

# **COLLECTIVE AGREEMENT**

**- Between -**

**Northwood Ivy Meadows Continuing Care Centre**  
Beaver Bank, Nova Scotia

**- and -**

**Ivy Meadows Continuing Care Centre Local**  
**of**  
**The Nova Scotia Nurses' Union**



**November 1, 2020 - October 31, 2025**

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**NOTE:** Where a provision is annotated by **bolded font** within this document, it indicates a change in language.

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## **ARTICLE 1 - PREAMBLE**

### **1.00 Preamble**

Whereas it is the desire of the Union, Local Union and the Employer:

- To maintain and improve the harmonious relationship between the Employer and the Union;
- To recognize the value of joint discussions and negotiations in all matters pertaining to working conditions and employment services;
- To set forth certain terms and conditions of employment;
- To maintain professional standards;
- To encourage efficiency in operation consistent with a holistic approach to care;
- To promote the morale, well being, and security of Nurses;
- To ensure uninterrupted service to the Employer;

THEREFORE the Parties agree as follows:

## **ARTICLE 2 - RECOGNITION**

### **2.00 Recognition of Bargaining Unit**

The Employer recognizes the Union as the sole Bargaining Agent for all regular Full-Time, regular Part-Time and Temporary Registered Nurses, and Licensed Practical Nurses except for the Unit Directors and other persons described in paragraph (a) and (b) of subsection 2 of Section 2 of the *Trade Union Act*.

## **ARTICLE 3 - MANAGEMENT RIGHTS**

**3.00** The Employer reserves and retains, solely and exclusively, all rights to manage the business including the right to direct the work force and to make reasonable rules provided that such rights are exercised in accordance with the terms and conditions of this Collective Agreement.

### **3.01 Contracting Out**

No Nurses shall be laid off or have regular hours reduced as a result of the Employer contracting out work, except during emergency situations.

## **ARTICLE 4 - DEFINITIONS**

### **4.00 Casual Nurse**

is one who does not work on a regular and continuous basis, but who may work in cases of illness, vacation relief, holiday relief, emergency or other unforeseen circumstances. A Casual Nurse is not a member of the Bargaining Unit and is not covered by the terms of this Collective Agreement.

### **4.01 Employer**

means **Northwood** Ivy Meadows Continuing Care Centre, or its representatives.

### **4.02 Full-Time Nurse**

is a Nurse who is hired to a position on a regular or temporary basis to work the work period described in Article 7.00 of this Agreement.

### **4.03 Graduate Nurse**

A Nurse who a **new graduate of a Nurse educational program who holds a conditional license from the Nova Scotia College of Nursing pending completion of initial licensing requirements. A Graduate Nurse** shall be paid at the rate of **RN1/LPN 1**, until such time as **they receive a Nurse license, when they will move to the appropriate classification for the position.** Anniversary Date will be the original date of employment as a **Graduate Nurse**.

### **4.04 Immediate Family**

includes the Nurse's spouse (common-law); child (step-child) **or ward of the Nurse**; parent (step parent); sibling (step-sibling); grandchild (step-grandchild); grandparent; **parent-in-law, child-in-law, And a relative permanently residing in the Nurse's household or with whom the Nurse permanently resides.** The "in law", legal and "step-relative" relationships referred to in this provision will only be considered "Immediate Family" in cases where it is a current relationship at the time the benefit is claimed.

### **4.05 Licensed Practical Nurse**

is an **employee who has a current license to practice as a Licensed Practical Nurse, issued by the Nova Scotia College of Nursing** and is employed at **Northwood Halifax Inc.** as a Licensed Practical Nurse.

### **4.06 Local Union**

means the **Northwood** Ivy Meadows Continuing Care Centre Local of the Nova Scotia Nurses' Union.

### **4.07 Nurse**

is an employee included in the Bargaining Unit described in Article 2.

**4.08 Part-Time Nurse**

is a Nurse hired to a position to work on a regular or temporary basis that is less than the work period of a Full-Time Nurse.

**4.09 Pension Plan**

means the Nova Scotia Health Employees' Pension Plan or successor defined benefits pension plan.

**4.10 Probationary Period**

(a) means that period for newly hired Regular up to 675 hours worked. Employment may be confirmed or terminated at any time during this period. Operational requirements permitting, the Employer shall conduct an appraisal of the Nurse while on a probationary period at approximately the midpoint of the probationary period and at the completion of the period. This probationary period may be extended by mutual agreement between the Employer and a Union representative of the Union Management Consultation Committee.

(b) An Arbitrator's jurisdiction in any grievance filed relating to the termination of employment of a probationary Nurse shall be restricted to a determination of whether the Employer's exercise of its discretion to terminate was arbitrary, discriminatory or in bad faith.

(c) Any Nurse who resigns after completing **their** probationary period but who is rehired by the same Employer within six (6) months of **their** resignation shall be required to serve a probationary period of up to 337.5 hours worked. This probationary period may be extended by mutual agreement between the Employer and a Union Representative of the Union Management Consultation Committee.

**4.11 Promotion**

means a permanent appointment to a different classification with a higher pay scale as set out in Appendix "A" of this Agreement, or as may be created throughout the term of this Agreement.

**4.12 Registered Nurse**

is an employee ~~has~~ is a currently **license to practice as a Registered Nurse, issued by the Nova Scotia College of Nursing** and employed at **Northwood Ivy Meadows Continuing Care Centre** as a Registered Nurse.

**4.13 Regular Nurse**

is a Nurse who occupies a permanent Part-Time or Full-Time position as an employee of the Employer.

**4.14 Regular Position**

means an individual Nurse's job defined as a percentage of full-time hours as set out in the appointment letter referred to in Article 15.

**4.15 Service**

(a) refers to a continuous employment relationship, commencing on first shift worked in any position with the Employer, subject to the provisions of Article 21 (PORTABILITY). (Casual Nurses are governed by Article 4.15 (b).

(b) A Casual Nurse who becomes a Regular Nurse shall have time worked in any position with the Employer commencing on the first shift worked in the most recent employment relationship with the Employer, converted to service, for the purpose of vacation accumulation only on the basis of 1950 hours equalling one (1) year of service.

**4.16 Shift Supervisor**

is a Nurse who is designated by the Employer to assume direct responsibility for the operation of the home on evenings, nights, weekends, and holidays.

**4.17 Spouse**

means a legal marriage partner or a live-in partner who has been identified in writing by the Nurse to the Employer as the spouse. This **person will be a spouse** for all purposes under this Collective Agreement, but subject to the eligibility provisions of the respective Benefit Plans.

**4.18 Temporary Position**

(i) is a position that the Employer has determined will be in excess of eight (8) consecutive work weeks, but which is not a Regular Position. A Temporary Position may be either a new position for the designated period or a temporary vacancy of a Regular Position.

(ii) A Nurse filling a Temporary Position shall accumulate the vacation, holiday and sick leave benefits of the Agreement on a pro rata basis to regular hours paid which shall include the straight time hourly equivalent of overtime hours worked to a maximum of the entitlement for a Regular Position. All other provisions are applicable to the Nurse in a Temporary Position unless specified otherwise.

(iii) A Nurse filling a Temporary Position shall be entitled to participate in the Benefit Plans in accordance with the terms of eligibility of the respective Plans.

- (iv) Where the Temporary vacancy is for a period of eight consecutive work weeks or more, the Employer shall post the position pursuant to Article 12.00 and shall indicate on the posting the expected duration of the Temporary Position. The Temporary Position may be extended, shortened or terminated at the Employer's discretion.
- (v) In the event that a Temporary Position is to be extended from the original duration, the Nurse filling the position will be given the option of remaining for the extended period or returning to **their** previous position or casual status, where applicable, and salary, without loss of Seniority, and any other Nurse promoted or transferred because of the re-arrangement of positions shall be returned to their former position or casual status, where applicable, and salary, without loss of Seniority.
- (vi) A Regular Nurse in a Temporary Position is a Regular Nurse. Upon the termination of a Temporary Position, a Regular Nurse filling a Temporary Position shall return to the Regular Nurse's previous position, or if it has been discontinued, to an equivalent position.

**4.19 Union**  
means the Nova Scotia Nurses' Union.

**4.20 Union Management Consultation Committee**  
means the Committee established in Article 28 of the Collective Agreement.

**4.21 Unit Coordinator**  
is a Nurse who is designated by the Employer to assume all day to day responsibility for their respective unit or units.

**4.22** For the purpose of this Agreement, singular **shall be** deemed to include the plural **as applicable** and vice versa.

## **ARTICLE 5 - UNION REPRESENTATION AND UNION LEAVES**

**5.00** The Union shall provide the Employer with a list of the Nurses designated as representatives of the Union which will include members of the Nova Scotia Nurses' Union Board of Directors or Standing Committees (if applicable), the members of the Local Executive, and shop stewards. The list will include the title of the Union position, the general role of the designation and the duration of the appointment.

**5.01 Collective Agreement Administration**

- (a) The Employer recognizes the right of the Local Union to elect representatives who shall be responsible for the day to day administration of the Collective Agreement.
- (b) A Nurse who is so designated by the Local Union shall be allowed a reasonable amount of time, without loss of regular pay or benefits, to attend meetings with the Employer during normal working hours to assist in matters relating to the Agreement.
- (c) Such a representative must request and obtain permission from the Nurse's immediate management supervisor prior to leaving and report to the supervisor immediately upon return. Such permission shall not be unreasonably withheld.

**5.02 Assistance of NSNU Representative**

The Local Union may have the assistance of a representative from the Union in all meetings relating to labour relations between the Union and the Employer. These meetings will not be unreasonably delayed if a representative from the Union is required by the Local Union. The Union agrees that Union activities not provided for in this Agreement will not take place during working hours or on the premises of the Employer, without the consent of the Employer.

**5.03 Notice of Participants**

In any meeting between the Employer and representatives of the Bargaining Unit, where either Party will have persons from outside the Bargaining Unit or Employer in attendance, advance notice will be provided.

**5.04 Union Activities at Employer's Premises**

The Union agrees that Union duties and activities will not be carried out on the Employer's premises at any time except where permitted by this Collective Agreement or where specific permission is granted by the Employer.

**5.05 Union Representatives for Negotiations**

Up to three (3) representatives designated by the Union shall not suffer loss of pay as a result of involvement in direct negotiations between the Employer and the Union, for the renewal of this Collective Agreement. This shall be limited to two (2) paid days per Nurse.



#### **5.06 Provincial Negotiating Committee**

- (a) In the event that a Nurse is a member of the Provincial Negotiating Committee (“PNC”), the Employer will make every reasonable effort to accommodate time off for the Nurse to participate in Union caucus meetings and direct negotiations with any multiple employer group bargaining table, subject to operational requirements.
- (b) At the request of the Nova Scotia Nurses’ Union, the Employer will maintain pay at the regular rates and benefit coverage for a member of the PNC and the Employer will invoice the Nova Scotia Nurses’ Union for all such costs, unless a cost sharing arrangement is agreed to by the Employer(s) and the Union.

#### **5.07 Reproduction of the Collective Agreement**

The Employer and the Union agree to **make available the Collective Agreement in an electronic format to Nurses. Upon request by a Nurse, the Employer will provide a copy of the agreement to the Nurse within one calendar week.**

#### **5.08 Union Leave**

- (a) Subject to operational requirements such as the Employer’s ability to obtain a replacement and at no additional cost in premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice of the request, the Employer shall grant leaves of absence without pay for one (1) Nurse chosen to represent the Nurses' Union at the Annual and/or Provincial Meetings.
- (b) Additional Nurses may request an unpaid leave of absence to attend the Annual and/or Provincial Meetings of the Union, and such request shall be granted subject to operational requirements such as the Employer’s ability to obtain a replacement and at no additional cost in premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice of the request.
- (c) Subject to operational requirements such as the Employer’s ability to obtain a replacement and at no additional cost in premium pay and provided the Nurse has given reasonable advance notice of the request, the Employer shall grant leaves of absence without pay for a member of the Nova Scotia Nurses’ Union Board of Directors, or Provincial Committee, (except the Provincial Negotiating Committee which is governed by Article 5.06) to attend such Board or Committee meetings.

- (d) Subject to operational requirements such as the Employer's ability to obtain a replacement and at no additional cost in premium pay, the Employer will make every reasonable effort not to cancel Union Leave once it has been approved.

**5.09** Periods during which a Nurse is on a leave of absence for Union business shall be deemed to be time worked and paid for the purpose of Service, Seniority and accumulation of benefits.

**5.10** At the request of the Nova Scotia Nurses' Union, the Employer will maintain pay at the regular rates and benefit coverage for those Nurses who have been granted Leaves of Absence without pay for Union business and the Employer will invoice the Nova Scotia Nurses' Union, the Nurse's regular rate of pay plus the Employer's portion of the benefits within sixty (60) days of the completion of the leave of absence. The Nova Scotia Nurses' Union shall pay the invoice within thirty (30) days of receipt of the invoice.

**5.11 Leave of Absence for the Full-Time President**

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

- (a) Upon reasonable notice, a Nurse elected or appointed as President of the Union shall be given a leave of absence without pay for the term(s) **they are** to serve, commencement and termination dates, as determined by the Union.
- (b) All benefits of the Nurse shall continue in effect while the Nurse is serving as President, and, for such purposes, the Nurse shall be deemed to be in the employ of the Employer and Service and Seniority will continue to accrue. The Union will provide the Employer with an accounting of benefit use such as paid sick leave, vacation and holiday pay on a basis to be agreed upon by the Employer and the Union. The Employer will adjust the records of the Nurse accordingly.
- (c) The gross salary of the President shall be determined by the Union and paid to the President by the Employer on a bi-weekly basis, and the amount of this gross salary shall be reimbursed to the Employer by the Union on a basis to be agreed upon by the Employer and the Union.
- (d) The Union shall reimburse the Employer its share of contributions for E.I. premiums, Canada Pension Plan, other pension and group insurance premiums made on behalf of the Nurse during the period of leave of absence.

- (e) Upon expiration of **their** term of office, the Nurse shall be reinstated in the position **they** held immediately prior to the commencement of leave, or if the position no longer exists, to another equivalent position.

**5.12 Acquaint Newly Hired Nurses**

The Employer agrees to provide newly hired Nurses with a copy of the Agreement and acquaint them with the conditions of employment set out in the Articles concerning dues deductions and Union representation.

**5.13 Union Orientation**

During orientation of newly hired Nurses, the Employer will allow up to thirty (30) minutes for a representative of the Local Union to speak with the newly hired Nurses.

**5.14 Mutual Agreements**

No Nurse shall be required or permitted to make any written or verbal agreement with the Employer, its representatives or immediate management supervisors, which is contrary to the terms of this Collective Agreement. This will not prevent a Nurse from making a temporary arrangement with the Employer, its representatives or immediate supervisors, when such an arrangement does not affect other Nurses in the Bargaining Unit.

**5.15 Bulletin Boards**

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

**ARTICLE 6 - DUES DEDUCTIONS AND UNION SECURITY**

**6.00 Membership**

It shall be a condition of employment for all Nurses in the Bargaining Unit currently employed by the Employer and all new Nurses in the Bargaining Unit employed by the Employer that they take out and maintain membership in the Union.

