (3 rd Monday in February)	Remembrance Day (November 11)
Good Friday	Christmas Day (December 25 th)
Victoria Day	Boxing Day (December 26 th)
Canada Day (July 1 st)	Civic Holiday (1 st Monday of August)

14.02 Payment of Holidays

If one of these holidays falls on a Saturday, a Sunday, a weekly day off or during the regular vacations, the employees do not lose this holiday provided they qualify under Article 14.03 (d).

- 14.03 a) When a full-time employee is required to work on a paid holiday as described herein, he shall be entitled to receive pay at the rate of time and one-half (1 1/2) his regular straight time rate of pay in addition to receiving holiday pay or a day off in lieu with pay at the employee's option and as arranged in advance with the supervisor or his designate.

- b) Full-time employees whose scheduled off day falls on the day a designated holiday is observed shall be paid holiday pay at his regular straight time rate of pay or be granted a day off in lieu with pay at his option.
- c) Lieu days as herein provided are to be arranged in advance, by mutual agreement between the supervisor or his designate and the employee, and should be taken within the period of four (4) weeks before and four (4) weeks following the date on which the holiday falls.
- d) In order to qualify for each holiday, an employee must have worked his full scheduled shift immediately preceding and following the holiday, unless excused by the Hospital.
- e) Whenever an employee is scheduled to work on a weekend immediately preceding or following a designated holiday, he/she shall be scheduled to work that designated holiday.
- f) Christmas and New Year's preferences will be produced according to the following timetable:
 - Posting by September 15th
 - Requests by October 1st
 - Authorization by November 1st

For Christmas (December 25th and 26th) and New Year's (January 1st and 2nd), these holidays will be distributed on a rotation basis. In case of a conflict, the Hospital will check the previous year's Holiday schedule to see who was off and those who were off will be expected to work.

14.04 Employees who are on leave of absence without pay from the Hospital or on paid sick leave on a day a designated holiday falls which absence commenced more than thirty (30) calendar days prior to the date of the holiday, shall not be entitled to receive holiday pay.

Employees absent from work due to a compensable accident which commenced within thirty (30) calendar days prior to the date of the holiday shall receive holiday pay only to the extent of the difference between his regular straight time rate of pay and Workers' Compensation Board payments made to the employee. Employees on a paid sick leave which commenced within thirty (30) calendar days prior to the date of the holiday shall be paid for such holiday in lieu of sick pay.

- 14.05 Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday, such employee shall receive twice his regular straight time hourly rate for such authorized overtime.
- 14.06 Holiday pay, for an employee working the standard hours per day, as set out in Article 12.01, is defined as the amount of straight-time hourly pay exclusive of shift premium which an employee would have received had he worked a normal shift on the holiday in question.
- 14.07 Should the Hospital be required to observe an additional paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall be established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide the number of paid holidays as noted above remains unchanged.
- 14.08
- a) A regular part-time employee who works on a paid holiday shall be entitled to receive pay at the rate of one and one-half times (1 1/2) his basic rate of pay for all hours worked on the paid holiday.
 - b) A casual part-time employee who works on a paid holiday shall be entitled to receive pay at the rate of one and one-half times (1 1/2) his basic rate of pay for all hours worked on the paid holiday.
 - c) A regular part-time and casual part-time employee who does not work on the day on which a paid holiday is observed shall receive no payment for such day and the percentage (percentage in lieu of benefits) added to her basic rate of pay shall be deemed to take into account payment for this day.

ARTICLE 15 - VACATIONS

- 15.01 The Hospital undertakes to pay all full-time employees each year the following vacations:

Length of Continuous Service for Determining Vacation Entitlement

- a) Employees with less than one (1) year of service on March 31st of a year will receive six percent (6%) of gross salary earned since date of last hire.

Vacation entitlement shall be as follows:

- a) less than one (1) year - 6%
- b) after one (1) year - three (3) weeks
- c) after five (5) years - four (4) weeks
- d) after twelve (12) years - five (5) weeks
- e) after twenty (20) years - six (6) weeks
- f) after twenty eight (28) years - seven (7) weeks

15.02 The vacation year extends from the first pay of May to the last pay of April and service for the purpose of calculating vacation entitlement shall be as at April 30. This Article is subject to Article 16.01 and an employee's annual vacation is reduced proportionately.

15.03 a) For summer vacation (mid-June to mid-September) vacation schedule forms will be posted by March 1st in order that employees may apply. In order to qualify under the provisions of Article 15.07, an employee must indicate his/her preference by March 31st.

b) Employees will submit their vacation request, in advance, if it is for five (5) days vacation or more, and the Hospital will advise the employees of the granting of such requests in accordance with the following timetable:

c) Vacation period:

<u>Vacation Period</u>	<u>Requested by</u>	<u>Authorized by</u>
Sept. 16th – Jan. 31st	June 1st	June 30th
Feb. 1st – June 14th	November 1st	November 30th
June 15th – Sept. 15th	March 1st	March 31st

d) If the employees submit their vacation preference within these timelines, seniority applies. Outside these timelines and/or for requests for 4 days or less, refer to hospital practice (schedule time table). The current practice of requesting vacation by schedule period will determine vacation approval or refusal.

