



WORKING CONDITIONS

PROFESSIONNAL AND MANAGEMENT

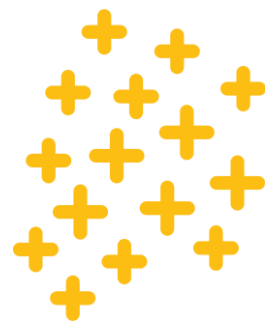
Hawkesbury and District General Hospital
Effective Date: August 2024



TABLE OF CONTENT

3	Introduction	9	Salaries and Allocations
			<i>Payment of salaries</i>
			<i>Position on salary scales</i>
			<i>Salary progression</i>
			<i>Premiums</i>
			<i>Standby</i>
4	Definition	12	Vacations
	<i>Regular employee</i>		
	<i>Full-time employee</i>		
	<i>Part time employee</i>		
	<i>Occasional or casual employee</i>		
	<i>Temporary or term employee</i>		
5	Code of Conduct		Leaves
			<i>Maternity / Parental / Adoption leave</i>
			<i>Study leave</i>
			<i>Bereavement leave</i>
			<i>Jury or witness duty</i>
5	Probation Period	14	Statutory Holidays
6	Hours of Work	15	Benefits
	<i>Work hours for management</i>		<i>Benefits for regular full-time employees</i>
	<i>Work hours for non-union and non-managerial employees</i>		<i>Benefits for regular part-time employees</i>
			<i>Benefits for retirees (full-time employees)</i>
			<i>Pension plan</i>
			<i>Continuation of benefits during a leave</i>
			<i>Disability</i>
			<i>EARS program</i>
7	Job Posting	18	Other
7	Expenses		<i>Access to employee file</i>
	<i>Travel expenses</i>		<i>Information changes</i>
	<i>Reimbursement of expenses</i>		<i>Employment termination</i>
8	Training		

INTRODUCTION



This handbook is a guide to the terms of your employment as a non-union employee of the Hawkesbury and District General Hospital (HGH).

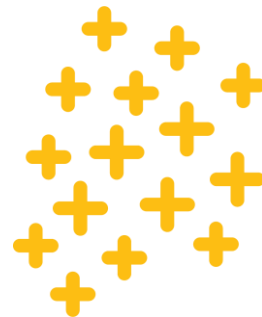
Although it is not a contract of employment, this handbook outlines your rights, privileges, and advantages as well as your responsibilities as an employee of the hospital.

Policies in the handbook are subject to change. Please refer to the HGH portal for the most recent version of the policies applicable to your employment with HGH.

This handbook applies to the incumbents of the following positions (and other professional or management positions, as per identified in the incumbent's letter of offer):

- Coordinators
- Directors
- Analysts
- Advisors
- Managers

** If you have any questions or comments, please contact a member of the Human Resources Service.*



DEFINITION

Regular employee

A regular employee is hired for an indefinite period.

Full-time employee

A full-time employee is regularly scheduled to work 37.5 hours per week or 75 hours in a two-week period.

Part-time employee

A part-time employee is regularly scheduled to work, and normally works for less than 75 hours in two weeks.

Occasional or casual employee

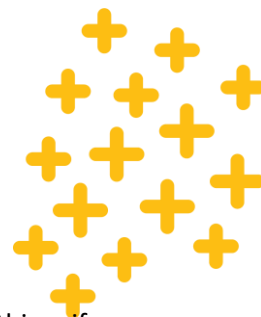
An occasional or casual employee does not have regularly scheduled shifts but works when called in due to workload or to replace sick leave or vacation.

Temporary or term employee

As a temporary employee, you will usually fall under the employment conditions of a part-time employee. Some of the employment conditions noted in this booklet will apply to you, with exceptions including but not limited to the benefits package and paid sick leave.

As a temporary full-time employee with a term of employment of at least six months, you may be offered the option to participate in the full-time benefits package or be paid a percentage in lieu of benefits per the part-time terms of employment.

CODE OF CONDUCT



Alle employees must subscribe to HGH's code of conduct and to their respective code of ethics, if applicable, in order to establish and maintain a relation of trust with HGH employees and the public, in addition to maintaining the highest standards in their performance.