**6.01 Union Dues Deductions**

It shall be a condition of employment for all Nurses in the Bargaining Unit that dues be deducted from their bi-weekly salary in the amount determined by the Union. The deductions for newly employed Nurses shall be in the first pay period of employment. The dues shall be submitted monthly to the Union together with a list of the Nurses from whom the deductions were made.

- 6.02** The Union shall advise the Employer in writing of the amount of dues payable.
- 6.03** The Union agrees to inform the Employer four (4) weeks in advance of the date of any change in the amount of Union dues. The Union agrees to bear the cost of implementing a change in the method of calculating union dues, if the Union should change from either a fixed deduction amount or a percentage of salary.
- 6.04** The Employer agrees to deduct dues in arrears when requested in writing by the Union to do so, and the Union agrees to make refund to a Nurse concerned when there is an over deduction of dues.
- 6.05** The Union shall indemnify and save the Employer harmless from any liability arising out of deductions made in accordance with Article 6.01 herein.
- 6.06** The Employer shall endeavour to advise a representative of the Local Union of all appointments, leaves of absence, resignations, and retirements.
- 6.07** **Licensing Body Dues Deduction**  
The Employer may deduct the annual professional registration dues payable by a Nurse from the salary of the Nurse on written request by the Nurse. It is the responsibility of Nurses to provide the Employer with the required information regarding licensing in a timely manner.

## **ARTICLE 7 - HOURS OF WORK AND OVERTIME**

### **7.00 Standard Hours of Work**

Except as otherwise specified in this Agreement, the hours of work for a Full-Time Nurse shall be seventy-five (75) hours per biweekly pay period consisting of shifts that are seven and one-half (7 ½) hour shifts, exclusive of a one-half (½) hour designated meal break and inclusive of two (2) paid fifteen (15) minute rest breaks. Such breaks shall be taken at reasonable times as agreed by the Unit Director bearing in mind the needs of the clients. It is agreed that it is desirable that the designated breaks be uninterrupted. Hours of work other than those set out above are permissible when mutually agreed. The Parties shall specify the terms of the change from the standard hours in a Memorandum of Agreement.

### **7.01 Consecutive Shifts**

Nurses shall not be required to work more than seven (7) consecutive shifts between days off, unless mutually agreed upon otherwise.

### **7.02 Self Scheduling**

Self scheduling where currently permitted by the Employer shall continue during the life of this Collective Agreement. Additional self scheduling shall only be

permitted with the approval of the Employer. Where self scheduling is not permitted the following language shall apply:

- (a) Schedules of hours to be worked shall be posted two (2) weeks in advance of the schedule to be worked. The schedule will cover a minimum of four (4) weeks.
- (b) Before schedules are drawn up a Nurse requiring specific days off shall submit in writing a request for such days off. The Nurse's preference shall be granted wherever possible.
- (c) It shall be permissible for two Nurses in the same classification to exchange their days off, or their shifts where mutually agreeable with the consent of the Employer and such consent will not be unreasonably withheld.

**7.03 Nursing Coverage**

Nurses agree to maintain nursing coverage for all units during any shift change subject to the overtime provisions of Article 7.09 (overtime).

**7.04 Guaranteed Work**

Nurses who report for work as scheduled by the Employer will be guaranteed work for that shift.

**7.05 Meal and Rest Breaks**

- (a) The Employer shall make every reasonable effort to organize the work assignment on a shift in such a way as to allow each Nurse to have designated meal and rest break(s) at regular intervals during the shifts.
- (b) The Employer shall make every reasonable effort to ensure that no Nurse will work longer than five (5) consecutive hours without a break, unless mutually agreed between the Nurse and the Employer.
- (c) Nurses shall be permitted to combine meal and/or rest break(s) where operationally possible.
- (d) Operational requirements may require that Nurses remain on the nursing unit or within the facility for their designated meal and rest break(s).

- (e) Where operational requirements prevent a Nurse from having an uninterrupted meal or rest break(s) and it is not possible to reschedule the missed break(s) or a portion of the break(s) during the remainder of the shift, the Nurse shall be compensated for the portion of the missed meal period or rest period, at a rate of one and one-half times (1.5x) the Nurse's hourly rate for the period of the rest and meal break(s) missed.

**7.06 Hours Between Shifts**

There shall be sixteen (16) hours between regularly scheduled shifts unless mutually agreed upon otherwise.

**7.07 Weekends Off**

Each Nurse shall receive at least one (1) weekend off in each three (3) week period unless there is mutual agreement upon another arrangement between a Nurse and the Employer.

**7.08 Days off**

Each Nurse shall receive four (4) days off in each two (2) week period, and these shall be given in no more than two (2) segments unless mutually agreed upon otherwise.

**7.09 Additional Hours**

- (a) All time authorized by the Employer or designate, and worked after the scheduled work day (seven-point-five (7.5) hours) or period (seventy-five (75) hours in two weeks) shall be considered overtime and compensated at the rate of one and one-half times (1.5x) the Nurse's regular hourly rate for the overtime worked.
- (b) A Nurse who works in excess of four (4) continuous hours overtime shall be compensated at a rate of two times (2x) the Nurse's regular hourly rate for the overtime worked in excess of the first (1<sup>st</sup>) four (4) hours of overtime.
- (c) Overtime will be compensated as pay unless the Nurse requests for it to be time off in lieu. Such request will not unreasonably be denied. A Nurse may bank up to 37.5 hours of time off in lieu of overtime. Any hours in excess of 37.5 hours banked may be paid out by the Employer. Time off in lieu of overtime will be taken at a time mutually agreed between the Nurse and the Employer.

**7.10 Overtime Pay**

If it is agreed that pay be given for overtime, such overtime pay shall be paid within two (2) pay periods of its request.

**7.11 Overtime at End of Shift**

Overtime shall not be claimed for less than fifteen (15) minutes at the end of a shift, but if overtime amounts to fifteen (15) minutes or more, the overtime rates shall apply to the total period in excess of the shift.

**7.12** Overtime must have prior approval of the Employer or designate, unless an emergency situation arises compelling the Nurse's immediate attention, or in a situation where the authorized management representative is not available in person or by telephone to obtain approval from.

**7.13 Meal Allowance on Overtime**

(a) Nurses will be provided with a meal or a meal allowance in accordance with the Employer's policy

(b) Where it is known to the Employer that an overtime assignment is to be in excess of four (4) hours, the Nurse who is required to work the overtime beyond **their** scheduled hours of work shall be granted a fifteen (15) minute paid break prior to the commencement of the overtime.

**7.14 Changed Schedules/Changed Shifts**

The Employer shall make every reasonable effort not to change schedules once posted. The Employer shall advise any Nurse of an intended change in the Nurse's schedule as soon as it is known by the Employer.

(a) A minimum of **forty-eight (48)** hours' notice in advance of a scheduled shift shall be given to the Nurse when the shift to be worked is changed. A change of shift occurs when both the scheduled start time and end time for a scheduled shift are changed, or the calendar date of the shift is changed.

(b) Except where the change is by mutual agreement between the Nurse and the Employer, if the schedule is changed by the Employer without the minimum **forty-eight (48)** hours' notice prior to the start of the original shift, the Nurse shall be compensated at the overtime rate for each hour worked.

(c) The requirement to work additional hours continuous to an assigned shift (whether before the shift or after the shift) is not a change of schedule and the Nurse shall be compensated for the additional hours in accordance with the overtime provisions (set out in Article 7.09) of this Collective Agreement.

**7.15 Call Back**

When a Nurse is required to report back to work after leaving the premises of the Employer following completion of a shift, but before the commencement of **their** next shift, **they** shall be paid for the extra time worked at a minimum of four (4) hours pay at straight time rates or overtime in accordance with Article 7.09, whichever is greater.

**7.16 Semi-Annual Time Change**

The changing of daylight saving time to standard time, or vice versa, shall not result in Nurses being paid more or less than their normal scheduled daily hours. The hour difference shall be split between the Nurses completing their shift and those commencing their shift.

**7.17 No Pyramiding**

There shall be no pyramiding under this Collective Agreement.

**7.18 Extra Shifts**

Reasonable efforts shall be made to offer extra shifts to regular Part-Time Nurses in accordance with their indicated availability and seniority.

**7.19 Maximum Hours of Work**

(a) **Nurses shall not normally be required to work more than a total of sixteen (16) hours (inclusive of regular and overtime hours) in a twenty-four (24) hour period beginning at the first (1st) hour the Nurse reports to work, except as set out in Article 7.03 Nursing Coverage.**

(b) **In extraordinary circumstances where the Employer requires a Nurse to work beyond sixteen (16) hours in a twenty-four (24) hour period, the Nurse's manager will ensure that options including but not limited to overtime or short notice change of schedule, have been exhausted by the Employer prior to requiring a Nurse to work beyond sixteen (16) hours. The Employer will ensure the Nurse has appropriate support to mitigate the impact of working beyond sixteen (16) hours, including but not limited to modifying the Nurses' assignment and providing additional rest periods.**

**Where a Nurse has been required to work beyond sixteen (16) hours, the Nurse will complete a Clinical Capacity report.**



## **ARTICLE 8 - HOURLY RATES OF PAY**

### **8.00 A. Recognition of Previous Experience/Placement on the Salary Scale**

- (a) When a Nurse has produced proof or evidence of **their** previous satisfactory recent nursing experience, placement on the salary scale in Appendix "A" shall be in accordance with the following provisions. Recognition of previous experience will only be deemed as satisfactory and recent where the Nurse has not been away from active nursing for more than five (5) years.

One (1) year of satisfactory recent nursing experience for the purpose of initial placement of a Nurse on the salary scale shall be equivalent to 1950 regular hours paid.

- (i) A Nurse with less than one (1) year of satisfactory recent nursing experience shall be placed at the start rate of the **applicable** salary scale of Appendix "A".
- (ii) A Nurse with a minimum of one (1) year of satisfactory recent nursing experience shall be placed at the one (1) year rate of the **applicable** salary scale of Appendix "A".
- (iii) A Nurse with a minimum of two (2) years of satisfactory recent nursing experience shall be placed at the two (2) year rate of the **applicable** salary scale of Appendix "A".
- (iv) A Nurse with a minimum of three (3) years of satisfactory recent nursing experience shall be placed at the three (3) year rate of the **applicable** salary scale of Appendix "A".
- (v) A Nurse with a minimum of four (4) years of satisfactory recent nursing experience shall be placed at the four (4) year rate of the **applicable** salary scale of Appendix "A".
- (vi) A Nurse with a minimum of five (5) years or more of satisfactory recent nursing experience shall be placed at the five (5) year rate of the salary scale of Appendix "A".
- (vii) Effective November 1, 2023, a Nurse with a minimum of six (6) years of satisfactory recent nursing experience shall be placed at the six (6) year rate of the applicable salary scale of Appendix "A".**

- (viii) **Effective November 1, 2023 a Nurse with a minimum of seven (7) years or more of satisfactory recent nursing experience shall be placed at the seven (7) year rate of the applicable salary scale of Appendix "A".**
- (ix) A Nurse with twenty-five (25) years ~~or more~~ of satisfactory recent nursing experience shall be placed at the twenty-five (25) year rate of the **applicable** salary scale of Appendix "A".
- (b) Experience as a Licensed Practical Nurse shall not be considered as previous relevant nursing experience as a Registered Nurse for the purpose of determining hourly rates.

**8.00 B. Recruitment and Retention Incentive for LPNs who transition to RNs**

**When an LPN transitions to an RN, the Nurse will be placed on the increment scale in accordance with Article 8.01 (e) Anniversary date. Upon completion of the increments from start to top of increment scale, the Nurse who provided satisfactory proof of a combined total of 25 years of recent LPN and RN experience will be placed at the 25 year rate on the anniversary date one year after top rate the Nurse's classification.**

**Prior experience, other than with the Employer shall only be considered where the Nurse in question provides the documentation and other information necessary to establish that the experience in question was satisfactory and to substantiate the length of experience being put forward for recognition.**

**8.01 Movement on Increment Scale - Regular Nurses**

**Anniversary Date - Regular Nurses**

- (a) "Anniversary Date" for the purposes of Article 8 means the date of the first shift worked in a Regular Position.
- (b) On a year to year basis following the Anniversary Date, the Nurse shall be advanced to the next level on the increment scale within the Nurse's classification as listed in Appendix "A".
- (c) The original Anniversary Date is portable pursuant to the provisions of Article 21.

- (d) When a Nurse is appointed to a position with a higher classification and pay scale, the original Anniversary Date does not change. The Nurse is appointed to the level on the increment scale appropriate to **their** Anniversary Date.
- (e) A Nurse must commence a new Anniversary Date if **they** assume a new professional designation.

#### **8.02 Hourly Rate**

The regular hourly rate of a Nurse shall be determined by dividing the yearly increment rate of the Nurse, as set out in Appendix "A", by 1950.

#### **8.03 Pay**

Effective on the date of signing, Nurses shall receive pay in accordance with the Appendix "A" wage scales.

#### **8.04 Pay Day**

- (a) The Employer shall pay each Nurse every two (2) weeks. The amount shall be in accordance with the applicable hourly rate for the Nurse's classification and increment level listed in Appendix "A". Payment will include regular pay and will include any other income earned during the preceding pay period. Every effort will be made to supply requested information to a Nurse as to the amount paid on or before pay day.
- (b) In the event that an error made by the Employer results in a Nurse not receiving four (4) or more hours or wages earned in any one pay period, the Employer will endeavour to adjust the error and pay the wages within two (2) business days of the error having been identified.

#### **8.05 Pay Practices**

The Employer recognizes the importance of regularity in pay practices and to the greatest extent possible the Employer will not alter the payment routines. Nurses will be notified in writing by the Employer not less than sixty (60) days in advance of a change to the pay practices.

#### **8.06 Unit Coordinator Rate**

Any Nurse designated to act as Unit Coordinator shall receive the wage rate for a Unit Coordinator for all hours worked (maintaining the Nurse's same level on the wage progression). Nurses other than the designated Unit Coordinators shall not be entitled to receive the Unit Coordinator's wage rate. However, a Nurse who relieves a Unit Coordinator shall receive a responsibility premium of one dollar (\$1.00) per hour where the Nurse relieves the same Unit Coordinator for more than two (2) consecutive shifts, after which the Nurse shall be paid the premium

from the first day of relief. The premiums shall be payable only for hours worked in relief of the Unit Coordinator.

**8.07 Facility Responsibility Pay**

In the absence of management staff, the Employer may designate a Nurse to be responsible for the facility. If designated, the Nurse will receive a premium of **two dollars (\$2.00)** per hour for each hour worked with the designated responsibility.

**8.08 Education Premiums**

Eligible Nurses will be paid the applicable education premiums as set out in Appendix "B".

**8.09 Shift Premium**

A shift differential premium of **two dollars and thirty-five cents (\$2.35)** per hour shall be paid to a Nurse for each hour worked between 1900 hours and 0700 hours.

**This premium shall increase to three dollars and fifty cents (\$3.50) per hour effective December 21, 2023, and shall increase to four dollars (\$4.00) per hour effective April 1, 2025.**

**8.10 Weekend Premium**

A weekend premium of **two dollars and thirty-five cents (\$2.35)** per hour shall be paid to a Nurse for each hour worked between the hours of 00 01 Saturday and 07 00 Monday.