- e) In case where employees request consecutive weeks of vacation and where such weeks overlap two (2) different periods as stipulated in 15,03c), the first day of vacation requested will determine the period and time frame the employee must submit the vacation request for all the consecutive weeks requested.
- 15.04 Vacations may be taken at any time during the calendar year, subject to the Hospital's requirements as to the sufficient availability of staff. Vacation quotas shall not be unduly restrictive and vacations shall not be unreasonably withheld.
- 15.05
- a) An employee who is not entitled to one (1) full week of paid vacation may, if he desires, complete one (1) calendar week at his own expense with the approval of the Department Director. Such requests shall not be unreasonably withheld.
 - b) Upon written request by a full-time employee prior to March 31st the employer will consider requests to carry forward any unused portion of vacation credits to a maximum of 37.5 hours. It is understood unused vacation must be taken before June 1st otherwise the vacation shall be paid out on the pay immediately following June 1st.
- 15.06
- a) Vacations shall be given to employees by department. The Hospital shall endeavour to meet the wishes of the individual employee, and in cases where vacation periods requested conflict, preference will be given to employees in order of seniority.
 - b) For summer vacation (mid-June to mid-September) an employee may be restricted to two (2) consecutive weeks off, in the event of a conflict between overlapping vacation request. In this situation, the employee with the most seniority will be given the option to choose.
 - c) When all vacation requests have been granted and when CBA and/or schedule permits, additional vacation will be granted by seniority.
- 15.07 For each vacation period taken, all employees shall receive their vacation pay when taken. Part time employees may also make a written request to receive in part or in full their vacation pay anytime during the vacation year. Such request will be granted and the payment will be executed at the earliest opportunity. At the end of the vacation year, all vacation credits will be paid out.
- 15.08 An employee who leaves the employ of the Hospital is entitled to his days of annual vacation accumulated and paid in proportion to the days worked at the date of departure.

- 15.09 Should an employee, who has commenced his vacation, agree upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1 1/2) times his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked.
- 15.10 a) Where an employee's scheduled vacation is interrupted due to a serious illness which either commenced prior to or during the scheduled vacation period, the period of such illness shall be considered sick leave.
- Serious illness is defined as an illness which requires the employee to receive on-going medical care and/or treatments resulting in either hospitalization or which would confine the employee to their residence or to bed for more than three days.
- The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.
- b) Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with this Agreement. The portion of the employee's vacation which is deemed to be bereavement leave under this provision will not be counted against the employee's vacation credits.
- 15.11 a) Vacation entitlement for part-time and casual employees shall be as follows:
- for a three (3) week vacation entitlement - six percent (6%) of earnings = one (1) year of service;
 - for a four (4) week vacation entitlement - eight percent (8%) of earnings = five (5) years of service;
 - for a five (5) week vacation entitlement - ten percent (10%) of earnings = twelve (12) years of service;
 - for a six (6) week vacation entitlement - twelve percent (12%) of earnings = twenty (20) years of service;
 - for a seven (7) week vacation entitlement - fourteen percent (14%) of earnings = twenty-eight (28) years of service.

- b) Each 1725 hours worked by regular part-time and casual employees will equate to one (1) year of service with the Hospital for purposes of determining vacation entitlement only.
- c) Regular part-time employees may apply for vacation, leave of absence with or without pay for vacation purposes in accordance with their earned entitlements as prescribed by b) above.
- d) Casual PT employees shall be entitled to receive vacation payments in lieu on a bi-weekly basis as per the provisions set out in 15.11

ARTICLE 16 - LEAVES OF ABSENCE

16.01 Personal Leave

Written request for a personal leave of absence without pay will be considered on an individual basis by the Director of Human Resources or his designate. Such requests are to be submitted at least two (2) weeks in advance, except in cases of emergency, and a written reply will be given within fourteen (14) days except in cases of emergency in which case a reply will be given as soon as possible. Such leave shall not be unreasonably withheld.

When an employee is granted a leave without pay in excess of thirty (30) calendar days, the Hospital shall give him a written authorization for this purpose in which case the employee does not lose any acquired right if he resumes his employment within the prescribed time. However, the time for which he has been on leave, is not counted as time of service.

In addition, an employee will become responsible for full payment of subsidized employee benefits in which he is participating for the period of the absence. In the case of unpaid approved absences in excess of thirty (30) calendar days, an employee may arrange with the Hospital to prepay the full premium of any subsidized employee benefits for the entire period of the leave to ensure coverage.

16.02 Bereavement Leave

An employee who notifies the Hospital as soon as possible following a bereavement, shall be granted four (4) consecutive working days off without loss of regular pay for scheduled hours, in conjunction with the day of the funeral of the spouse, child, or parent. "Spouse" for the purposes of bereavement leave will be defined as in the *Family Law Act*. "Spouse" for the purposes of bereavement leave will also include a partner of the same sex.

An employee who notifies the Hospital as soon as possible following a bereavement, shall be granted three (3) consecutive working days off without loss of regular pay for scheduled hours, in conjunction with the day of the funeral of a member of her or his immediate family. "Immediate family" means legal guardian, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, spouse's grandparent, or grandchild.