PROBATION PERIOD

All newly hired employees have a probationary period of 6 to 12 months, as established in the letter of offer for the position.

There will be a performance review during the probationary period to provide feedback and allow the employee to make any adjustments that may be required. The probationary period may be modified by the employee's Director or Vice-President in consultation with Human Resources.

At the end of the probationary period, an appraisal of the employee's performance must be completed, including a recommendation to:

- Confirm the regular status of the employee; OR
- Prolong the probation period to allow time for performance improvement and/or to complete certain objectives. In this case, clear objectives including performance indicators and precise dates must accompany the recommendation; OR
- Dismiss the employee.

HOURS OF WORK



Work hours for management

At HGH, the normal workweek consists of five (5) days of 7.5 hours, from Monday to Friday inclusively, for a total of 37.5 hours per week. The normal workday may vary depending on operational needs and hospital priorities, as well as the Manager's choice of work schedule.

It is expected that all Management employees will have a base schedule pattern, however can exercise flexibility to work around that schedule in order to meet the established deadlines and expectations of their role.

Employees are also expected to have regular conversations about their workload and time management with their managers, in order to address any constraints or concerns.

For further information, please consult policy ADM-03-2023.

Work hours for non-union and non-managerial employees

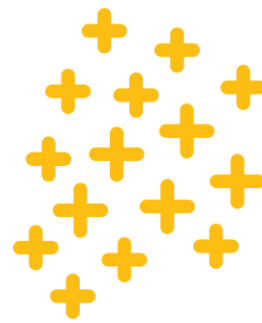
For full-time employees, the normal work week consists of five (5) days of 7.5 hours, from Monday to Friday inclusively, for a total of 37.5 hours per week. The normal workday is either from 7:30 am to 3:30 pm, 8:00 am to 4:00 pm or 8:30 am to 4:30 pm with either one (1) hour off for lunch or thirty (30) minutes off for lunch and two (2) fifteen (15) minute breaks. The lunch hour and break times may vary to ensure continuity of services.

The work schedules described may be changed occasionally to meet the operational needs of the organisation or those of specific employee groups. With the prior approval of the manager, an employee may benefit from a certain flexibility in his work schedule in exceptional circumstances, as long as this does not interfere with departmental needs.

The number of work hours must in all instances comply with current statutes, and in particular with the Ontario Employment Standards Act.

For further information, please consult policy ADM-03-2024.

JOB POSTING



The Hawkesbury and District General Hospital encourages the professional and personal development of each of its employees. Generally, opportunities for career progression are offered to qualified internal candidates before an external candidate is hired. A selection process that includes assessment of an applicant's qualifications and past performance, usually through one or more interviews, is used to determine the successful candidate for a position.

Non-union positions will usually be posted within and advertised outside the hospital, simultaneously.

EXPENSES

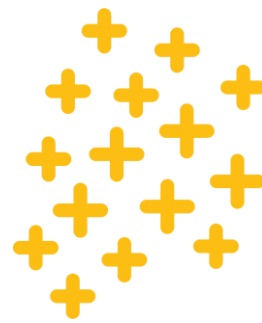
Travel expenses

Employees who use their vehicle in carrying out their duties as authorized by the employer shall receive an allowance. For more information, please refer to HGH's Standard Operating Policy ADM-02-2003.

Reimbursement of expenses

Employees who incur expenses in carrying out their duties shall be reimbursed under HGH's Standard Operating Policy ADM-02-2003.

TRAINING



The employer is committed to the continuous training of his personnel by offering on-site training and/or allowing employees to register for training with external suppliers after evaluation and approval process by manager and HR.

Such training programs must not impair the performance of regular work.

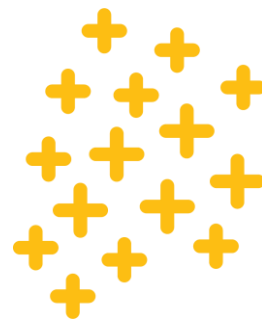
PERFORMANCE APPRAISALS

Each employee will receive a performance appraisal from his manager prior to the end of the probationary period.

The performance appraisal is a vehicle for the employee and the manager to discuss general performance, strengths and ways in which the employee may be able to improve. It is also an opportunity to discuss job concerns and career development goals.