**This premium shall increase to three dollars and fifty cents (\$3.50) per hour effective December 21, 2023, and shall increase to four dollars (\$4.00) per hour effective April 1, 2025.**

**8.11 New Classification**

Should a new position or new classification be created within the Bargaining Unit during the term of this Agreement, the Employer and the Union will decide the rate of pay. Nothing herein prevents the Employer from filling such positions and having Nurses working in such positions during such negotiations. The salary when determined will be retroactive to the date on which the successful candidate commenced work in that classification.

**8.12 Retroactivity**

Retroactivity shall only apply to provisions of the salary adjustment in Appendix "A", annexed hereto. The Employer endeavours to compute and pay the salary adjustments for each Nurse as expeditiously as reasonably possible. Otherwise, the provisions become effective on the date of signing the renewal Collective Agreement or as expressly stated in the Collective Agreement.

**8.13** Nurses who have resigned shall have thirty (30) days after the signing of this agreement to apply in writing for retroactivity. Failure to apply within thirty (30) days shall result in forfeiture of retroactivity.

**8.14** **Preceptorship**

**Nothing herein removes the obligation of Nurses to participate in general orientation of a new hire.**

**The Parties recognize and acknowledge that every Nurse has a professional responsibility to participate in preceptor duties for other Nurses subject to the following:**

- a) **“Preceptor” shall mean a Nurse who is assigned to supervise, educate, and evaluate Nurse preceptees in a formal relationship for a pre-determined length of time. A Nurse acting as a preceptor has an assigned responsibility and accountability for the activities and overall learning of the Nurse preceptee.**
- b) **Nurses may be required, as part of their duties, to act as Preceptors for other Nurses in supervising activities of Nurse learners, New Graduate Nurses, and newly hired Nurse and in accordance with current guidelines. Nurses will be informed in writing of their responsibilities in relation to these preceptees and will be provided with appropriate training as determined by the Employer.**
- c) **In the case of student Nurses and New Graduate Nurses, any relevant information that is provided to the Employer by the educational institution with respect to skill level of preceptees will be made available to the Nurses supervising the preceptees.**
- d) **A Nurse who is interested in acting as a Preceptor will identify their interest to the Employer and may be approved by the Employer. However, a Nurse who is not currently a Preceptor may be assigned Preceptor duties when required.**
- e) **A Nurse accepted by the Employer as a Preceptor may be removed by the Employer if the Nurse is not capable of performing preceptor duties. The Employer may permit a Nurse to opt out of a preceptor assignment if it is determined that the relationship is not beneficial to both parties.**

- f) **The Employer will endeavor to provide preceptor training to interested Nurses who will be precepting. Training will be scheduled subject to operational requirements and without loss of pay to the Nurse. Those Nurses accepted to act as a Preceptor shall be given first consideration for such training if needed.**
  
- g) **A Nurse designated as a Preceptor will be paid a premium of \$1.50 for each hour worked as a Nurse preceptor.**

## **ARTICLE 9 - LEAVES OF ABSENCE**

### **9.00 Leave Without Pay**

- (a) Subject to operational requirements, the Employer shall grant a leave of absence without pay for personal reasons. The request will not be unreasonably denied. A request by a Nurse for a leave of absence without pay for personal reasons in order to pursue alternate employment with another employer may be denied by the Employer or granted by the Employer at its sole discretion.
  
- (b) Nurses shall be entitled, during the unpaid LOA, to continue participation in the Benefit Plans, subject to eligibility provisions within the specific Benefit Plans, provided the Nurse pays 100% of the cost of the participation (both the Employer and Nurse portion) in the Benefit Plans.
  
- (c) Nurses who, prior to the unpaid LOA, were participating in payroll deductions, at the commencement of the unpaid LOA shall be responsible for making specific arrangements with the Employer for continued participation.

### **9.01 Working During Leave of Absence**

- (a) A Regular Nurse may choose to work for the Employer while on a Leave of Absence. Whether a Regular Nurse on an approved Leave of Absence works any shifts at all for the Employer during such Leave of Absence will be entirely at the discretion of such Nurse. The granting of the Leave of Absence will not be dependent on the Nurse agreeing to work during the Leave of Absence.
  
- (b) When a Regular Nurse agrees to work while on an approved leave, the Nurse maintains the status of a Regular Nurse on Leave. Any rights or protections **they** would have while on leave are maintained.
  
- (c) When a Regular Nurse agrees to work while on an approved leave, the Nurse is treated as a casual for the purpose of determining pay and

benefits, excluding provisions for accumulation of Seniority and movement along the increment scale.

### **9.02 Return From Leave of Absence**

- (a) Before a Nurse may return to work from a leave granted under Article 9.00, **they** must provide a minimum of four (4) weeks written notice of the specific date of **their** return to work, or such shorter time as mutually agreed.
- (b) Upon return from an approved Unpaid Leave of Absence, a Nurse shall be reinstated to **their** former position unless the position has been discontinued, in which case the Nurse shall be appointed to an equivalent position.
- (c) This clause requiring four (4) weeks written notice does not apply to other leaves granted by an express provision of this Collective Agreement with different requirements for written notice.

### **9.03 Bereavement Leave**

**Immediate Family** is defined in Article 4.04 and repeated here for convenience:

includes the Nurse's spouse (common-law); child (step-child) **or ward of the Nurse**; parent (step-parent); sibling (step-sibling); grandchild (step-grandchild); grandparent; **parent-in-law, child-in-law, and a relative permanently residing in the Nurse's household or with whom the Nurse permanently resides.**

The "in law", legal and "step-relative" relationships referred to in this provision will only be considered "Immediate Family" in cases where it is a current relationship at the time of the benefit is claimed.

**For the purpose of this Article, "Immediate Family" as defined above will include one person who is equivalent to a member of the immediate family for the Nurse. A Nurse shall be entitled to bereavement leave for such person only once during the Nurse's total period of employment with the Employer.**

- (a) **If a death occurs in the immediate family of a Nurse when the Nurse is at work, or scheduled to go to work on that day, then the Nurse shall be granted bereavement leave with pay for the Nurse's scheduled shift or the remainder of the scheduled shift until the commencement of bereavement leave.**

- (b) In the event of a death in the Nurse's Immediate Family, the Nurse shall be granted five (5) consecutive days leave of absence effective midnight following the death. The Nurse shall be paid for all shifts **they** would normally be scheduled to work during those five (5) days leave if the death had not occurred.
- (c) Up to two (2) consecutive days bereavement leave with pay shall be granted for the purpose of attending the funeral of a **sibling**-in-law or, aunt or uncle, niece, or nephew provided that such day is the Nurse's normally scheduled working day.
- (d) **If a Nurse is required to travel out of province to attend a ceremonial observance of the death/funeral service, the Nurse will be entitled to an additional two (2) days unpaid leave consecutive to the bereavement leave. The Nurse may request that such leave be paid from accumulated vacation or Holiday banks.**
- (e) If a Nurse is on vacation at the time of the bereavement leave, the Nurse shall be granted bereavement leave and be credited the appropriate number of days to **their** vacation credits.
- (f) A Nurse who would be on a leave of absence other than compassionate leave shall not be eligible for bereavement leave with pay.
- (g) A Nurse when for any reason other than bereavement leave would not be considered at work, if a death in the immediate family should occur, shall not be eligible for bereavement leave with pay.
- (h) **Bereavement leave may be deferred wholly or partly for the purpose of attending the ceremonial observances of the death to a maximum of two segments. The Nurse shall notify the Employer of this deferment at the time of death. Deferred bereavement leave shall be taken within twelve (12) months of the date of the death.**
- (i) A Nurse may request an unpaid leave of absence for the purpose of attending a service related to the death of an immediate or extended family member where such service did not fall within the bereavement leave periods above. Such request will not unreasonably be denied.

#### **9.04 Compassionate Care Leave**

- (a) A Nurse who has been employed by the Employer for a period of at least three (3) months is entitled to an unpaid leave of absence **for Compassionate Care Leave pursuant to the *Labour Standards Code*,**



**as amended from time to time. A Nurse who intends to take this leave shall advise the Employer as soon as possible.**

- (b) The Employer shall grant to the Nurse the option of maintaining membership in the benefit plans in which the Nurse participated before the beginning of the leave (subject to the eligibility requirements of the Plan(s)) and shall notify the Nurse in writing of the option and the date beyond which the option may no longer be exercised at least ten (10) days before the last day on which the option could be exercised to avoid an interruption in benefits.
- (c) Where the Nurse opts in writing to maintain membership in the benefits plans the Nurse shall enter an arrangement with the Employer to pay the cost required to maintain membership, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.

**9.05 Court Leave**

Leave of absence without loss of regular pay shall be given to a Nurse other than a Nurse on leave of absence without pay or under suspension, who is required:

- (a) to serve on a jury; (including the time spent in the jury selection process);  
or
- (b) by subpoena or summons to attend as a witness in any proceedings for a matter related to the Nurses' own employment:
  - (i) in or under the authority of a court or tribunal; or
  - (ii) before an Arbitrator or person or persons authorized by law to make an inquiry to compel the attendance of witnesses before it.
- (c) by the Employer to appear as a witness in a legal proceeding, in which case the time involved shall be considered time worked.
- (d) The leave of absence shall be sufficient in duration to permit the Nurse to fulfil the witness or jury obligation.
- (e) A Nurse given Court leave of absence without loss of regular pay shall pay to the Employer the amount that the Nurse receives for this duty.
- (f) The Nurse shall advise the Employer as soon as possible after receipt of a jury notice or subpoena.

- (g) It is understood that for an absence for arbitration proceedings, Nurses must be required to give evidence (or have been reasonably expected to give evidence) and where the number of bargaining unit members under subpoena for the same hearing are considered by the Employer to create an operational problem as a result of concurrent absence, the parties will agree to a schedule of attendance for the hearing.

#### **9.06 Public Office Leave**

- (a) An Employer shall grant a leave of absence without pay upon the request of any Nurse to run as a candidate in a Federal, Provincial, or Municipal election. If the Nurse withdraws as a candidate or is an unsuccessful candidate, **they are** entitled to return to **their** former position without loss of benefits provided that the Nurse gives two (2) weeks' notice to the Employer of **their** intent to return unless mutually agreed to a shorter notice period.
- (b) Any Nurse in the Bargaining Unit who is elected to full-time office in the Federal, Provincial, or Municipal level of Government shall be granted a leave of absence without pay, for a term not exceeding five (5) years.
- (c) Upon return, the Nurse will be placed in a position determined in accordance with the needs of the Employer at that time. The Nurse shall be placed on the same level of the increment scale the Nurse formerly occupied prior to commencing the leave of absence. The Nurse shall retain all benefits which accrued up to the time the Nurse commenced the leave of absence, including Service. The Nurse shall continue to accrue Seniority during the leave of absence.

#### **9.07 Education Leave**

- (a) The Employer may grant a leave of absence without pay for educational purposes to a Nurse who has been employed for a minimum of one year. Such leave must be requested at least three (3) months in advance of the requested commencement date and the nature of the educational program must be directly related to the skills and requirements of the Employer.
- (b) A Nurse on Education Leave shall retain those benefits which accrued up to the time the Nurse commenced the leave of absence. The Nurse shall continue to accrue Service and Seniority during the leave of absence.
- (c) On return, the Nurse shall return to the same or equivalent previous position and appointment status that the Nurse had prior to commencing the leave, unless mutually agreed upon otherwise.

- (d) A Nurse on Education Leave may be permitted to work for the Employer while on Education Leave subject to the principles set out in Article 9.01.
- (e) Subject to the provisions of the applicable benefits plans, a Nurse on an educational leave of absence may maintain membership in the plans if the Nurse agrees to pay both the Employer and Employee share of the contributions.

**9.08 Leave for Storm Or Hazardous Conditions**

It is the responsibility of the Nurse to make every reasonable effort to arrive at their work location as scheduled, however, during storm conditions, when such arrival is impossible, or delayed, all absent time will be deemed to be leave, and the Nurse has the option to:

- (a) take the absent time as unpaid; or
- (b) deduct the absent time from accumulated overtime, holiday time or vacation; or
- (c) when the Nurse has no entitlement to accumulated paid leave, the Nurse may, with prior approval of the Employer, make up the absent time as the scheduling allows.

**9.09 Leave for Parent of a Critically Ill Child**

**Nurses shall be granted Leave for Parent of a Critically Ill Child in accordance with the *Labour Standards Code* of Nova Scotia.**

**9.10 Domestic Violence, Intimate Partner Violence or Sexual Violence Leave**

**Nurses shall be granted Domestic Violence Leave in accordance with the *Labour Standards Code* of Nova Scotia.**

**9.11 Leave for a Reservist**

**Nurses shall be granted Leave for a Reservist in accordance with the *Labour Standards Code* of Nova Scotia.**

**9.12 Leave for Care of a Critically Ill Adult**

**Nurses shall be granted Leave for Care of a Critically Ill Adult in accordance with the *Labour Standards Code* of Nova Scotia.**

**9.13 Leave for Crime-related Death or Disappearance of a Child**

**Nurses shall be granted Leave for Crime-related Death or Disappearance of a Child in accordance with the *Labour Standards Code* of Nova Scotia.**

## **ARTICLE 10 – VACATIONS AND HOLIDAYS**

### **10.00 Annual Vacation Accumulation**

Each year of service for the application of this Article shall be a period of twelve (12) months effective on the Nurse's date of hire. Paid vacation leave credits shall be earned on the basis of regular hours paid.

"Regular hours paid" for the purpose of calculating paid vacation leave credits shall include the straight time hourly equivalent of overtime hours worked to the applicable maximum annual vacation entitlement as set out below.

Vacation credits shall accumulate to the Nurses on the following basis:

- (a) Effective the date of hire, vacation shall accumulate at the rate of one (1) hour of vacation credit for each 17.333 regular hours paid to a maximum of 112.5 hours.
- (b) Effective on the commencement of the fifth (5th) year of service, vacation shall accumulate at the rate of one (1) hour of vacation credit for each 13.000 regular hours paid to a maximum of 150 hours.
- (c) Effective on the commencement of the fifteenth (15th) year of service, vacation shall accumulate at the rate of one (1) hour of vacation credit for each 10.400 regular hours paid to maximum of 187.5 hours.

### **10.01 Vacation Pay – Part-Time Nurses**

If a Part-Time Nurse decides not to take paid vacation, the Nurse shall be entitled to vacation pay accrued up to May 31st, at any time after June 15th, provided the Nurse gives two (2) weeks' written notice to the Payroll Office.

### **10.02 Annual Vacation Pay**

Vacation pay shall be paid at the regular hourly rate of the Nurse in effect immediately prior to the Nurse taking vacation.

### **10.03 Vacation Year**

The vacation year shall be from June 1st of a year to May 31st of the following year.

### **10.04 Annual Vacation Cut Off Date**

The cut off date for using accumulated vacation credits shall be May 31.

**10.05 (a) Vacation Requests**

A Nurse will make **their** request for vacation leave to the Employer at least two (2) months in advance of the requested time. The Employer shall provide its response to the request at least 1 month in advance of the requested time.

**(b) Distribution of Vacations**

Seniority is (subject to operational requirements) the governing factor in the distribution of vacation time, but vacations will be distributed among Nurses as equitably as possible.

**10.06 Vacation Scheduling Restrictions**

(a) Nurses who are entitled to more than two (2) weeks' vacation shall normally only take two (2) weeks' vacation between July 1 and Labour Day, until all Nurses on the same shift have had an opportunity to take up to two (2) weeks' vacation during that period.