An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled hours to attend the funeral of his or her aunt or uncle, niece or nephew.

In the event that a celebration of life or memorial service is to be held at a later date (i.e. in case of cremation, etc.), the employee is entitled to use one (1) of the paid bereavement days on the day of the service.

These leaves are not granted if they coincide with any other holiday observed in this Agreement.

16.03 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 Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

- a) notifies the Hospital 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;
- c) deposits with the Hospital the full amount of compensation received excluding mileage, traveling and meal allowances and an official receipt thereof.

16.04(A) Pregnancy Leave (Full-time only)

- a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- b) The employee shall give written notification at least four (4) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital the certificate of a legally qualified medical practitioner stating the expected birth date.

- c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least four (4) weeks in advance thereof.
- d) Effective in confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three per cent (93%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying her regular hourly rate on the last day worked prior to the commencement of the leave times her regular weekly hours plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the hospital will pay the employee ninety-three per cent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.
- f) The hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.
- g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

16.04(B) Pregnancy Leave (Part-time only)

- a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- b) The employee shall give written notification at least four (4) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital the certificate of a legally qualified medical practitioner stating the expected birth date.
- c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least four (4) weeks in advance thereof.
- d) Effective in confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three per cent (93%) of her regular weekly earnings and the sum of her weekly Unemployment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying her regular hourly rate on the last day worked prior to the commencement of the leave times her regular weekly hours plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the hospital will pay the employee ninety-three per cent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.
- f) The hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register these benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

16.05(A) Parental Leave (Full-time only)

- a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- b) An employee who qualifies for parental leave, other than an adoptive parent, shall give written notification at least four (4) weeks in advance of the date of commencement of such leave and the expected date of return.
- c) For the purposes of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally, and subsequently verified in writing.

An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least four (4) weeks in advance thereof.

- e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in

receipt of Employment Insurance parental benefits pursuant to Section 22 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Employment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's Employment Insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on his or her last day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.
- g) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.
- h) Subject to any changes to the employee's status which would have occurred had she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.

16.05 (B) Parental Leave (Part-time only)

- a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.

- b) An employee who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least four (4) weeks in advance of the date of commencement of such leave and the expected date of return.
- c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally, and subsequently verified in writing.

An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least four (4) weeks in advance thereof.

- e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Employment Insurance benefits and any other earnings. Receipt by the hospital of the employee's Employment Insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on his or her last day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

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

- f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to ten (10) weeks while the employee is on parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- h) Subject to any changes to the employee's status which would have occurred had he/she not been on parental leave, the employee shall be reinstated to his or her former duties, on the same shift in the same department, and at the same rate of pay.

16.06 Education Leave

- a) If required by the Hospital, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his or her employment qualifications.
- b) Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.
- c) Subject to operational requirement, the Hospital will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable attendance at a recognize upgrading course or seminar related to employment with the Hospital.

It is agreed that the employee will discuss the educational opportunity and the required accommodation with his or her supervisor or his designate before making a commitment to pursue the proposed course or seminar.

16.07 Leave for Union Business

- a) A maximum of two (2) employees who have been elected or appointed by the Union to attend Union conventions or conferences or other Union business, shall be granted a leave of

absence for this purpose. The Union will submit its request for approval to the Hospital in writing, not less than ten (10) working days prior to the start of the leave, of the names of the delegates. The Hospital will give its answer to the request within five (5) days of receipt of the request and such request shall not be unreasonably denied.

- b) When employees are granted leave of absence as per Article 16.07 a) the Hospital will provide the employee with his “regular earnings” and his “pay in lieu”, and the Union will reimburse the Hospital on a monthly basis.

16.08 Compassionate Care Leave

An employee who is on compassionate care leave, in accordance with the *Employment Standards Act*, shall continue to accumulate seniority.

- 16.09 a) An employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, shall be granted a leave of absence without loss of seniority and without pay, for a period of one (1) year.
- b) When an employee is granted leave of absence as per Article 16.09 a), the Hospital agrees that the employee may elect to retain welfare benefit coverage with the Hospital as long as premiums for such coverage are reimbursed on a monthly basis to the Hospital by the Union.

ARTICLE 17 - HEALTH & WELFARE

17.01 Insured Benefits

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

Articles 17.01 to 17.04 apply to full-time employees only.

a) Semi-Private Coverage

The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan or comparable coverage with another carrier.

b) Extended Health Care

The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan or comparable coverage with another carrier providing for \$22.50 (single) and \$35.00 (family) deductible, providing the balance of monthly premiums are paid by the employee through payroll deductions.

Extended health coverage is to age 80 for active employees

Effective August 13, 2020, the vision care benefit shall be \$450.00 per 24 months, plus one (1) eye exam every two (2) years, the hearing aid benefit shall \$600.00 every three (3) years, and the chiropractic benefits shall be \$450.00 per year.

Effective August 13, 2020, services of a registered massage therapist limited to \$500 per covered person per calendar year.

c) Life Insurance

The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under such group life insurance plan currently in effect.

d) Dental Plan

The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premium is paid by the employee through payroll deductions.