After the probation period, the employee shall receive a formal performance evaluation from his manager at least once every two (2) years.

SALARIES AND ALLOCATIONS



Payment of salaries

The employer shall pay his employees' salaries on a bi-weekly basis in accordance with the non-union salary scales. The employee has access to a detailed statement of his revenues and deductions with each pay.

A pay period covers two weeks from Sunday to Saturday, and the employees are paid on the following Thursday by Direct Deposit to the financial institution of their choice.

Position on salary scales

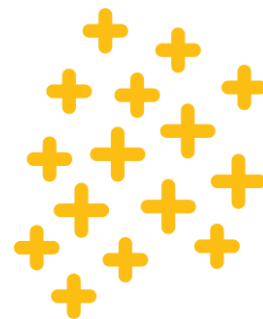
Employees are compensated according to one of the existing levels of established salary scales.

Employees newly hired to a position shall be compensated according to the initial salary level on the scale applicable to the position. However, subject to approval by the Human Resources Director, it shall be possible to compensate a new employee at a salary higher than the initial salary on his scale in the following circumstances:

- o The Recruiting Department has experienced difficulties in recruiting applicants who are qualified for the position in question; OR
- o The Recruiting Department has experienced difficulties in attracting applicants with higher level of qualifications; OR
- o The applicant retained has unique skills and/or demonstrates unique experience for the position to be filled.

Under those circumstances, the positioning on the salary scale should take into account salaries paid to other employees working in the same work environment and in the same job classification.

SALARIES AND ALLOCATIONS



Salary progression

Regular full-time employees shall progress on the salary scale based on one (1) year of service accumulated in their position or job classification.

However, no employee may progress on the scale if he receives a salary superior to the maximum of the applicable salary scale, or before a twelve (12) month period following his last progression and/or his initial hiring to that position.

Premiums

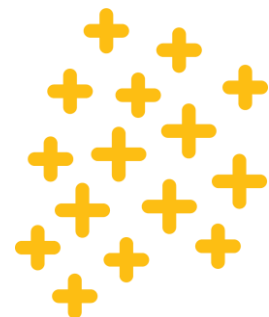
A shift premium of \$1.80 for each hour worked will be paid, when most of the worked hours are between 4:30pm and 7:30am from Monday to Friday and/or between 4:30pm on Friday to 7:30am on Monday.

Standby

If an employee is required to standby or remain available for call-back duty for other than their regular scheduled hours, he shall be paid at the rate of:

- o Three dollars and twenty cents (\$3.20) per hour of standby time for clinical and MIS on-call (1st responder);
- o One dollar and sixty cents (\$1.60) per hour of standby time for administrative and MIS on-call (2nd responder).

VACATIONS



Employees benefit from annual vacations with pay, in accordance with their recognized years of service as of their hiring anniversary with HGH, as follows:

Eligibility	Monthly Credit	Vacation Entitlement	% in lieu
0 to 8 years of service	1.66	4 weeks	Equivalent to 8%
8 to 15 years of service	2.08	5 weeks	Equivalent to 10%
15 to 20 years of service	2.50	6 weeks	Equivalent to 12%
20+ years of service	2.91	7 weeks	Equivalent to 14%

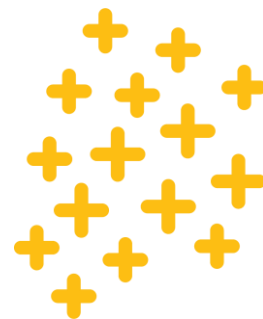
An employee must discuss his vacation arrangements with his immediate supervisor and mutually agree on the timing of the vacation.

The percentage of vacation paid to regular part-time employees is paid when vacations are taken.

Upon hire, new employees will have access to a prorated portion of their annual vacation entitlement representing the period between their date of hire and the end of the vacation year in which they are hired. At the beginning of the following vacation year, the employee will have access to their full annual vacation entitlement as detailed above.

For further information, please consult policy ADM-03-2022

LEAVES



Maternity / Parental / Adoption leave

Maternity, parental and adoption leaves will be in accordance with the Employment Standards Act.