(b) Vacation shall not be scheduled between December 20<sup>th</sup> and January 5<sup>th</sup> unless mutually agreed upon otherwise.

**10.07 Sick Leave Substitution for Vacation**

Sick leave may be substituted for vacation interrupted where a it can be established by the Nurse to the satisfaction of the Employer that an illness or accident occurred prior to vacation and that illness or accident was such that the vacation of the Nurse was interrupted.

**10.08 Carry Over of Annual Paid Vacation Leave**

If the Employer is satisfied that a Nurse's prolonged illness or injury prevented the Nurse from taking vacation during the vacation year, the Employer may allow the Nurse to carry over all or a part of ~~his or her~~ **their** unused vacation credits to the subsequent vacation year.

**10.09 Weekend off Prior to Vacation**

The Employer shall make reasonable effort so that a Nurse shall have the weekend off prior to the Nurse's vacation.

**10.10 Vacation Cancellation**

(a) If the Employer unilaterally cancels a Nurse's vacation, which it had previously approved, and such cancellation results in that Nurse forfeiting a deposit on the Nurse's vacation package, the Employer will reimburse the Nurse for the lost deposit, providing the Nurse can show proof of such loss and that the Nurse had done everything reasonably possible to eliminate or reduce that loss (including purchase of complete insurance coverage) and, in addition, the Nurse must advise the Employer that a

potential claim exists at the time the Employer proposes to change the vacation.

- (b) The Employer will make every reasonable effort not to require a Nurse to return to work after **they have** commenced paid vacation leave. The Nurse returning to work from paid vacation leave, shall be paid **three (3) times the Nurse's** regular hourly rate for the shift(s) worked on the days that had been scheduled vacation leave. The vacation credits shall not be reduced for the previously scheduled vacation time that was rescheduled to work. Further the Nurse shall be permitted to reschedule **their** vacation leave at a time mutually agreed between the Nurse and the Employer.

#### **10.11 Recognized Holidays**

The following **thirteen (13)** calendar dates shall be recognized as "holidays":

- |                          |  |
|--------------------------|--|
| 1. New Year's Day        | 8. Labour Day                                      |
| 2. <b>Heritage Day</b>   | 9. <b>National Day of Truth and Reconciliation</b> |
| 3. Good Friday           | 10. Thanksgiving Day                               |
| 4. Easter Sunday         | 11. Remembrance Day                                |
| 5. Victoria Day          | 12. Christmas Day                                  |
| 6. July 1                | 13. Boxing Day                                     |
| 7. 1st. Monday in August |  |

- 10.12** If the Government of Canada or the Province of Nova Scotia officially proclaims an additional holiday(s), such shall be added as a recognized holiday.

#### **10.13 Entitlement to Paid Holiday Leave Credits**

Paid holiday leave credits shall be earned by a Nurse on the basis of regular hours paid. A Nurse shall accumulate entitlement on the basis of one (1) hour of holiday credit for each **20** regular hours paid (including the straight time hourly equivalent to overtime hours worked) to a maximum accrual of **97.5** hours of holiday credits in a fiscal year period.

#### **10.14 Holiday on the Actual Day**

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

#### **10.15 Holidays during Vacations**

When a holiday falls within the vacation period, the Nurse is entitled to an additional day with pay to be taken at the time mutually agreeable to the Employer and the Nurse.

**10.16 Holiday Premium Pay**

A Nurse working on a recognized Holiday is entitled to the following compensation for any hours worked on the calendar date of the recognized Holiday:

- A. A Full-Time or Part-Time Nurse who is regularly scheduled to work on a recognized Holiday shall be paid at the rate of one and one-half times (1.5 x) the Nurse's regular rate of pay; or
- B. A Nurse who works overtime (as defined in Article 7.09) on a recognized Holiday shall be paid at the rate of two times (2 x) the Nurse's regular rate of pay for the overtime worked.

**10.17** If a Regular or Temporary Nurse had booked any paid Holiday Leave credits for use on a recognized Holiday where the Nurse ended up working on that recognized Holiday, the Nurse is entitled to reschedule the paid holiday leave credits for use at a later time.

**10.18 Holiday and Sick Leave Pay**

A Nurse who is scheduled to work on the calendar date of a Holiday and who is unable to report for work due to illness or injury shall receive sick leave pay for those hours **they were** scheduled to work that day provided the Nurse has adequate sick leave credits. The holiday credits of the Nurse will not be reduced.

**10.19 First Shift of the Holiday**

For the purpose of determining whether a shift falls on a holiday, the shift commencing at 11:00 p.m. on the day preceding the holiday, and ending at 7:00 a.m. on the day of the holiday shall be the first shift of the holiday. Nurses working that shift and the two subsequent shifts shall be compensated in accordance with the holiday pay provision.

**10.20 Holiday Entitlement Qualification**

In order to qualify for holiday entitlement, the Nurse must have worked the Nurse's last scheduled shift prior to the holiday, and must have worked the Nurse's first scheduled shift following the holiday. For the purpose of this clause, shift means any day for which compensation was paid.

## **ARTICLE 11- SENIORITY, LAY OFF, RECALL**

### **11.00 A. Regular Seniority**

Seniority for a Regular Nurse commences on the date of the first shift worked as a Regular Nurse in the Bargaining Unit and shall operate on a Bargaining Unit wide basis unless otherwise specified in the Collective Agreement.

### **B. Same Date Seniority Regular Nurses**

In the event that two or more Regular Nurses commence work in the Bargaining Unit on the same date, the Nurses' placement on the Seniority list shall be determined by random draw.

### **11.01 Casual Nurse in a Temporary Position appointed to a Regular Position**

Where a Casual Nurse in a Temporary Position is appointed directly to a Regular Position, Regular Seniority shall be deemed to be the first day of continuous service in a Temporary Position. "Appointed directly" shall mean appointment without an interruption for longer than fourteen (14) calendar days.

### **11.02 Seniority Lists**

- (a) The Employer shall post a current Regular Seniority List for Regular Nurses with separate lists for Registered Nurses and Licensed Practical Nurses annually in February for thirty (30) days and provide a copy of same to the Local Union.
- (b) Should the Union, Local Union, or any Nurse allege an error in a Seniority List, a written objection must be sent to the Employer within thirty (30) days of the date the Seniority List in question was first posted by the Employer. All corrected, or final Seniority Lists will be provided by the Employer to the Local Union and shall be deemed to be correct and accurate in all respects.

### **11.03 Loss of Seniority and Employment**

A Nurse shall lose the Nurse's Seniority and employment in the event that:

- (a) The Nurse is discharged for just cause and is not reinstated.
- (b) The Nurse resigns or retires from employment.
- (c) After recall, the Nurse fails to notify the Employer as set out in lay off provisions unless such notice was not reasonably possible.
- (d) The Nurse is laid-off, for more than two (2) years, subject to lay off provision.



- (e) The Nurse is absent from work for three (3) consecutive scheduled shifts or more without sufficient cause or without notifying the Employer unless such notice was not reasonably possible.
- (f) A Nurse who retires from employment loses employment and Service, but if within six months of the retirement, the Nurse returns to work in any Bargaining Unit represented by the Nova Scotia Nurses' Union, the Nurse will maintain the Seniority the Nurse had prior to retirement and may accumulate additional Seniority depending on the status of the appointment after retirement.
- (g) The Nurse fails to return from an approved leave of absence, without notifying the Employer unless such notice was not reasonably possible or takes unauthorized employment while on an approved leave of absence.

#### **11.04 Loss of Seniority**

- (a) A Nurse shall lose Seniority in the event that the Nurse has accepted a position with the Employer outside of the Bargaining Unit or has been granted a leave of absence from the Nurse's Bargaining Unit position to accept a permanent position with the Employer and remains outside of the Bargaining Unit for more than **eighteen (18) months**.
- (b) In the event that an appointment to a position, as described in Article 11.04 (a), outside the Bargaining Unit is to be longer than specified above, extensions shall only be permissible with the agreement of the Bargaining Unit representatives of the Union Management Consultation Committee. Such agreement shall not be unreasonably denied.
- (c) A Nurse must return to and remain in the Bargaining Unit for a period of at least one (1) month before being employed by the Employer in a position outside of the Bargaining Unit again or **they** will lose all seniority held at the time of the subsequent transfer.
- (d) In order to maintain and to continue to accrue Seniority under this provision, the Nurse must agree to pay Union dues for each month ~~she or~~ **they are** appointed to a position, as described in Article 11.04 (a), as described in Article 11.04 (a), with the Employer outside of the Bargaining Unit following a period of **eighteen (18) months**.

## **Layoff and Recall**

### **11.05 Lay Off in Reverse Order of Seniority**

In the event of lay-offs, Nurses shall be laid off in reverse order of Seniority and recalled by order of Seniority, except where the Employer determines that special skills and/or qualifications are required.

### **11.06 Notice of Lay Off**

- (a) Twenty-eight (28) days' written notice of layoff shall be given to the President of the Local Union and to the Provincial office of the Nova Scotia Nurses' Union except layoff which results from labour disputes or unforeseen circumstances beyond the control of the Employer in which case as much notice as possible will be given.
  
- (b) The Employer will consult with the Union representatives regarding ways to minimize the adverse effect on the Nurse(s) to be laid off. The Employer may consider additional options presented by the Union. The application of additional options where agreed by the Union and the Employer shall be deemed to not violate the Collective Agreement.
  
- (c) Twenty-one (21) days' written notice of layoff shall be given to the affected Nurses except layoff which results from labour disputes or unforeseen circumstances beyond the control of the Employer in which case as much notice as possible will be given.

**11.07** The Employer shall not post or fill vacancies that arise until Nurses on layoff have been considered for such vacancies.

**11.08** The Employer will provide available options to Nurses in receipt of layoff notices (by order of seniority) including regular and temporary vacancies that have not been filled. Nurses shall have forty-eight (48) hours to consider available options and to notify the Employer in writing of **their** choice.

### **11.09 Work During Lay Off**

- (a) Any Nurse, who is on layoff, may indicate **their** availability to work relief shifts. A Nurse's layoff status shall not change while working relief shifts. The total of the days worked in relief shifts or in Temporary Positions of six (6) months or less shall extend the recall period by that total.
  
- (b) A Nurse recalled to a Temporary Position of greater than six (6) months shall commence a new recall period at the conclusion of the temporary assignment.

**11.10 Recall from Lay Off**

A Nurse on layoff shall be notified of opportunities for recall in the most expeditious manner possible including telephone, fax, and in person. A formal verification in writing will be provided where the initial contact of recall is other than in writing. Nurses are responsible for leaving their current address and telephone number(s) with the Employer.

**11.11 Recall – Accept or Decline**

The Nurse shall indicate their intention to accept or decline the recall opportunity to the Employer within forty-eight (48) hours of receipt of the recall notice. If the Nurse accepts the recall the Nurse must be available to return to the Employer within two (2) weeks of the notice of recall unless another time period is mutually agreeable between the Nurse and the Employer.

If the Nurse rejects the opportunity for recall the Nurse shall continue on the layoff list if the recall was for a position with fewer hours or a lower rate of pay. In these circumstances, three refusals of recall will result in the Nurse being removed from the recall list and forfeiture of the right of recall. If the Nurse rejects the opportunity for recall and the position was equivalent to their former position, the Nurse will be removed from the recall list and will forfeit the right of recall.

**11.12 New Employees**

No Nurse outside the Bargaining Unit shall be employed until all those who have been laid-off have been given an opportunity for re-employment, up to the level of guaranteed hours before layoff, except where the Employer establishes the need to recruit those with special skills and/or qualifications.

**ARTICLE 12 - VACANCIES AND PROMOTIONS**

**12.00 Posting**

Where a vacancy occurs, a new position is created within the Bargaining Unit or a temporary position exists as the result of a leave of absence of eight (8) weeks or more, a notice shall be posted as soon as possible after the Employer has determined that the vacancy exists, and such notice shall be posted for a period of ten (10) calendar days. All applications for vacancies will be in writing. The name of the successful applicant shall normally be provided to the President of the Local Union within fourteen (14) calendar days of the appointment to the position.

### **12.01 Designated Postings**

- (i) The Union and Employer may agree that job postings be designated as only being eligible to applicants from one or more of the following: Indigenous peoples, Black/African Nova Scotians, people of African descent, people of colour, persons living with a disability/disabilities, gender, and persons of diverse sexual orientation and gender identity and/or expression.**
- (ii) The Employer shall provide the Union with the rationale for the designated posting.**
- (iii) The Union shall respond within 5 working days of receipt of the information in (ii) and the Union shall not unreasonably refuse the request.**
- (iv) Eligible, qualified Nurses, as per (i) of the bargaining unit will be given preference over external applicants.**
- (v) If the position cannot be filled as per this article the position will be reposted and filled in accordance with Article 12 Job Posting**

### **12.02 Selection**

In the selection of applicants for posted vacant positions in the Bargaining Unit, primary consideration shall be given to skill, ability and qualifications to perform the required duties. If skill, ability and qualification are relatively equal, seniority shall prevail.

**12.03** If the Employer does not intend to fill a vacancy it shall notify a Labour Relations Representative of the Union.

### **12.04 Trial Period**

- (a) The Nurse shall be placed on a trial period for four hundred and ninety five (495) hours worked in the new position. If the Nurse proves unsatisfactory in the new position, or chooses to return to the Nurse's former position, during the aforementioned trial period, the Nurse shall be returned to the Nurse's former position and salary, without loss of Seniority, and any other Nurse promoted or transferred because of the re-arrangement of positions shall be returned to their former position and salary without loss of Seniority.**
- (b) Conditional on satisfactory performance of duties, such trial appointments shall become permanent after the period of four hundred and ninety five (495) hours worked. The Employer may not extend the trial period for a period greater than two hundred and forty five (245) hours worked. In such case the Employer will provide written notice to the Nurse affected by the**

extension, a Labour Relations Representative of the Union and any other Nurse(s) originally promoted or transferred in this appointment process.

### **12.05 Orientation**

The Employer shall provide planned and paid Orientation Programs of such content and duration as it deems appropriate taking into consideration the needs of the Employer and the Nurses involved. Such Nurses will not be considered part of core staffing during their Orientation Program nor will they be provided with primary assignments.

## **ARTICLE 13 - PREGNANCY/BIRTH, PARENTAL and ADOPTION LEAVE**

### **13.00 Pregnancy Leave**

- (a) A pregnant Nurse is entitled to an unpaid leave of absence, which when combined with parental leave, is a maximum of up to **seventy eight (78)** weeks.
- (b) A pregnant Nurse shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (c) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the Nurse is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date as the Nurse determines but not sooner than sixteen (16) weeks preceding the expected date of delivery nor later than the date of delivery.
- (e) Pregnancy leave shall end on such date as the Nurse determines, but not later than **seventy eight (78)** weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.
- (f) Nurses on pregnancy leave shall not accrue hours worked for the purposes of vacation, sick time, or holidays. A Nurse who is receiving compensation under Article 13.03 (b) and 13.05 (b) shall accrue benefits based on the hourly equivalent of the “top-up” compensation.
- (g) **Every Nurse shall be entitled to leave, in accordance with the *Labour Standards Code* of Nova Scotia, for a pregnancy which ends prior to nineteen (19) weeks. The Nurse may be eligible for sick leave or the Nurse may elect that such leave be paid by charging the time to the Nurse’s accumulated vacation or accumulated holiday banks. A Nurse shall not be placed or advanced, as part of the Employer’s attendance support program as a result of this absence period.**

- (h) **In the event that a pregnant Nurse's pregnancy ends after the 19th week of pregnancy, the Nurse shall be entitled to up to sixteen (16) weeks of Pregnancy Leave in accordance with the *Labour Standards Code of Nova Scotia. Article 13.03 Pregnancy Allowance* shall apply.**
- (i) The clauses of this Article shall be considered as being automatically amended should applicable legislation be changed to provide benefits more favourable to the Nurses than those contained herein.