Orthodontic: 50/50, \$2,000 lifetime.

Dental recall including preventative services to 9 months.

Blue Cross rider #2 (or equivalent) [complete and partial dentures] at 50/50 co-insurance with \$3000 maximum every 5 years.

Blue Cross rider #4 (or equivalent) [implants, crowns, bridgework, and repairs to same] at 50/50 co-insurance with a \$2000 annual maximum

Maintain current ODA fee schedule.

17.02 Change of Carrier

It is understood that the Hospital may at any time substitute another carrier for any plan provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Hospital shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein.

17.03 Pension

- a) All present employees enrolled in the Hospital's pension plan (HOOPP) shall maintain their enrolment in the plan subject to its terms and conditions. New employees and employees not yet eligible for membership in the plan shall, as a condition of employment, enroll in the plan when eligible in accordance with its terms and conditions.
- b) Part-time employees may elect to enroll in the Hospital pension plan subject to the provisions of the plan and those of Article 17:05.
- c) This Article does not apply to employees who as of April 1, 1980 exercised the option of not joining the Hospital's pension plan. This Article does not apply to former employees of Smith Hospital who as of July 31, 1981 exercised the option of not joining the Hospital's pension plan.

17.04 Benefits on Lay-Off

In the event of a lay-off of a full-time employee, the Hospital shall pay its share of insured benefit premiums up to one (1) month from the end of the month in which the lay-off occurs.

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium cost of a benefit or benefits for up to three (3) months following the end of the month in which the lay-off occurs. Such payment can be made through payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule.

17.05 Benefits for Part-time employees

A part-time employee shall receive in lieu of all benefits (being those benefits to which an employee, paid in whole or in part by the Hospital as part of direct compensation or otherwise, save and except salary, vacation pay, standby pay, call-back pay, reporting pay, responsibility

pay, jury and witness pay and bereavement pay) an amount equal to fourteen per cent (14%) of his/her regular straight time hourly rate for all straight time hours paid.

Part-time employees who participate in the pension plan as per Article 17:03 b) will receive pay in lieu of other benefits in the amount of nine percent (9%).

17.06 District 6 Savings Plan

- a) The Hospital agrees to make a bi-weekly payroll deduction for the District 6 Savings Plan, as per an employee's request.
- b) The amount of payroll deduction will be made from the employee's pay cheque, and may be changed every four months (Jan. 1, May 1, and September 1). Employees may cancel the deductions at any time, but may only re-enroll every 4 months (i.e. Jan. 1, May 1, and September 1).
- c) The amounts deducted from the employee's pay cheques as per Art. 17.07 a) (savings plan) will be remitted to the District Six Savings Plan every week.
 - 1. Each remittance shall include a list of names of employees on whose behalf remittances are being made, their S.I.N.'s and the amount which the employee is voluntarily contributing.
 - 2. The information referred to in Article 26.03 will be made available to the Union upon request.
- d) The cheques will be made out to the order of "Renaissance Investments", c/o District 6 Savings Plan" and mailed to;
 - Renaissance Investments
 - Attention: ATL Operations
 - Re: USW District Six Saving Plan
 - 1500 University Avenue – Suite 800
 - Montreal, Qc
 - H3A 3S6

17.07 Drug and Dental coverage for retirees on a voluntary basis up to age 65, premium paid 75% by HGH and 25% by retiree.

ARTICLE 18 - HEALTH & SAFETY**18.01 Health and Safety Committee**

- a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention - Health and Safety Committee at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions.
- e) Meetings shall be held every second month or more frequently at the call of the Chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- f) Time off for a representative to attend to the duties of the Occupational Health and Safety Committee shall be paid in accordance with legislation in effect (i.e. Bill 70).
- g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.

18.02 Protective Footwear and Clothing

- a) The Hospital will provide FT & PT employees one hundred and sixty (\$160.00) dollars per calendar year to all storekeepers who are required by the Hospital to wear safety footwear during the course of their duties, upon presentation of the receipt for purchase of such footwear.
- b) When employees are required to wear a lab coat, it shall be supplied at no cost to the employee.

- (c) Full-time storekeepers shall be supplied 3 pairs of pants and 4 shirts at no cost to the employee per year.

Part-time and casual storekeepers shall be supplied 2 pairs of pants and 3 shirts at no cost to the employee per year.

ARTICLE 19 - JOB CLASSIFICATION

19.01a) Job Descriptions

The Hospital shall furnish to the Union a description of the job upon request. A meeting between the parties will follow, upon request, in order to solve all differences that may exist between the job descriptions written by the Hospital and the facts as they exist.

- 19.01b) The Hospital agrees to furnish the union, upon request, with a list of jobs per classification.

19.02 Elimination of an Existing Classification

Before initiating the elimination or the substantive change of any existing classification a thirty (30) day notice shall be given to the Union before the change is executed, absolute incapacity excepted.

19.03 Job Classification

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

The above shall also apply in the case of a major change in job duties. In the event of a decrease in the rate of pay from the operation of this clause, the incumbent employees will be grandfathered. A copy of the revised job description shall be forwarded to the Union.