Supplemental Unemployment Benefits

An employee who is on maternity leave during this agreement and who receives unemployment benefits under Article 18 of the Employment Insurance Act, will receive a supplemental unemployment benefit between ninety three percent (93%) of her regular weekly salary and her weekly unemployment benefits or any other revenue.

She will start receiving this revenue as soon as her two (2) week waiting period is done and as soon as the hospital receives a cheque stub as proof of benefits being received. She will receive supplemental unemployment benefit as long as she receives unemployment benefits, up to a maximum of twenty-five (25) weeks.

The normal weekly salary is usually calculated by multiplying the regular wages that she received the day before her leave multiplied by the hours worked in her normal week.

The normal weekly salary of a part-time employee will be calculated by using the same period of time used to calculate the unemployment insurance.

Supplemental for parental leave only = 10 weeks.

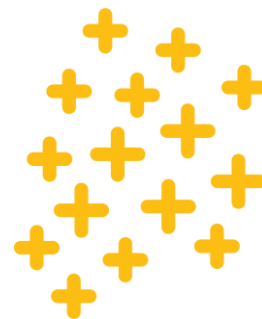
Adoption leave will be treated as a parental leave.

Study leave

An employee may ask his supervisor for leave without pay to go back to school. The maximum time off that an employee is allowed is one year and proof of school admission must be presented.

The leave is granted by the Vice-President. If the leave is granted, the employee will return to his normal work after the study leave.

LEAVES



Bereavement leave

Any employee shall be granted up to five (5) days of bereavement leave with full pay, in conjunction with the day of the funeral, in the event of the death of a spouse, child, mother or stepmother, father or stepfather.

Any employee shall be granted up to three (3) days of bereavement leave with full pay, in conjunction with the day of the funeral, in the event of the death of a brother or stepbrother, sister or stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandson, grand-daughter and grandparents of spouse.

Any employee shall be granted one (1) day of bereavement leave with full pay that coincides with a workday to attend the funeral or commemorative service of an aunt, uncle, nephew or niece of either the employee or spouse.

If a bereavement leave happens during a vacation period, bereavement leave will be granted to the employee, as mentioned above.

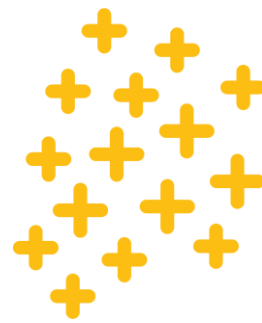
The term « spouse » includes same-sex partner and/or the common law spouse under the Family Law Act.

Jury or witness duty

If an employee is asked to be a member of a jury or be a witness in a court of law, he/she will not lose any regular salary if the followings are respected:

- The employee must advise his supervisor as soon as he receives the subpoena;
- In a case where the employee is temporarily relieved from his duties as a jury, he must return to work if enough time is left on his shift;
- The employee receives his full regular salary. However, all money received in full, except for travel and meal expenses, must be returned to the hospital.

STATUTORY HOLIDAYS



Unless otherwise indicated, the following clauses apply to full-time employees only. HGH recognizes the following holidays:

New Year's Day

January 2nd

Family Day

Good Friday

Victoria Day

Canada Day

Civic Holiday

Labor Day

Thanksgiving

Christmas

Boxing Day

Floating Holiday

All statutory holidays must be taken on the same day as the holiday (except for those who need to work on that statutory holiday). The floating holiday must be taken before December 31st of each year.

If an employee must work on a statutory holiday (not on a floating holiday), he will be paid time and one half for that day and will be entitled to another paid day off.

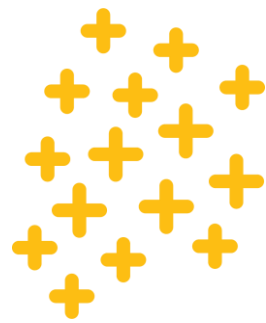
Any statutory holiday that occurs within the first 30 days of a paid or unpaid leave of absence of a full-time employee, will be paid as a statutory holiday.

An employee who is on sick leave less than 30 days before a statutory holiday identified on the previous page, is paid a statutory holiday instead of a sick leave for the specified day.

If a regular full-time employee receives WSIB on a statutory holiday, he will be paid by WSIB at the rate established by the Health and Safety Board.