### **13.01 Pregnancy Leave Notice**

- (a) A pregnant Nurse shall provide the Employer with at least four (4) weeks' notice of the date the Nurse intends to begin pregnancy leave. Such notice and start date of the leave may be amended:
  - (i) by changing the date in the notice to an earlier date for medical reasons as verified by the Nurse's attending physician. In such cases the Nurse will provide as much advance notice of the revised start date of the leave as is possible; or,
  - (ii) by changing the date in the notice to an earlier date for personal reasons if the notice is amended at least four (4) weeks before the originally selected date; or,
  - (iii) by changing the date in the notice to a later date if the notice is amended at least four (4) weeks before the original date.
- (b) Where notice as required under Article 13.01(a) is not possible due to circumstances beyond the control of the Nurse, the Nurse will provide the Employer as much notice as reasonably practicable of the commencement of the Nurse's leave or return to work.
- (c) The Employer shall not terminate the employment of a Nurse because of the Nurse's pregnancy.

### **13.02 Pregnancy Sick Leave**

Leave for illness of a Nurse arising out of or associated with a Nurse's pregnancy prior to the commencement of, or at the ending of, pregnancy leave granted in accordance with Article 13.00, may be granted as sick leave in accordance with the provisions of the Collective Agreement.

### **13.03 Pregnancy/Birth Leave Allowance**

- (a) A Nurse entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that **they have** applied for, and **are** eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.).
  
- (b) In respect to the period of pregnancy leave, payments made according to the S.E.B. Plan will consist of the following:
  - (i) Where the Nurse is subject to a waiting period of **one (1)** week before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of **their** weekly rate of pay less any other earnings received by the Nurse during the benefit period;
  
  - (ii) **Where the Nurse has served the one (1) week waiting period in Article 13.04(b)(i), one (1) additional payment equivalent to the difference between the weekly E.I. benefit the Nurse is eligible to receive and ninety-three percent (93%) of their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during that period.**
  
  - (iii) Up to a maximum of five (5) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the Nurse is eligible to receive and ninety-three per cent (93%) of **their** weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during the period.
  
- (c) For the purpose of this allowance, a Nurse's weekly rate of pay will be one-half ( $\frac{1}{2}$ ) the bi-weekly rate of pay to which the Nurse is entitled for **their** level on the increment scale and **their** position or classification on the day immediately preceding the commencement of the pregnancy leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse's hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Nurse's classification. For the purposes of this calculation the hours used for a Part-Time Nurse shall be the actual hours paid, or the hours based on the current appointment

status of the Part-Time Nurse as a percentage of full-time hours, whichever is greater.

- (d) Where a Nurse becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.E.B. plan will be adjusted accordingly.
- (e) The Employer will not reimburse the Nurse for any amount **they are** required to remit to Human Resources Development Canada, where **their** annual income exceeds one and one-half (1½) times the maximum yearly insurable earnings under the *Employment Insurance Act*

#### **13.04 Parental and Adoption Leave**

Shall refer to the following leaves which include fe biological parents and adoptive parents:

- (a) The parental leave of a Nurse who has taken pregnancy/birth leave and whose newborn child or children arrive in the Nurse's home during pregnancy/birth leave,
  - (i) shall begin immediately upon the exhaustion of the pregnancy/birth allowance without the Nurse's returning to work; and
  - (ii) shall end not later than **seventy eight (78)** weeks after the parental leave began as determined by the Nurse.
  - (iii) In no case shall the combined pregnancy/birth and parental/adoption leaves to which Nurse is entitled exceed a maximum of **seventy eight (78)**.
- (b) The parental leave for a Nurse who becomes a parent of one or more children through the birth of the child or children, other than a parent for whom provision is made in Article 13.05(a),
  - (i) shall begin on such date coinciding with or after the birth of the child as the Nurse determines; and
  - (ii) shall end not later than **seventy eight (78)** after the child or children first arrive in the Nurse's home.
- (c) A Nurse who becomes a parent of one or more children through the placement of the child or children in the care of the Nurse for the purpose of adoption of the child or children is entitled to a leave of absence of up to **seventy eight (78)**. This leave:



- (i) shall begin on a date coinciding with the arrival of the child or children in the Nurse's home; and
- (ii) shall end not later than **seventy eight (78)** after the leave began.

### **13.05 Parental and Adoption Leave Allowance**

- (a) A Nurse entitled to parental or adoption leave under the provisions of this Agreement, who provides the Employer with proof that **they have** applied for and **are** eligible to receive employment insurance (E.I.) benefits pursuant to the *Employment Insurance Act, 1996*, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.
- (b) In respect to the period of parental leave, payments made according to the S.E.B. Plan will consist of the following:
  - (i) Where the Nurse is subject to a waiting period of **one (1)** week before receiving E.I. benefits, payments equivalent to seventy-five percent (75%) of **their** weekly rate of pay less any other earnings received by the Nurse during the benefit period;
  - (ii) **Where the Nurse has served the one (1) week waiting period in Article 13.05(b)(i), one (1) additional payment equivalent to the difference between the weekly E.I. benefit the Nurse is eligible to received and ninety-three percent (93%) of their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during that period; and**
  - (iii) **Up to a maximum of ten (10) additional weeks,**
    - a. **Where the Nurse is in receipt of Standard E.I. Parental Benefits, the payments will be equivalent to the difference between the weekly Standard E.I. Parental Benefits the Nurse is eligible to receive and ninety-three percent (93%) of the Nurse's weekly rate of pay;**
    - b. **Where the Nurse is in receipt of Extended E.I. Parental Benefits, the payments will be equivalent to the difference between the weekly Standard E.I. Benefits the Nurse would have been eligible to received and ninety three percent (93%) of the Nurse's weekly rate of pay;**

- (c) **For the purposes of this article, “Standard E.I. Parental Benefits” means the E.I. benefits paid to a Nurse who is taking a parental leave of up to thirty-five (35) weeks and “Extended E.I. Parental Benefits” means the E.I. benefits paid to a Nurse who is taking a parental leave greater than thirty-five (35) weeks.**
- (d) For the purposes of this allowance, a Nurse’s weekly rate of pay will be one-half (½) the bi-weekly rate of pay to which the Nurse is entitled for **their** level on the increment scale and **their** position or classification on the day immediately preceding the commencement of the adoption leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse’s hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Nurses’ classification. For the purposes of this calculation the hours used for a Part Time Nurse shall be the actual hours paid, or the hours based on the current appointment status of the Part Time Nurse as a percentage of full time hours, whichever is greater.
- (e) Where a Nurse becomes eligible for a salary increment or pay increase during the benefit period, payments under the S.E.B. Plan will be adjusted accordingly.
- (f) The Employer will not reimburse the Nurse for any amount **they are** required to remit to Human Resources Development Canada where **their** annual income exceeds one and one-half (1½) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

#### **13.06 Pregnancy/Parental Leave Deferral**

If a Nurse is entitled to pregnancy/birth or parental or adoption leave and the child to whom the leave relates is hospitalized for a period exceeding or likely to exceed one week, the Nurse is entitled to return to and resume work and defer the unused portion of leave until the child is discharged from the hospital, upon giving the Employer reasonable notice.

#### **13.07 Return to Work**

A Nurse on Pregnancy/Birth or Parental, or Adoption Leave must provide a minimum of four (4) weeks’ notice of **their** intended date to return to work, or such shorter period of notice as mutually agreed between the Employer and the Nurse. When a Nurse reports for work upon the expiration of pregnancy/birth or parental or adoption leave, the Regular Nurse shall resume work in the position held by the Nurse immediately before the leave began, or where that position is

eliminated, in a comparable position within the site. A Nurse shall be entitled to the appropriate level on the increment scale and benefits, with no loss of benefits accrued to the commencement of the leave.

**13.08 Service and Seniority Continuation**

While on pregnancy/birth or parental, or adoption leave, a Nurse shall continue to accrue and accumulate Service and Seniority credits at the same rate as before the leave for the duration of the leave and the Nurse's Service and Seniority shall be deemed to be continuous.

**13.09 Group Benefit Plan Continuation**

While a Nurse is on pregnancy or parental leave, the Employer shall permit the Nurse to continue participation in eligible benefit plans. The Nurse shall be responsible to pay both the Employer and the Nurse's shares of the premium costs for maintaining such coverage for which the Nurse is eligible during the period of leave.

**13.10 Special Leave - Birth**

Where a Nurse's spouse gives birth to a child, the Nurse shall be granted special leave without loss of regular pay up to a maximum of fifteen (15) scheduled hours during the confinement of the mother. This leave may be divided into periods and granted on separate days.

**13.11 Special Leave - Adopted Child**

Special leave with pay up to a maximum of fifteen (15) scheduled hours shall be granted to a Nurse when an adopted child arrives in the Nurse's home. This leave may be divided into periods and granted on separate days.

**13.12 Bridging of Service**

A Regular Nurse with more than three (3) years' Service may terminate **their** employment as a result of a decision to raise a child and if re-employed with the Employer shall retain service recognition provided that:

- (a) The Nurse must advise the Employer in writing that the reason for the termination of employment is to raise a child.
- (b) If the Nurse is re-employed as a Regular Nurse within two (2) years of **their** termination date, **they** will have the previous Service with the Employer recognized as at the date of termination for the purposes of placement on the appropriate level on the increment scale as set out in Article 8.00 and vacation accrual rate as set out in Article 10.00 (a), (b), and (c).

- (c) No Service, Seniority, or benefits will accumulate during the period of termination to raise a child. Seniority shall be counted up to the leave and after the leave.
- (d) The Nurse cannot have been employed by any other employer for anytime during this period. If so, employed the Nurse shall not be entitled to the benefits of this provision.

## **ARTICLE 14 - GRIEVANCE AND ARBITRATION**

### **14.00 Grievance**

A grievance shall be a difference of interpretation of this Agreement or the alleged violation concerning the meaning, application or administration of this Agreement. Every grievance shall be subject to the grievance and arbitration procedures set out in this Article.

**Step 1** When a Nurse has a grievance **they** may, within seven (7) working days of the discovery or occurrence of the incident giving rise to the grievance, first discuss the grievance with **their** immediate management supervisor who shall provide **them** with an answer within seven (7) working days.

**Step 2** Should the verbal answer given by the immediate management supervisor not be acceptable to the grievor, the grievance shall be submitted to in writing to the Unit Director within seven (7) working days. The Unit Director shall give a decision in writing within seven (7) working days of receipt of the grievance.

**Step 3** If the decision of the Unit Director is not acceptable to the grievor, the grievance shall be referred to the Union, and, if supported by the Union, shall be referred to the Administrator or designate within seven (7) working days of the receipt of the grievance. The Administrator or designate shall convene a meeting as soon as reasonably possible with the Union if requested to do so by either party. The Administrator or designate shall reply in writing within seven (7) working days of such a meeting.

If the decision of the Administrator or designate is not acceptable to the Union, the Union shall notify the Administrator or designate in writing within fifteen (15) working days that the grievance will be proceeding to arbitration.

### **14.01 Working Days Defined**

For the purpose of this Article only, working days shall be Monday through Friday, both inclusive, excluding holidays specific to this Collective Agreement.

#### **14.02 Termination of Employment**

A Nurse who has been dismissed may file a grievance directly at the third (3<sup>rd</sup>) step of the grievance procedure within ten (10) days of the notification of the dismissal to a Labour Relations Representative of the Union.

#### **14.03 Policy or Group Grievance**

Where a dispute involving a question of general application or interpretation occurs, or the Union has a grievance, Steps 1 and 2 may be by-passed.

#### **14.04 Employer Grievance**

The Employer may institute a grievance by delivering the same in writing to the President of the Local Union and the President shall answer such grievance in writing within five (5) working days. If the answer is not acceptable to the Employer, the Employer may within two (2) calendar weeks from the day the President gives **their** answer, give ten (10) working days notice to the President of the Local Union of its intention to refer the dispute to arbitration.

#### **14.05 Selection of Single Arbitrator**

In the event that a grievance is submitted to arbitration, the case shall be heard by a single Arbitrator.

#### **14.06 Selection of Single Arbitrator**

In the case of a single Arbitrator, the Party with the grievance shall provide the name of its proposed single Arbitrator to the other Party within 30 days of the referral to arbitration. The responding Party shall respond within 30 days of its receipt of such name by indicating its acceptance or rejection of the single Arbitrator, and if it is rejected, its suggestion for a single Arbitrator. If the Parties cannot agree on a single Arbitrator, within this 60 day period either Party can request that the Minister of Labour and Advanced Education appoint an Arbitrator to hear and decide the grievance.

#### **14.07 Arbitration - Termination**

In the case of a dismissal of a Nurse, as set out in Article 14.02 the Union shall, within fourteen (14) calendar days of the notice of intention to refer the dispute to arbitration, suggest the name of a single Arbitrator to the Employer.

Within fourteen (14) calendar days after receipt of such notice, the Employer shall respond by indicating its acceptance or rejection of the Arbitrator, and if it is rejected, its suggestion for a single Arbitrator.

If the Parties cannot agree on a single Arbitrator within thirty (30) days of the first notice suggesting the name of a single Arbitrator, either Party can request that the Minister of Labour and Advanced Education appoint an Arbitrator to hear and decide the grievance.

**14.08 Pre-Hearing Disclosure**

The Arbitrator has the power to order pre-hearing disclosure of relevant documents at the request of one party to the Arbitration with notice to the other affected Party.

**14.09 Arbitrator Fees and Expenses**

The Employer and the Union shall equally split any costs not assumed by the Department of Labour and Advanced Education for the fees and expenses of the single Arbitrator.

**14.10 Decision of the Arbitrator**

The decision of the single Arbitrator shall be binding and final and enforceable on both Parties to the proceedings.

**14.11 Time Limits on Procedure**

The time limits on both the Grievance and Arbitration procedure may be established by consent of the Parties to this Agreement. If the time limits have not been waived by mutual agreement, the Employer may refuse to process or adjust any grievance which has not progressed within the time limits required by this Article.

**14.12 Time Limits**

Time limits are directory, and an Arbitrator shall be able to overrule a preliminary objection that time limits are missed providing the Arbitrator is satisfied that the grievance has been handled with reasonable dispatch and the other Party's position is not significantly prejudiced by the delay.

**14.13 Time Limit - Extension**

The above-mentioned time limits may be extended in individual cases, by the written consent of both Parties to this Agreement.

**14.14 No Modification of the Collective Agreement**

The Arbitrator may not alter, modify or amend any part of this Collective Agreement, but shall have the power to modify or set aside any penalty of discharge, suspension or discipline imposed by the Employer.