19.04 Mandatory Replacement

When the Hospital determines that absent employees will be replaced, the Hospital will endeavour to replace such employees with persons from the same bargaining unit.

19.05 Technological Change

- a) The Hospital undertakes to notify the Union in writing, as far in advance as practicable, of any technological changes (including AI systems) that the Hospital has decided to introduce, which will significantly change the status of employees within the bargaining unit. The notification shall include details of classification(s) affected and expected timeline to complete the transition known at the time of the notice.
- b) The Hospital agrees to discuss with the Union the effect of such technological changes on the employment status of employees and to consider practical ways and means of minimizing the adverse effect, if any, upon employees concerned. Any and all arrangements to minimize adverse effects on employees need to be agreed to between the parties, and in writing.
- c) Employees exceeding 1950 hours of continuous service who are subject to lay-off under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the notification to the Union as above set forth and the requirements of the applicable law.
- d) If an employee affected by technological change has the basic skill and ability, he will be provided with reasonable training according to the change affecting his job.

ARTICLE 20 - PAY PERIOD

20.01 The Hospital shall pay its employees every two (2) weeks by bank deposit.

20.02 For each pay period, the Hospital shall furnish its employees a statement of wages earned during this pay period in accordance with Article 10 of the Employment Standards Act of Ontario.

20.03 In the event of an error on the pay caused by the Hospital resulting in underpayment to the employee of an amount exceeding one hundred dollars (\$100.00), the Hospital, when requested by the employee, will endeavour to remit the money owing to the employee within three (3) working days after Management has been made aware of the error.

ARTICLE 21 - GENERAL CONDITIONS**21.01 Notice Board**

The Hospital shall provide a notice board for the United Steelworkers of America. Such notice board shall be located where bargaining unit members have access. The Union shall have the right to post notices of meetings or any other notices likely to interest the employees. However, no document shall be posted without authorization from the Department of Human Resources or delegate and the Chief Steward of the bargaining unit.

21.02 Copies of the Agreement

The Union and the Hospital wish that each employee be familiar with the terms of this Agreement as well as the rights and duties that it provides for her. Therefore, the Hospital shall make the Collective Agreement accessible on its website to employees within two (2) months of ratification or issuance of award. The parties agree to have the collective agreement translated, the cost for the translation shall be paid fifty percent (50%) by the Hospital and fifty percent (50%) by the Union.

21.03 The English version of the Collective Agreement shall be official.

21.04 Plural and Masculine

The singular or the masculine wherever used in this Agreement shall mean that the plural or the masculine is used where the context so requires.

21.05 It shall be the duty of each employee to notify the Hospital promptly of any change in address or any change in temporary residency. If an employee fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such employee. An employee shall notify the Hospital of any change to her telephone number.

21.06 During the life of the collective agreement, the Hospital agrees to provide anti-harassment training for all employees. The objective of this training is to sensitize employees to harassment issues and to their rights and responsibilities. The Hospital agrees to consult with the Union prior to the selection of a trainer and training program.

21.07 PARKING

The employer agrees that parking shall be provided at no cost to members of the bargaining unit.

21.08 HUMANITY FUND

The Employer agrees to deduct on a bi-weekly basis the amount of \$0.01 cent per hour from the wages of employees in the Bargaining Unit for all hours worked prior to the fifteenth day of the month following, to pay the amount so deducted to the Humanity Fund and to forward such payment to United Steelworkers, National Office, 234 Eglinton Ave. East, Suite 800, Toronto, Ontario M4P 1K7, and to advise in writing both the Humanity Fund at the aforementioned address and the Local Union that such payment and the names of all employees in the Bargaining Unit on whose behalf such payment has been made.

It is understood and agreed that participation by an employee in the Bargaining Unit in the program of deductions set forth above may be discontinued by an employee in the Bargaining Unit after the receipt by the Employer of the employee's written statement of desire to discontinue such deductions from her pay.

ARTICLE 22 - SALARIES

22.01 It is understood that the salary scales appearing in Schedule "A" form part of this Agreement.

22.02 The regular straight time rate of pay is that prescribed in wage Schedule "A" of this Collective Agreement.

22.03 Progression on the Wage Grid (Part-Time)

Regular part-time and casual employees shall be paid at their initial rate and will advance on the salary grid after completion of each 1,725 hours worked or otherwise specified in Schedule "A".

22.04 Retroactive payment will be paid for all wage increases on a separate payment within 45 days of ratification or receipt of award.

ARTICLE 23 - DURATION OF THE AGREEMENT

23.01 This Agreement shall continue in force until September 29, 2028 and remain in force thereafter from year to year unless either party gives written notice according to Article 23.02.

23.02 If one of the parties wishes to propose changes or amendments to this Agreement, it shall, within the period of ninety (90) days before the expiration of the Collective Agreement, notify in writing the other party of the changes or amendments that it proposes. The other party is obligated to undertake negotiations for the renewal or the revisions of

the Agreement within fifteen (15) working days following receipt of such a notice, or otherwise mutually agreed, and each party must therefore enter into negotiations in good faith and endeavour to conclude a new and revised Agreement.