If for some reason the hospital must observe an additional statutory holiday due to a decision by the Ontario Government, the new holiday will replace the floating holiday, keeping a total of 12 paid holidays.

BENEFITS



Benefits for regular full-time employees

The Hospital sponsors a comprehensive set of benefits. Plan information is provided to all employees upon hire and at any time of change.

All regular full-time employees are allowed the following (see Benefits Plan for more information):

Life Insurance

Dental Plan Coverage

Long Term Disability

Short Term Disability

Extended Health Care

Accidental Death and Dismemberment Insurance

Hospitalization Coverage (semi-private room)

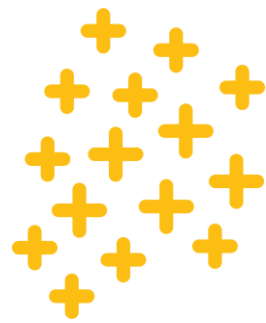
The hospital is not the insurer but the provider of the premiums. All terms and conditions regarding the benefits are applied as per the insurance contract.

All employees who want to modify their protection must do it in a 30-day period following the reason of the modification.

In some cases, the employees will have to meet certain standards pre-determined by the insurance company for the modification to be in effect

If the time limit of 30 days is not respected, or the standards are not met, the insurance company may request proof of insurability, and it may be possible that the company will reject the modification.

BENEFITS



Benefits for regular part-time employees

A part-time employee is paid an additional 14% of his straight hourly rate in lieu of benefits, including sick leave and pay for holidays. If the employee is a member of the pension plan (HOOPP), the pay in lieu of benefits is 10%. The pay in lieu of benefits is paid in each pay period.

Benefits for retirees (full-time employees)

The Hospital will provide to all full-time employees who retire between the age of 55 and 65 years, a reduced life insurance based on the completed years of service, up to a maximum of \$4,500.

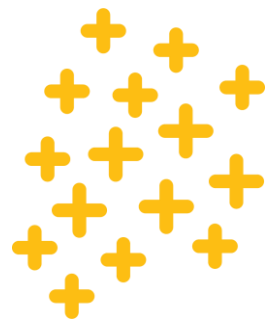
The Hospital will provide equivalent coverage to all full-time employees who retire early and have not yet reached age 65, on the same basis as is provided to active employees for the Extended Health Care and Dental Care Plan. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.

Pension plan

Subscription to the Hospitals of Ontario Pension Plan (HOOPP) is mandatory for all regular full-time employees. The employer and employees shall pay their respective contributions as per the provisions of the pension plan.

Employees other than regular full-time who meet HOOPP eligibility criteria shall be offered, at the end of each calendar year, participation in HOOPP.

BENEFITS



Continuation of benefits during a leave

After a thirty-day leave, an employee may continue his benefits as long as the employee pays the total cost of the premiums. Arrangements for payment may be made with the Business Office.

Disability

Regular full-time employees

When an employee is unable to perform his regular duties due to injury or illness, he is paid sick leave. See the Sick Leave Plan handout (HOODIP) available on the Human Resources intranet page, for details of the plan.

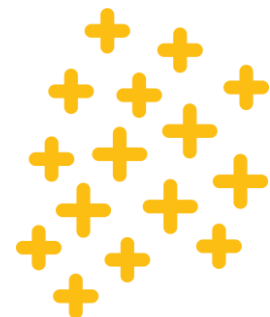
Part-time employees

The percentage in lieu of benefits is intended to include sick leave.

EARS Program

The EARS Program (Early Assistance and Reintegration Service) is an additional benefit offered to all full-time employees on a voluntary basis. The employer will pay 100% of the billed premium.

OTHER



Access to employee file

The employee has access to his file in the presence of the Director of Human Resources or someone appointed by the Director, at reasonable intervals and upon termination of employment, upon request. The Human Resources Service requests a 24-hour notice before having access to the file.

Any letter of reprimand, suspension or other disciplinary measures will be kept in the employee's file for a period of 18 months. They could be used to the detriment of the employee after that period if the employee is the subject of other disciplinary actions.

Information changes

The employee is responsible for informing the Human Resources Service of any change concerning his name, address, phone number, marital status or other as soon as possible. That information remains confidential.

Employment termination

Upon resignation, employees must give a three-week written notice prior to resignation.