**14.15** Nothing in this Agreement shall preclude the Union and the Employer from mutually agreeing to settle a dispute by means other than those described in the grievance and arbitration procedures. **If either party requests and the parties agree, the parties shall attempt to resolve grievances with the assistance of the Grievance Mediation process provided by the Conciliation and Mediation Services, Department of Labour, Skills, and Immigration.**

## **ARTICLE 15 - STAFF DEVELOPMENT**

### **15.00 Letter of Appointment**

At the time of hire, or upon change in status, each Nurse shall be provided in writing, with the Nurse's status as a Regular Nurse; the Nurse's placement on the increment scale; and where the Nurse is in a Regular or Temporary Position, information describing the Nurse's position with the Employer, including the designation as to ~~his or her~~ **their** percentage of Full-Time hours.

### **Position Descriptions**

**15.01** A Nurse shall have access to a copy of **their** current position descriptions.

**15.02** The Employer will endeavour to ensure that position descriptions are reviewed and revised where necessary.

**15.03** All revised position descriptions shall be provided to the Union representatives of the Union Management Consultation Committee within fifteen (15) days of revision.

### **15.04 Attendance Mandatory**

Newly hired Nurses will normally receive an orientation period of six (6) shifts. This period may be extended by the Employer after consultation with a Nurse. A Nurse shall be required to attend the orientation as part of the Nurse's employment.

### **15.05 Posting of Information**

All information received by **Northwood** Ivy Meadows Continuing Care Centre regarding workshops, seminars, etc., will be screened by **Northwood** Ivy Meadows Continuing Care Centre and all pertinent information posted on bulletin boards.

### **15.06 In-Service Programming**

The Employer shall be responsible for continuous in-service programming focused on the work-related needs. Nurses shall make every effort to attend such programs.

### **15.07 Required Education**

(a) The Employer shall provide and fund any Employer required training/education for a Nurse.

(b) The Employer will make every effort to arrange for the presentation of the required training/education during a Nurse's scheduled hours of work.

- (c) Any time spent in such training or educational sessions shall be considered time worked but will be paid at the regular hourly rate of the Nurse.
- (d) If the Employer permits, a Nurse may bank the hours earned in paragraph (c). Any banked hours shall be taken at a mutually agreed time.
- (e) The Nurse shall be reimbursed for authorized costs related to registration fees, textbook costs and course fees. Other related costs for travel, lodging and meals will be reimbursed in accordance with the Employer's travel policy.

**15.08 Voluntary Continuous Learning**

- (a) The Employer and the Nurses recognize the importance of continuous learning and to that end, education programs shall be identified by the Employer in consultation with the Nurses and the Nurses will make every reasonable attempt to participate in these voluntary education programs.
- (b) The Employer will arrange for the presentation of the voluntary education programs in such a way as to maximize availability to the Nurses and minimize cost and disruption to the Nurse and the Employer.

**15.09 Technological Change**

The Employer undertakes to notify a Labour Relations Representative of the Union in advance, of any technological changes which the Employer has decided to introduce which will impact on the Bargaining Unit.

**ARTICLE 16 - STAFF HEALTH AND SAFETY**

**16.00** The Employer and the Union shall comply with the provisions of the Nova Scotia *Occupational Health and Safety Act and Regulations* and *Safer Needles in Healthcare Workplaces Act*.

**16.01 Participation in Joint Occupational Health and Safety Committee**

A Nurse who is a member of the Joint Occupational Health and Safety Committee is entitled to time off from work without loss of regular pay and benefits, as is necessary to attend meetings of the Committee, to take any training programs prescribed by the *Occupational Health and Safety Act* and Regulations, or as determined necessary by the Committee, and to carry out the Nurse's functions as a member of the Committee. Time spent by the Nurse in these activities shall be considered to be time worked at straight time rates.



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

- (a) Any Nurse may refuse to do any act at the Nurse's place of employment where the Nurse has reasonable grounds for believing that the act is likely to endanger the Nurse's health or safety or the health or safety of any other person until:**

  - (i) the Employer has taken remedial action to the satisfaction of the Nurse;**
  - (ii) the committee has investigated the matter and unanimously advised the Nurse to return to work; or**
  - (iii) an officer appointed under the *Occupational Health and Safety Act* has investigated the matter and has advised the Nurse to return to work.**
  
- (b) Where a Nurse exercises the Nurse's right to refuse to work pursuant to Article 16.02(a), the Nurse shall:**

  - (i) immediately report it to the supervisor;**
  - (ii) where the matter is not remedied to the Nurse's satisfaction, report it to the committee or the representative, if any; and**
  - (iii) where the matter is not remedied to the Nurse's satisfaction after the Nurse has reported pursuant to Article 16.02(b)(i) and (ii), report it to the Occupational Health and Safety Division of the Department of Labour.**
  
- (c) At the option of the Nurse, the Nurse who refuses to do any act pursuant to Article 16.02(a) may accompany an Occupational Health and Safety officer or the committee or representative, if any, on a physical inspection of the workplace, or part thereof, being carried out for the purpose of ensuring others understand the reasons for the refusal.**
  
- (d) Notwithstanding Subsection 50 (8) of the *Occupational Health and Safety Act*, a Nurse who accompanies an Occupational Health and Safety officer of the Department of Labour, the committee or a representative, as provided in Article 16.02(c), shall be compensated in accordance with Article 16.02(g), but the compensation shall not exceed that which would otherwise have been payable for the Nurse's regular or scheduled working hours.**

- (e) Subject to this Agreement, and Article 16.03(c), where a Nurse refuses to do work pursuant to Article 16.03(a), the Employer may reassign the Nurse to other work and the Nurse shall accept the reassignment until the Nurse is able to return to work pursuant to Article 16.02(a).
- (f) Where a Nurse is reassigned to other work pursuant to Article 16.02 (e), the Employer shall pay the Nurse the same wages or salary and grant the Nurse the same benefits as would have been received had the Nurse continued in the Nurse's normal work.
- (g) Where a Nurse has refused to work pursuant to Article 16.02(a) and has not been reassigned to other work pursuant to Article 16.02 (e), the Employer shall, until Article 16.02 (a)(i), (ii) or (iii) is met, pay the Nurse the same wages or salary and grant the Nurse the same benefits as would have been received had the Nurse continued to work.
- (h) A reassignment of work pursuant to Article 16.02(e) is not a discriminatory act pursuant to Section 45 of the *Occupational Health and Safety Act*.
- (i) A Nurse may not, pursuant to this Article, refuse to use or operate a machine or thing or to work in a place where:
  - (i) the refusal puts the life, health or safety of another person directly in danger; or
  - (ii) the danger referred to in Article 16.02 (a) is inherent in the work of the Nurse.

**16.03 Restriction on Assignment of Work Where Refusal**

Where a Nurse exercises the Nurse's right to refuse to work pursuant to Article 16.02(a), no Nurse shall be assigned to do that work until the matter has been dealt with under that Article, unless the Nurse to be so assigned has been advised of:

- (a) the refusal by another Nurse;
- (b) the reason for the refusal; and
- (c) the Nurse's rights pursuant to Article 16.02.

#### **16.04 Health & Safety**

The Employer shall make reasonable provisions in respect to the safety and health of Nurses during their hours of employment. The Union and the Employer shall co-operate to the fullest extent possible towards the prevention of accidents and in reasonable promotion of health and safety of Nurses through the Occupational Health and Safety Committee. **The Employer recognizes the importance of preventing and rectifying abusive situations in the workplace.**

**16.05** The Union and the Employer recognize that a modified work program is a process which gives structure and organization to the activity of returning injured Nurses to the workplace as soon as possible after an accident for which Workers Compensation was paid. The Union and the Nurses agree to participate in return-to-work efforts implemented by the Employer.

#### **16.06 Injury on Duty - WCB**

- (a) Unless a Nurse specifically asks the Employer in writing at the time of the claim not to pay **them** any supplement amount from the accumulated sick leave credits of the Nurse, where a Nurse is being compensated under the *Workers' Compensation Act*, the Employer shall pay an Employer WCB payment supplement to the Nurse to the extent of the pre injury biweekly pay of the Nurse while maximizing the amount payable from the WCB. It is the intent of the Parties that in no circumstance shall the Nurse receive an increase of income while in receipt of WCB with the exception of increments and pay increases. When this Employer supplement is being paid, the Employer shall deduct from the Nurse's sick leave credits an equivalent number of sick leave hours as were paid in the supplement. When a Nurse's sick leave credits are exhausted, the Nurse shall be paid only the Workers' Compensation Benefits Allowance;
- (b) Where a Nurse is being compensated under the *Workers' Compensation Act*, the Nurse shall continue to accrue up to a year's maximum vacation credits.

#### **16.07 Sick Leave while waiting for Workers' Compensation Benefits**

- (a) An illness or injury for which Workers' Compensation is payable shall not be deemed to be sick leave except for the supplement as provided in Article 16.06(a).
- (b) A Regular Full-Time or Part-Time Nurse who is unable to attend work for greater than one pay period due to workplace illness or injury and who is awaiting approval of a claim for Workers' Compensation benefits may have the Employer provide payment equivalent to the benefits would earn under the *Workers Compensation Act* providing the Nurse is able to

establish, satisfactory to the Employer, that the illness or injury prevents the Nurse from working and the Nurse has sufficient sick leave credits.

- (c) In such case, the Nurse must provide a written undertaking to the Employer and the required notification to the WCB that the initial payment(s) from the WCB is to be provided directly to the Employer on behalf of the Nurse, up to the level of the payment advanced by the Employer.

#### **16.08 WCB and Return to Work**

Where a Nurse has returned to work after being absent for injury on duty for which Worker's Compensation Benefits are not payable, and where the absence due to injury on duty was for two days or less after the day of the injury, the Nurse shall receive an amount equal to regular pay from accumulated sick leave credits for the period in which the Nurse was unable to work as a result of the Nurse's injury on duty.

#### **16.09 Point of Care Risk Assessment**

**Before each patient/resident/client interaction, the Nurse shall complete a 'Point of Care Risk Assessment' (PCRA) to determine the risk of exposure and appropriate Routine Practices and Additional Precautions required for safe care. A PCRA should be performed even if the patient has been placed on Additional Precautions as additional PPE may be required.**

Protective devices and other equipment necessary to protect Nurses from injury or health hazards shall be provided by the Employer and Nurses shall be required to use them. **This may include but is not limited to gloves, mask, face protection, gowns, and respiratory protection.**

### **ARTICLE 17 – PERSONAL PROPERTY**

- 17.00** The Employer agrees that in a case where damage is done by a resident to a prescribed health device (such as eye glasses, contact lenses, hearing aids, dentures) belonging to a Nurse, the Employer will reimburse the Nurse for the actual replacement or repair cost of the damaged property. Where damage is done by a resident to other personal property (such as a watch) belonging to a Nurse, the Employer will reimburse the Nurse for the reasonable cost to replace or repair the damaged property. Such damage must be reported at the time of the incident with full details provided in the incident report. This provision shall only apply to personal property which the employee would reasonably have in **their** possession during the performance of **their** duty.

## **ARTICLE 18 - PROHIBITION OF DISCRIMINATION**

**18.00** The Employer and the Union agree that there shall be no discrimination or harassment on prohibited grounds contrary to the *Human Rights Act* including age, race, colour, religion, creed, sex, sexual orientation, pregnancy, physical disability, mental disability, illness or disease, ethnic, national or aboriginal origin, family status, marital status, gender identity, gender expression or activity or membership in a trade association.

## **ARTICLE 19 - RETIREMENT ALLOWANCE, PENSION PLAN, RETENTION BONUS AND, RETIREE RECRUITMENT INCENTIVE**

### **19.00 Retirement Allowance**

Effective date of signing, a Nurse with a minimum of ten (10) years of service with the Employer who retires in accordance with the provisions of the Employer's Pension Plan or the Canada Pension Plan shall be entitled to the payment of the sum of six hundred dollars (\$600) per year of service to a maximum of fifteen thousand (\$15,000).

### **19.01 (a) NSHEPP Pension Plan**

All member of each Bargaining Unit represented by the Nova Scotia Nurse' Union shall be members of the NSHEPP Pension Plan, subject to the eligibility provisions of the NSHEPP Pension Plan.

### **(b) Work After Retirement**

The Employer shall advise all Nurses who are seeking retirement about the possibility of returning to work as a Casual Nurse or a Regular Part-Time Nurse while at the same time being in receipt of pension benefits in accordance with provisions of the NSHEPP Pension Plan and the Portability provisions of Article 21 of this Collective Agreement.

### **19.02 Public Services Sustainability (2015) Act**

(a) Notwithstanding Article 19 and the Public Services Sustainability (2015) Act requires the Employer to freeze the years of service used to calculate the amount of the Retirement Allowance, which shall be the years up to March 31, 2015.

(b) Nurses will have the option (on a one time only basis) to obtain an early payout of their Retirement Allowance accrued up to March 31, 2015, regardless of whether they have yet met the threshold of 10 years' service or retirement or receive payout on death or retirement in accordance with the provisions of the collective agreement which applied to them as of March 31, 2015.

**Nurses who wish to choose an early payout must opt to do so, in writing to the Employer, no later than one month after the Employer sends them notice of their eligibility for an early payout.**

**19.03 Nurse Retention Bonus**

The Employer will provide a Retention Bonus to eligible Nurses who agree to remain employed for the following twelve (12) months. The Retention Bonus shall be equal to two percent (2%) of the gross annual base earnings (exclusive of any premiums). To be eligible a Nurse must be able to retire with an unreduced pension under the terms of the Employer's Pension Plan. The Nurse must apply in writing to participate in the Retention Bonus. A Nurse may apply for and participate in second and subsequent years.

**Effective October 31, 2025, the Retention Bonus will increase to 3.0%**

**19.04 Retiree Recruitment Incentive**

The Employer will provide a Recruitment Incentive of **\$750** per **12-month period** to any retired Nurse who, after retirement, agrees to return to work for at least **thirty (30)** "relief" shifts in a 12 month period. The Casual Nurse must pre-apply in writing in order to participate in the Incentive. The **\$750** will be paid to the Nurse after the completion of the minimum **thirty (30)** "relief" shifts. For clarity, the "relief" shifts must be shifts worked on a casual basis and does not include any "relief" shifts worked while holding a regular or temporary position with the Employer. A Nurse will only be eligible for the sum of **\$750** from one long term care Employer in each 12 month period.

**In transition, any Nurse who is currently completing the Nurse's recruitment incentive based on the 12 months period, 24 relief shifts and \$500 will have the opportunity to complete the incentive based on the previous language or transition to the new language provided that the Nurse can meet the requirement to work 30 shifts. Thereafter entitlement will be based on the language above. (e.g. if a Nurse is 11 months into the period and has completed 22 shifts, the Nurse will have the option to conclude her entitlement based on the previous language)**

**ARTICLE 20 – SICK LEAVE AND GROUP BENEFITS**

**20.00 Sick Leave Benefits**

Sick leave is an indemnity benefit and not an acquired right. A Nurse who is absent from a scheduled shift on approved sick leave **because the Nurse is unable to perform their duties because of illness or injury** shall only be entitled to sick leave pay if the Nurse is not otherwise receiving pay for that day, and providing the Nurse has sufficient sick leave credits.

**20.01** Paid sick leave for Nurses shall accumulate at a rate of one (1) hour for every 15 hours worked, effective the first day of employment. The maximum amount of sick leave accumulation shall be 600 hours. A probationary Nurse shall accumulate paid sick leave, but is not eligible for sick leave with pay.