23.03 Both parties shall respect in their entireties the Articles of this Agreement during the period in which the negotiation in good faith will take place.

Duration: September 30, 2025 to September 29, 2028.

Dated at; Hawkesbury, Ontario, this; _____, day of; _____, 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

LAST CHANCE AGREEMENT

The parties agree that Last Chance Agreements must be signed by a USW Staff Representative. The Hospital will afford the employee and the local union reasonable time to consult with a staff representation.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

USW EDUCATION FUND

The Employer will pay \$750 per year in the USW Education Fund. Cheques are to be payable to: *USW Hawkesbury Service Fund* and mailed to the Hawkesbury office, on or about January 1 of each year.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

INFLUENZA VACCINE

The parties agree that influenza vaccinations may be beneficial for patients and employees. Upon a recommendation pertaining to a facility or a specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:

- (a) Hospitals recognize that employees have the right to refuse any recommended or required vaccination.
- (b) If an employee refuses to take the recommended or required vaccine required under this provision, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case he or she will be placed on unpaid leave. If an employee is placed on unpaid leave, she or he can use banked lieu time or vacation credits in order to keep her or his pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (c) If an employee refuses to take the recommended or required vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, she or he will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be placed on paid leave. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (d) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Hospital will not oppose the claim.
- (e) If the full cost of such medication is not covered by some other source, the Hospital will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee's working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.

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

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

INDIVIDUAL SPECIAL CIRCUMSTANCE ARRANGEMENTS

- Considering that requests could be made by employees;
- Considering the personal circumstances of each employee;
- Considering the willingness of the organization to take into account the years of service of employees;
- Considering the importance of retention of our staff, among others;

Consequently where the Hospital and the Union agree, arrangement regarding Individual Special Circumstance may be entered into between the parties.

Notwithstanding Article 3.04 a) the Hospital and the Union may agree in certain circumstances, the schedule of an individual full-time employee may be adjusted to enable an average weekly work assignment of 30 to 37.5 hours.

(a) Such an arrangement shall be established by mutual agreement of the Hospital and the Union and the employee affected. The parties agree that the arrangement applies to an individual, not to a position.

(b) Issues related to vacation, paid holidays benefit coverage and pension will be determined by the Hospital and the Union. The employee will retain full-time status, including but not limited to seniority and service.

(c) Any party may end the special circumstance arrangement with notice as determined within the agreement. In the event that the employee affected resigns, transfers, is laid off or his/her employment terminates, the arrangement will be deemed to have ended immediately

The model agreement with respect to such Individual Special Circumstance Arrangements is set out below:

**MODEL AGREEMENT WITH RESPECT TO INDIVIDUAL SPECIAL
CIRCUMSTANCE**
(see next page)

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
STEELWORKERS
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED

EMPLOYEE

This agreement will begin on: _____

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

EMERGENCY RESPONSE TEAM LEAVE

It was discussed and agreed to in bargaining that for the purpose of the USW ERT member, position currently held by Tina Fournier

The practice of notification to the employer shall be as follows.

The union shall provide 2 days written notice to her immediate supervisor and a copy to the Human Resource manager.

It was further agreed that such unpaid leave of absence shall not be unreasonably denied.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

TRANSFER OUTSIDE THE BARGAINING UNIT

(a) An employee who accepts a permanent position outside the bargaining unit for a period of not more than one (1) year shall retain, but not accumulate, her seniority held at the time of the transfer. In the event that the employee applies to a position and/or returns in the bargaining unit, she shall be credited with seniority held at the time of the transfer. If no vacant position is available, for which the employee is qualified, she will return as a casual employee. However, if the selected employee can't satisfactorily perform the job or if she chooses to return to the bargaining unit during the first 3 months of occupying the position, she shall be returned to the position she held at the time of transfer outside the bargaining unit, and she shall be credited with seniority held at the time of the transfer. Employees affected shall return to their previous positions.

(b) An employee who accepts a temporary position outside the bargaining unit for a period of not more than one (1) year shall retain, but not accumulate, her seniority held at the time of the transfer. Once the employee returns to her position held at the moment of transfer outside the bargaining unit, she shall be credited with seniority held at that time. It is agreed by the parties that the employee's position can temporarily be filled while she's transferred outside the bargaining unit. Employees affected shall return to their previous positions.

(c) In the event that the employee is on a position outside the bargaining unit for a period of one (1) year and more, she will lose all seniority held at the time of the transfer. In the event that the employee applies for a position in the bargaining unit, the employee's seniority will accrue from the date of her return to the bargaining unit.

(d) An employee who accepts a position under this Agreement will not be required to pay union dues for any complete calendar month during which non bargaining unit work is performed.

(e) The period of time for transfers may be extended by agreement between the parties.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

EFFECTIVE MARCH 9, 2022

RESIGNATION TO CASUAL STATUS

The parties agree to allow full-time and part-time employees to demote to “casual employee” status, and remain employees of the Hospital, under the following conditions and understanding;

Employees wishing to demote from full-time or part-time status to casual status, must submit their request in writing to the Human resource Department at least 6-weeks before the commencement of the requested status change effective date.