**20.02 Sick Leave Pay**

A Nurse granted sick leave shall be paid for the period of such leave at **their** regular hourly rate of pay and the number of hours thus paid shall be deducted from the accumulated sick leave credits of the Nurse.

**20.03 Annual Statement**

The Employer shall provide each Nurse with a statement of sick leave credits at least once per annum and verbally upon request within a reasonable period of time.

**20.04 Evidence of Illness**

The Employer reserves the right to require any Nurse claiming sick leave to produce evidence of illness satisfactory to the Employer.

**20.05** A Nurse may claim sick leave when unable to attend work due to personal illness or injury providing the Nurse is able to satisfactorily establish that the illness or injury prevents the Nurse from working. If possible, a Nurse shall notify the Employer or designate, at least four (4) hours before the commencement of the Nurse's shift.

**20.06 Union Representation**

A Nurse has the right to be accompanied by a representative of the Union in a meeting with an Employer to discuss ~~her or his~~ **their** ability to attend work regularly due to their health. The Nurse shall be advised of this right prior to the scheduling of a meeting.

**20.07 Sick Leave Medical/Dental; Family; Emergency**

Nurses with sufficient sick leave credits shall be allowed paid leave of absence of up to a total of thirty-seven and one-half (37.5) hours per annum (pro-rated for Part-Time Nurses based on regular hours paid) debited against sick leave credits in order to:

- (a) engage in and facilitate the Nurse's personal preventative medical or dental care. Nurses shall advise their immediate supervisor when they become aware of their need for personal medical, dental care for a shift the Nurse is scheduled to work. Such leave shall not be unreasonably denied.

- (b) attend to emergencies where:
  - (1) the Nurse's own medical or dental health is at an immediate and serious risk;
  - (2) a member of the Nurse's immediate family, as defined in Article 4.04 who has become ill or disabled, in order to make alternate care arrangements where the Nurse's personal attention is required, and which could not be serviced by others or attended to by the Nurse outside of **their** assigned shifts;
  - (3) there is a critical condition (e.g. Fire, Flood) (excluding conditions included in Article 9.08) which requires the Nurse's personal attention which could not be serviced by others or attended to by the Nurse outside of **their** assigned shifts.

The Employer may require verification of the condition claimed.

- (c) attend to Medical and Dental appointments for their Immediate Family. Nurses shall endeavour to arrange for such appointments during off duty hours.

#### **20.08 Return to Work from Sick Leave**

A Nurse is expected to report to work for all scheduled shifts unless **they are** on an authorized leave. Where a Nurse has been on an authorized sick leave for a period of two (2) consecutive months or longer, the Nurse must provide a minimum of two (2) weeks' notice of **their** intended date to return to work, except where a shorter period of notice is mutually agreed between the Nurse and the Employer.

#### **20.09 Confidentiality Of Health Information**

- (a) A Nurse shall not be required to provide **their** manager/supervisor specific information regarding the nature of **their** illness or injury during a period of absence. However, the Employer may require the Nurse to provide such information to persons responsible for occupational health.
- (b) These persons shall not release any information to the manager/supervisor of the Nurse except the duration or expected duration of the absence, the fitness of the Nurse to return to work, any limitations associated with the fitness of the Nurse to return to work, and whether the illness or injury is bona fide.
- (c) As an exception, where the person responsible for occupational health is also the Nurse's manager/supervisor, the specific information regarding



the nature of **their** illness or injury during a period of absence shall be provided and may only be used in accordance with the occupational health responsibilities of the manager/supervisor. Information regarding the duration or expected duration of the absence, the fitness of the Nurse to return to work, any limitations associated with the fitness of the Nurse to return to work, and whether the illness or injury is bona fide may be relied on by the manager/supervisor with the administrative responsibilities of the position.

- (d) The Employer shall store health information separately and access thereto shall be given only to the persons directly responsible for the administration of occupational health.

#### **20.10 Payment For Certificates And Examinations**

Where a Nurse is required by the Employer to submit detailed medical certificates or reports pursuant to a required medical examination, the Employer shall be responsible for paying the direct cost of any such examinations, medical certification forms or reports, which are not covered by medical insurance.

#### **20.11 Medical Plan**

During the term of this Agreement, the Employer agrees to continue the present (currently "Blue Cross") or comparable Medical Plan (medical care, drugs, and vision) on a 65% Employer and 35% employee cost sharing basis. **During the term of this Agreement, the Employer agrees to continue the present or comparable Dental Plan on a 50% Employer and 50% employee cost sharing basis.**

#### **20.12 Group Insurance Plans**

Nurses may be required by the Employer to participate in Group Insurance Plans.

### **ARTICLE 21- PORTABILITY OF BENEFITS**

#### **21.00 Nurse Mobility**

In the event an Employer rehires a Nurse to a regular position within six (6) months of the Nurse leaving or an Employer hires a Nurse to a Regular position to commence work within six (6) months of the Nurse leaving employment from a position in any other bargaining unit represented by the Nova Scotia Nurses' Union in the Province of Nova Scotia, the Nurse shall have Service with the previous Employer recognized for vacation accumulation entitlement, retirement allowance, placement on the increment scale (and advancement) and Seniority with the hiring Employer. Qualifying periods under the Benefits Plans of the hiring Employer will be as set out in the Plans.

**21.01 Canadian Nurse Portability**

In the event that the Employer hires a Nurse to a regular position to commence work within six (6) months of the Nurse leaving employment from a position in any other bargaining unit represented by a member of the Canadian Federation of Nurses' Unions (CFNU) (including but not limited to British Columbia Nurses Union (BCNU), United Nurses of Alberta (UNA), Saskatchewan Union of Nurses' (SUN), Manitoba Nurses Union (MNU), Ontario Nurses Association (ONA), New Brunswick Nurses Union (NBNU), Newfoundland and Labrador Nurses Union (NLNU), and Prince Edward Island Nurses Union (PEINU)), shall be credited with equivalent Seniority as at the time of termination from the other bargaining unit.

**21.02** In the event that the above noted Nurse has the same Seniority date as a current Bargaining Unit member(s), the Nurse who is porting **their** Seniority date shall be placed on the Seniority list below the other pre-established Bargaining Unit member(s).

**ARTICLE 22 - TERMINATION OF EMPLOYMENT**

**22.00 Notification of Termination**

Four (4) weeks written notice of resignation shall be given regarding resignation of employment by the Nurse, unless mutually satisfactory arrangements are made otherwise. Accrued vacation, holiday and overtime benefits shall be paid out on the day of resignation or on the next regular pay day where the resignation day and pay day are not the same.

When a Nurse resigns, is discharged, retires or dies, the Nurse or the estate shall receive payment in proportion to any unused vacation leave credits, holiday leave credits and overtime lieu time credits, computed as of the last day of employment. The Employer is entitled to withhold any monies owed to the Employer from any accrued benefits.

**22.01 Suspension and Termination of a Nurse**

In the event of suspension or termination of a Nurse's employment by the Employer, the Nurse shall be given written reason for the action taken. If this procedure is not followed, the action taken shall not be void, but the time limits under Article 14 shall not commence until the notice is given.

**22.02 Termination Without Just Cause**

It shall be a violation of this Agreement, subject to the grievance and arbitration procedures herein, if a Nurse is suspended or disciplined, or has been discharged by the Employer without just cause.

**22.03** If a Nurse is dismissed or suspended for cause, the Employer will advise a Labour Relations Representative of the Union in writing as soon as reasonably possible.

**22.04** When a Nurse is to be advised in person of a disciplinary action the Employer shall advise the Nurse of the right to elect to have a representative of the Local Union at the meeting. The Employer will give the Nurse and the Local union Representative reasonable advance notice of the meeting. The Employer will be notified prior to the meeting, of the Nurse's intention to be accompanied by a Local union Representative. Where circumstances warrant an immediate meeting, the meeting may proceed should a representative not be readily available. In the case of a suspension or termination, the union representation may be provided by a Labour Relations Representative of the Union.

**22.05 Disciplinary Record**

A Nurse who has been subject to disciplinary action other than suspension may, after twenty-four (24) months of continuous Service from the date the disciplinary measure was invoked, request in writing that the performance file be cleared of any record of the disciplinary action. Such request shall be granted provided the Nurse's file does not contain any further record of disciplinary action during the twenty-four (24) month period, of which the Nurse is aware. The Employer shall confirm in writing to the Nurse that such action has been affected.

**22.06** A Nurse who has been subject to a period of paid or unpaid suspension, may after five (5) years of continuous Service from the date of the suspension request in writing that the performance file be cleared of any record of suspension. Such request shall be granted provided the Nurse's file does not contain any further record of disciplinary action during the five (5) year period, of which the Nurse is aware. The Employer shall confirm in writing to the Nurse that such action has been affected.

**ARTICLE 23 - WORKLOAD**

**23.00 (a)** A Nurse who believes that adequate and safe care of residents cannot be provided because of that Nurse's workload, shall bring the matter to the attention of the immediate Supervisor. If the matter is not satisfactorily resolved, the Nurse may file a written report (Clinical Capacity Form) which is attached at Appendix "D" which shall be submitted to the Employer.

(b) Failing resolution of the issue, the Nurse may refer the matter to the Union Management Consultation Committee as set out in Article 28.

## **ARTICLE 24 - ALCOHOL AND DRUG DEPENDENCY**

### **24.00 Rehabilitation Program**

Without detracting from the existing rights and obligations of the Parties recognized in other provisions of this Agreement, the Employer and the Union agree to cooperate in encouraging Nurses afflicted with alcoholism or drug dependency to undergo a coordinated program directed to the objective of their rehabilitation. Provided Nurses have sufficient sick leave credits, they shall be eligible for sick leave benefits for the treatment program.

## **ARTICLE 25 - PERSONNEL FILES AND PERFORMANCE APPRAISALS**

### **25.00 Performance Appraisals**

Where the Employer maintains a performance appraisal program, such appraisals shall be discussed with the Nurse. The Nurse shall have twenty-four (24) hours to assess the evaluation and shall have the opportunity to sign and comment on the evaluation.

**25.01** The Employer agrees not to introduce as evidence in a hearing relating to a disciplinary action any document from the "personnel" file of a Nurse the existence of which the Nurse was not made aware of at the time of filing.

**25.02** Each Nurse is entitled to have access to the Nurse's personnel file during normal business hours. In such case the Nurse shall make an appointment with the Employer. The Nurse shall have the right to make a copy of materials on the Nurse's personnel file, except that references or appraisals from outside the Employer may not be shown to the Nurse.

## **ARTICLE 26 - WEEKEND NURSE**

**26.00** In the event that the Employer wishes to introduce a Weekend Nurse position, the provisions of the Acute Care Collective Agreement shall form the basis of the applicable position for this Employer.

## **ARTICLE 27: LETTERS OF AGREEMENT AND MEMORANDA OF AGREEMENT**

**27.00** Letters of Agreement and Memoranda of Agreement that were in effect between the Parties on the date of signing and which are not appended and signed within six (6) months of the signing of the Collective Agreement are deemed replaced and therefore redundant following the signing of the Collective Agreement.

**27.01** Letters of Agreement and Memoranda of Agreement that remain in effect, are detailed in Appendix "C".

## **ARTICLE 28 – UNION MANAGEMENT CONSULTATION COMMITTEE**

**28.00** The Union and the Employer agree to establish/maintain a Union Management Consultation Committee which shall be comprised of three (3) representatives of the Local Union and three (3) representatives of the Employer. A person designated by the Union and the Employer shall alternate as the Chairperson.

**28.01** The Committee shall meet no less than three (3) times per year. Either party may request additional meetings on two (2) weeks' notice in which case the Parties shall schedule a meeting at a mutually agreeable time.

**28.02** Topics for discussion may be agreed upon by the Committee and the agenda shall be circulated one (1) week prior to the meeting. By mutual agreement, items may be discussed if a matter arose after the agenda has been finalized.

**28.03** The Union Management Consultation Committee shall meet to discuss matters of concern between the Parties which may include the following:

1. Staffing
2. Orientation
3. Workload
4. Scheduling
5. Transfers
6. Reassignment
7. Scheduling difficulties created by short-term and long-term absences
8. Layoffs
9. Correcting conditions causing grievances and misunderstanding but not any matter that has been referred to the grievance and arbitration process

**28.04** Minutes are to be drafted by the person appointed to act as secretary to the committee. The draft minutes shall be typed and circulated by the Employer not later than three (3) calendar weeks following the meeting.

**28.05** The committee shall be responsible for:

1. defining problems
2. developing viable solutions to such problems
3. recommending the proposed solutions to the appropriate Employer authority

**28.06** No Nurse shall suffer a loss of regular pay and benefits while attending the Union Management Consultation Committee.



**APPENDIX "A"**  
**(Hourly rate determined by 1950 hours)**

Classification	Expired Rate Hourly	Expired Rate Annual	%Increase: 1.50%		%Increase: 1.50%		%Increase: 3.00%		%Increase: 0.50%		%Increase: 3.00%		%Increase: 2.00%		
			Nov.1-20 Hourly Rate	Nov.1-20 Approx. Annual Rate	Nov.1-21 Hourly Rate	Nov.1-21 Approx. Annual Rate	Nov.1-22 Hourly Rate	Nov.1-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-24 Hourly Rate	Nov.1-24 Approx. Annual Rate	
<b>RN-1</b>	Start	\$30.6228	\$59,714	31.0821	\$60,610	31.5483	\$61,519	32.4947	\$63,365	32.6572	\$63,682	33.6369	\$65,592	34.3096	\$66,904

Classification	Expired Rate Hourly	Expired Rate Annual	%Increase: 1.50%		%Increase: 1.50%		%Increase: 3.00%		%Increase: 0.50%		Wage Adjustment \$1.05		2 Additional Steps (2.5% & 2.5%)		%Increase: 3.00%		%Increase: 2.00%			
			Nov.1-20 Hourly Rate	Nov.1-20 Approx. Annual Rate	Nov.1-21 Hourly Rate	Nov.1-21 Approx. Annual Rate	Nov.1-22 Hourly Rate	Nov.1-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-24 Hourly Rate	Nov.1-24 Approx. Annual Rate		
<b>RN-2</b>	Start	\$35.2107	\$68,661	35.7389	\$69,691	36.2750	\$70,736	37.3633	\$72,858	37.5501	\$73,223	38.6001	\$75,270	38.6001	\$75,270	39.7581	\$77,528	40.5533	\$79,079	
<i>Shift Supervisor as a Registered Nurse</i>	Year 1	\$36.2536	\$70,694	36.7974	\$71,755	37.3494	\$72,831	38.4699	\$75,016	38.6622	\$75,391	39.7122	\$77,439	39.7122	\$77,439	40.9036	\$79,762	41.7217	\$81,357	
	Year 2	\$37.4271	\$72,983	37.9885	\$74,078	38.5583	\$75,189	39.7150	\$77,444	39.9136	\$77,832	40.9636	\$79,879	40.9636	\$79,879	42.1925	\$82,275	43.0364	\$83,921	
<i>Reclassified to RN-2 as of February 26, 2004</i>	Year 3	\$38.7318	\$75,527	39.3128	\$76,660	39.9025	\$77,810	41.0996	\$80,144	41.3051	\$80,545	42.3551	\$82,592	42.3551	\$82,592	43.6258	\$85,070	44.4983	\$86,772	
	Year 4	\$40.0818	\$78,160	40.6831	\$79,332	41.2933	\$80,522	42.5321	\$82,938	42.7448	\$83,352	43.7948	\$85,400	43.7948	\$85,400	45.1086	\$87,962	46.0108	\$89,721	
	Year 5	\$41.4847	\$80,895	42.1070	\$82,109	42.7386	\$83,340	44.0208	\$85,841	44.2409	\$86,270	45.2909	\$88,317	45.2909	\$88,317	46.6496	\$90,967	47.5826	\$92,786	
	Year 6													\$46.4232	\$90,525	47.8159	\$93,241	48.7722	\$95,106	
	Year 7													\$47.5838	\$92,788	49.0113	\$95,572	49.9915	\$97,483	
Year 25	\$42.9366	\$83,726	43.5807	\$84,982	44.2344	\$86,257	45.5614	\$88,845	45.7892	\$89,289	46.8392	\$91,336	46.8392	\$91,336	49.2492	\$96,036	50.7267	\$98,917	51.7412	\$100,895