- a) Such request shall be granted in writing, conditional of the following conditions:
 - If the number of employees requesting a casual status becomes too high for a department, there will be a discussion between the Union and Management to determine the feasibility of granting requests;
- b) Employees granted such demotion shall remain employees of the Hospital and continue to accrue seniority and service as per the terms of the collective agreement, uninterrupted (no break in service or seniority).
- c) Employees granted such demotion shall also be restricted from applying on any postings for a period of 6 months, except in cases where the Hospital has exhausted the internal posting procedure and has to hire outside the bargaining unit.
- d) All conditions of the CBA in regard to casual employees will be effective starting the first day in the appointment letter.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

INNOVATIVE SCHEDULING

It is understood that the needs of patients and the operational needs of the hospital will take precedence when the parties discuss innovative scheduling or extended tours.

1. Where the Hospital and the Union agree, other arrangements regarding hours of work may be entered into between the parties on a local level with respect to tours beyond the normal or standard work day or week.
2. Where the Hospital and the Union agree, arrangements regarding innovative scheduling, (i.e. and such but not limited to shifts of more or less than seven and one-half (7.5) hours, split-shifts, shifts of different lengths in the same pay period etc.), may be entered into between the parties on a local level.
3. It is understood that these arrangements can be done notwithstanding overtime clauses.
4. All agreements and arrangements shall be done in writing and signed by authorized officials.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

INCREASES IN FTE

If the Employer wishes to increase a permanent position, the Employer shall consult with the Union at the earliest opportunity prior to the desired implementation date to discuss the next steps to be taken regarding the staffing of that position. The principles of the CBA shall be respected, and alternatives presented by the Union shall not be unreasonably denied.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

DOMESTIC OR SEXUAL VIOLENCE LEAVE

The parties recognize that domestic violence, which may include intimate partner violence, child abuse or sexual violence, is a serious issue that can manifest in various ways, including but not limited to, disruptive phone calls, harassing emails, threats, inappropriate visits, violent confrontations, violent offences between current and/or former partners, regardless of cohabitation.

Hospitals who are aware of, or who ought reasonably to be aware of, domestic violence that would likely expose an employee to physical injury in the workplace must take every precaution reasonable in the circumstances to protect the employee (OHSA section 32.0.4).

Where an employee has advised that they are suffering from or in fear of domestic violence, or child abuse or the Hospital is aware or ought reasonably to be aware, they will be offered supports and services that may include but are not limited to, work accommodations to schedules or duties, safety planning, training, referrals and protections, risk assessment, and/or health care benefits, support in reporting to law enforcement and/or regulated colleges, and leaves (including job protected leaves as per the Employment Standards Act, 2000); and other supports, as appropriate.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

JULY 1ST AND NOVEMBER 11TH STATUTORY HOLIDAYS

WHEREAS that the public holidays of July 1st and November 11th are not systematically adjacent to weekends.

AND WHEREAS that these holidays occur on Tuesdays, Wednesdays and Thursdays approximately once every five years.

AND WHEREAS that the Employer may reduce its workforce on statutory holidays.

NOW THEREFORE that the parties wish to establish terms and conditions for the application of the rules relating to vacations and workforce planning for these special situations.

THE PARTIES AGREE AS FOLLOWS:

- The preamble forms an integral part of this letter of agreement.
- In sectors that do not operate with reduced staffing on Statutory Holidays:
 - The master schedule of employees remains unchanged on July 1 and November 11 when these holidays occur on Tuesdays, Wednesdays and Thursdays.
- In areas where the Employer determines that a reduction in the workforce is required on Statutory Holidays:
 - Notwithstanding their assignment in the department or unit, employees scheduled on July 1 and November 11 who do not wish to work on these dates may submit a leave request via the vacation planner covering the period concerned. Leave requests will be approved according to the parameters in force.
 - If the number of employees requesting vacation leave is insufficient, the Employer will apply the principle of reverse seniority to reduce the number of employees.
 - If the number of available employees exceeds operational requirements, the Employer will apply the principle of seniority to adjust the workforce.
- Employees must possess the skills and training required to perform their assignments.
- All other provisions of the Collective Agreement remain applicable.

- This agreement is entered into without prejudicial admission and does not constitute a precedent between the parties.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

MENTAL HEALTH AWARENESS

The parties recognize that mental health issues are known to be a cause of disability and other problems in Canadian workplaces. The Employer acknowledges its obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act (OHSA) and the promotion of good mental health in the workplace.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

EXTERNALLY FUNDED POSITIONS – MENTAL HEALTH & ADDICTION CENTER

The parties agree to the following terms regarding positions created specifically within the Mental Health & Addiction center when related to external funding sources:

Creation of Positions:

- Notwithstanding Article 9.01(g) of the Collective Agreement, the Hospital may create temporary positions within the [MHC] specifically for special projects, initiatives, or programs that are funded by external sources (such as grants or time-limited government funding) where the continuation of such funding is uncertain.

Exemption from Article 9.01(g):

- Positions created under the auspices of this Letter of Understanding shall be exempt from the provisions of Article 9.01(g) regarding the automatic conversion of temporary positions to permanent status after 90 days.

Posting Requirements:

- These positions shall be posted as temporary positions for the duration of the confirmed funding period. The Hospital shall clearly indicate on the job posting that the position is dependent on time-limited external funding.

Extensions:

- Should the external, non-permanent funding for a position covered by this LOU be extended or renewed, the temporary position may be extended accordingly without requiring a re-posting. The Hospital shall communicate such extensions to the Union and the affected employee(s) prior to the initially scheduled end date.

Funding Status and Updates:

- The Hospital agrees to inform the Union of any material updates received from the funder regarding the status of the funding and the funded position(s). Where appropriate, the Hospital will encourage funders to offer permanent funding for successful initiatives.

Seniority:

- Time worked in an externally funded temporary position under this LOU shall count toward an employee's seniority and continuous service in accordance with the relevant provisions of the Collective Agreement.

Conversion to Permanent:

- If the special project funding for a position covered by this LOU becomes permanent, the position shall then be posted as a permanent position in accordance with the job posting procedures outlined in Article 9 of the Collective Agreement.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

LETTER OF AGREEMENT

BETWEEN:

THE HAWKESBURY & DISTRICT GENERAL HOSPITAL

AND:

THE UNITED STEELWORKERS

Job Description Review

During the first year of the collective agreement, the employer will review the job descriptions of employees working in Band 3 and Band 4.

Once completed, the parties shall hold a special labour management meeting to determine whether any of the positions need to be re-evaluated.

Signed at Hawkesbury this _____ day of _____ 2026.

FOR THE HOPITAL GENERAL DE
HAWKESBURY AND DISTRICT
GENERAL HOSPITAL INC.

FOR THE UNITED STEELWORKERS

SCHEDULE "A" - SALARY SCALE - USW

JOB CLASS	FULL TIME	START	6MTHS	1YR	2YRS	3YRS
	PART TIME		862.50 hrs	1725 hrs	3450 hrs	5175 hrs

Band 7 (Health Record Admin, Dec. Support Analyst, Agent de coordination)						
30.09.2024		\$ 31.63		\$ 32.77	\$ 33.90	\$ 35.09
30.09.2025	3.00%	\$ 40.40		\$ 42.42	\$ 44.52	\$ 46.81
30.09.2026	2.25%	\$ 41.31		\$ 43.37	\$ 45.52	\$ 47.86
30.09.2027	2.00%	\$ 42.14		\$ 44.24	\$ 46.43	\$ 48.82

Band 6 (Health Record Admin, Agent des inventaires)						
30.09.2024		\$ 28.77		\$ 29.80	\$ 30.83	\$ 31.89
30.09.2025	3.00%	\$ 30.50		\$ 32.21	\$ 34.02	\$ 35.94
30.09.2026	2.25%	\$ 31.19		\$ 32.93	\$ 34.79	\$ 36.75
30.09.2027	2.00%	\$ 31.81		\$ 33.59	\$ 35.49	\$ 37.49

Band 5 (Inventory Assistant, Assistant Buyer)						
30.09.2024		\$ 25.93		\$ 26.69	\$ 27.45	\$ 28.20
30.09.2025	3.00%	\$ 27.74		\$ 28.53	\$ 29.32	\$ 30.09
30.09.2026	2.25%	\$ 28.36		\$ 29.17	\$ 29.98	\$ 30.77
30.09.2027	2.00%	\$ 28.93		\$ 29.75	\$ 30.58	\$ 31.39

Band 4 (Medical sec, Intermediate Clk, MRI and Cardio booking clk, MDU Clk, OR and Endo Clk (consultant clinic))						
30.09.2024		\$ 25.96		\$ 26.60	\$ 27.34	\$ 28.01
30.09.2025	3.00%	\$ 27.77		\$ 28.44	\$ 29.21	\$ 29.91
30.09.2026	2.25%	\$ 28.39		\$ 29.08	\$ 29.87	\$ 30.58
30.09.2027	2.00%	\$ 28.96		\$ 29.66	\$ 30.47	\$ 31.19

Band 3 (Multi-Disciplinary Clk, Secretary, Medical Record Clk)						
30.09.2024		\$ 24.00	\$ 25.09	\$ 25.84	\$ 26.63	\$ 27.40
30.09.2025	3.00%	\$ 25.75	\$ 26.87	\$ 27.65	\$ 28.47	\$ 29.27
30.09.2026	2.25%	\$ 26.33	\$ 27.47	\$ 28.27	\$ 29.11	\$ 29.93
30.09.2027	2.00%	\$ 26.86	\$ 28.02	\$ 28.84	\$ 29.69	\$ 30.53

Band 2 (Storekeeper)						
30.09.2024		\$ 23.61	\$ 24.65	\$ 25.41	\$ 26.19	\$ 26.97
30.09.2025	3.00%	\$ 25.35	\$ 26.42	\$ 27.21	\$ 28.02	\$ 28.83
30.09.2026	2.25%	\$ 25.92	\$ 27.01	\$ 27.82	\$ 28.65	\$ 29.48
30.09.2027	2.00%	\$ 26.44	\$ 27.55	\$ 28.38	\$ 29.22	\$ 30.07