Classification	Expired Rate Hourly	Expired Rate Annual	%Increase: 1.50%		%Increase: 1.50%		%Increase: 3.00%		%Increase: 0.50%		Wage Adjustment \$1.05		2 Additional Steps (2.5% & 2.5%)		%Increase: 3.00%		%Increase: 2.00%		
			Nov.1-20 Hourly Rate	Nov.1-20 Approx. Annual Rate	Nov.1-21 Hourly Rate	Nov.1-21 Approx. Annual Rate	Nov.1-22 Hourly Rate	Nov.1-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-24 Hourly Rate	Nov.1-24 Approx. Annual Rate	
<b>RN-3</b>	Start	\$36,1300	\$70,453	36,6720	\$71,510	37,2221	\$72,583	38,3388	\$74,761	38,5305	\$75,134	39,5805	\$77,182	39,5805	\$77,182	40,7679	\$79,497	41,5833	\$81,087
<i>Unit Co-ordinator as a Registered Nurse</i>	Year 1	\$37,1728	\$72,487	37,7304	\$73,574	38,2964	\$74,678	39,4453	\$76,918	39,6425	\$77,303	40,6925	\$79,350	40,6925	\$79,350	41,9133	\$81,731	42,7516	\$83,366
	Year 2	\$38,3463	\$74,775	38,9215	\$75,897	39,5053	\$77,035	40,6905	\$79,346	40,8940	\$79,743	41,9440	\$81,791	41,9440	\$81,791	43,2023	\$84,244	44,0663	\$85,929
	Year 3	\$39,6510	\$77,319	40,2457	\$78,479	40,8494	\$79,656	42,0749	\$82,046	42,2853	\$82,456	43,3353	\$84,504	43,3353	\$84,504	44,6354	\$87,039	45,5281	\$88,780
	Year 4	\$41,0010	\$79,952	41,6160	\$81,151	42,2402	\$82,368	43,5074	\$84,839	43,7249	\$85,264	44,7749	\$87,311	44,7749	\$87,311	46,1181	\$89,930	47,0405	\$91,729
	Year 5	\$42,4360	\$82,750	43,0725	\$83,991	43,7186	\$85,251	45,0302	\$87,809	45,2554	\$88,248	46,3054	\$90,296	46,3054	\$90,296	47,6946	\$93,004	48,6485	\$94,865
	Year 6													\$47,4630	\$92,553	48,8869	\$95,329	49,8646	\$97,236
	Year 7													\$48,6496	\$94,867	50,1091	\$97,713	51,1113	\$99,667
	Year 25	\$43,9213	\$85,646	44,5801	\$86,931	45,2488	\$88,235	46,6063	\$90,882	46,8393	\$91,337	47,8893	\$93,384	47,8893	\$93,384	50,3523	\$98,187	51,8629	\$101,133

Classification	Expired Rate Hourly	Expired Rate Annual	%Increase: 1.50%		%Increase: 1.50%		%Increase: 3.00%		%Increase: 0.50%		%Increase: 3.00%		%Increase: 2.00%		
			Nov.1-20 Hourly Rate	Nov.1-20 Approx. Annual Rate	Nov.1-21 Hourly Rate	Nov.1-21 Approx. Annual Rate	Nov.1-22 Hourly Rate	Nov.1-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-24 Hourly Rate	Nov.1-24 Approx. Annual Rate	
<b>LPN-1 (Graduate Practical Nurse)</b>	Start	\$21,5998	\$42,120	\$21,9238	\$42,751	\$22,2527	\$43,393	\$ 22,9203	\$67,615	\$23,0349	\$44,918	\$23,7259	\$46,266	\$ 24,2004	\$47,191



Classification	Expired Hourly Rate	Expired Approx. Annual Rate	%Increase: 1.50%		%Increase: 1.50%		%Increase: 3.00%		%Increase: 0.50%		2 Additional Steps (2.5% & 2.5%)		%Increase: 3.00%		%Increase: 2.00%		
			Nov.1-20 Hourly Rate	Nov.1-20 Approx. Annual Rate	Nov.1-21 Hourly Rate	Nov.1-21 Approx. Annual Rate	Nov.1-22 Hourly Rate	Nov.1-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-23 Hourly Rate	Nov.1-23 Approx. Annual Rate	Nov.1-24 Hourly Rate	Nov.1-24 Approx. Annual Rate	
<b>LPN-2 (Licensed Practical Nurse)</b>	<b>Start</b>	\$28.3268	\$55,238	\$28.7517	\$56,066	\$29.1830	\$56,907	\$30.0585	\$58,614	\$30.2088	\$58,907	\$30.2088	\$58,907	\$31.1151	\$60,674	\$31.7374	\$61,888
	<b>Year 1</b>	\$28.9760	\$56,503	\$29.4106	\$57,351	\$29.8518	\$58,211	\$30.7474	\$59,957	\$30.9011	\$60,257	\$30.9011	\$60,257	\$31.8281	\$62,065	\$32.4647	\$63,306
<i>Note: * For the Recruitment and Retention Incentive for LPNs, entitlement is subject to Article 8.B.</i>	<b>Year 2</b>	\$29.6020	\$57,724	\$30.0460	\$58,590	\$30.4967	\$59,469	\$31.4116	\$61,253	\$31.5687	\$61,559	\$31.5687	\$61,559	\$32.5158	\$63,406	\$33.1661	\$64,674
	<b>Year 3</b>	\$30.4229	\$59,324	\$30.8792	\$60,214	\$31.3424	\$61,118	\$32.2827	\$62,951	\$32.4441	\$63,266	\$32.4441	\$63,266	\$33.4174	\$65,164	\$34.0857	\$66,467
	<b>Year 4</b>											\$33.2552	\$64,848	\$34.2529	\$66,793	\$34.9380	\$68,129
	<b>Year 5</b>											\$34.0866	\$66,469	\$35.1092	\$68,463	\$35.8114	\$69,832
<i>LPNs, entitlement is subject to Article 8.00 B.</i>	<b>Year 25*</b>	\$31.4876	\$61,400	\$31.9599	\$62,322	\$32.4393	\$63,257	\$33.4125	\$65,154	\$33.5796	\$65,480	\$35.2796	\$68,795	\$36.3380	\$70,859	\$37.0648	\$72,276

**APPENDIX “B”**  
**MEMORANDUM OF AGREEMENT - EDUCATION PREMIUMS**

A Nurse who is qualified for more than one education premium shall only receive the highest education premium for which the Nurse qualifies in Group A. A Nurse may also qualify for a premium in Group B. A Nurse may also qualify for either or both of the premiums in Group C.

Education premiums shall be pro-rated for Part-Time based on regular hours paid. That is to say that the annual amount will be divided by 1950 hours and will be payable on each bi-weekly pay based on regular hours paid which shall include the straight time hourly equivalent of overtime hours worked to a maximum of the Education Premium entitlement for a Full-Time Position.

**EDUCATION PREMIUMS – GROUP A**

**(a) Post-Graduate Program (Between 450 hours and 900 hours)**

Upon the Employer’s receipt of proof of a Nurse’s successful completion of a recognized program which has been established by the Nurse to be a minimum of 450 hours (as per the official course description which may include course hours, lab hours, clinical hours and/or independent study hours) and where the course content is directly related to the Nurse’s position, the following premium will be added to the Nurse’s regular annual rate of pay:

: three hundred thirty-three dollars (\$333.00)

**(b) Post-Graduate Program (In excess of 900 hours)**

Upon the Employer’s receipt of proof of a Nurse’s successful completion of a recognized program which has been established by the Nurse to be in excess of 900 hours (as per the official course description which may include course hours, lab hours, clinical hours and/or independent study hours) and where the course content is directly related to the Nurse’s position, the following premium will be added to the Nurse’s regular annual rate of pay:

: six hundred sixty-seven dollars (\$667.00)

**(c) B.N. or B.Sc.N.**

For any Registered Nurse in the bargaining unit who holds a B.N. or B.Sc.N., the following premium will be added to the Nurse's regular annual rate of pay:

: one thousand four hundred forty-five dollars (\$1445.00)

**(d) Masters Degree in Nursing**

For any Registered Nurse in the bargaining unit who holds a Masters Degree in Nursing, the following premium will be added to the Nurse's regular annual rate of pay:

: one thousand nine hundred sixty-one dollars (\$1961.00)

**CANADIAN NURSE ASSOCIATION CERTIFICATION PREMIUM – GROUP B**

The following premium will be added to the regular annual pay for any Registered Nurse in the Bargaining Unit who is in receipt of a current certification under the Canadian Nurse Association Certification program and who is employed in a capacity utilizing this training, who submits proof of the certification to the Employer, payable each year the certification is current:

: nine hundred ninety-six dollars (\$996.00)

**NURSING PRACTICE AND NURSING LEADERSHIP PREMIUMS – GROUP C**

Nursing Practice and Nursing Leadership premiums are intended to recognize and encourage Nursing leadership activities and are provided as an alternative to former "Special Units".

To be eligible for either premium a Nurse must earn seventy (70) points for the Nursing Practice Premium and sixty (60) points for the Nursing Leadership Premium by participating in Employer approved activities. The initial list of these activities along with the relative weight for each is included in this Appendix for illustrative purposes. It is understood that these initial lists are not exhaustive but will guide the Employer in determining relative point values for other approved activities.

In order for a Nurse to qualify for either premium **they** must attain the required points based on the relative weights assigned to the approved activities. The Nurse must maintain a record of recognized educational or leadership activities completed in the previous 12 month period. The Nurse must submit written proof of these activities to the Employer by October 31<sup>st</sup> each year.

A Nurse who qualifies for either premium shall be paid an annual supplement of \$850 each and shall then be paid as a lump sum payment by December 15 in the year to Nurses who achieve the eligibility for them in accordance with Appendix "B". The premiums shall be prorated for Part-Time and Casual Nurses based on regular hours worked in the previous 12 month period from November 1<sup>st</sup> to the prior October 31<sup>st</sup> for the year of eligibility.

A Nurse may qualify for one of the current education premiums, the new CNA premium and either or both of the new Nursing Practice and Nursing Leadership Premiums.

**NURSING PRACTICE PREMIUM  
(For illustrative Purposes)**

- A. CERTIFICATION IN A SPECIALTY (25 points)  
Defined course of study/evaluation  
Not covered by a premium  
E.g. Infection Control, Palliative Care, OH&S, Gerontological Nursing, Continuing Care Certificate, PLAR Assessor Course
- B. COURSE IN A SPECIALTY (20 points)  
Evaluation/Recertification  
National/International standards  
E.g. Alzheimer's Disease & Related Dementia Care Course, PIECES, CIM
- C. COURSE IN A SPECIALTY (15 points)  
Internally/Externally developed  
E.g. Gerontological Courses, Foot Care, Assessment of Frail Elderly
- D. COURSE IN A GENERAL SKILL/THEORY (10 points)  
E.g. Non-violent crisis intervention, Documentation, Communication, Information Technology
- E. COURSE IN PROFESSIONAL/PERSONAL DEVELOPMENT (10 points)  
E.g. Leadership course, Preceptorship course
- F. WORKSHOP OR CONFERENCE IN A SPECIALTY OR SPECIFIC SKILL/THEORY (10 points)
- G. WORKSHOP OR CONFERENCE IN PROFESSIONAL/PERSONAL DEVELOPMENT (10 points)
- H. INSERVICE/FACILITY BASED EDUCATION SESSIONS (5 points)  
E.g. Lunch and Learn, Journal Club, Ethics Rounds
- I. E-LEARNING (5 points)  
E.g. Telehealth, public domain modules

## **NURSING LEADERSHIP PREMIUM**

**(For illustrative Purposes)**

### ***CATEGORIES:***

#### **A. Committee/Task Force Involvement (for Hospital, District, Province, Union, Professional Organization or Association, Agency)**

- Chair of a committee/task force that meets 9-12 times per year (20 points)
- Member of a committee/task force that meets 9-12 times per year (15 points)
- Chair of a committee/task force that meets 4-6 times per year (15 points)
- Member of a committee/task force that meets 4-6 times per year (10 points)
- Chair of a committee/task force that meets 1-3 times per year (10 points)
- Member of a committee/task force that meets 1-3 times per year (5 points)
- Telehealth Coordinator

#### **B. Professional Association Involvement**

- Maintains an active membership in a Professional Association Special Interest Group (eg Canadian Association of Gerontological Nurses; Canadian Association of Occupational Health Nurses, Canadian Hospital Infection Control Association etc)
- Holds office in a professional nursing organization or special interest: with subheadings for National, Provincial or Local level and further subdivided to recognize if you are President vs a Member of the Executive.

	President	Executive	Member
National	25 points	20 points	10 points
Provincial/Local	20 points	15 points	10 points

#### **C. Publications/Presentations**

- Publication in a peer-reviewed professional journal or textbook (25 points)
- Publication in a non-peer-reviewed journal (eg. hospital newsletter, local paper or publication) (10 points)
- Speaker at a National Conference (25 points)
- Speaker at a Provincial Conference (20 points)
- Speaker at a Local Conference (20 points)
- Speaker at a facility-based inservice session (10 points)
- Poster Board Presenter at a National Conference (20 points)
- Poster Board Presenter at a Provincial Conference (15 points)

- Poster Board Presenter at a Local Conference (15 Points)
- Poster Board Presenter at a facility-based Conference (10 points)

#### **D. Research**

- Primary Investigator as part of a multi-site study (25 points)
- Co-Investigator as part of a multi-site study (20 points)
- Primary Investigator of a facility/unit based research study (15 points)
- Co-Investigator of a facility/unit based research study (10 points)
- Develops a unit specific research proposal (5 points)
- Conducts a literature review as part of a research study (5 points)

#### **E. Education**

- Enrolled in PhD Program (minimally taking 2 courses per year) (25 points)
- Enrolled in Masters Program (minimally taking 2 courses per year) (20 points)
- Enrolled in Degree Program (minimally taking 2 courses per year) (15 points)
- Instructor-Level Status for designated courses (e.g. BCLS, PIECES, ARDCC, etc) (10 points)

#### **F. Unit Resource/Skill/Content Expert Person**

- Provides support/expertise/oversight for education, skills and information needed by colleagues (eg. is a content expert for implementation of medication reconciliation project, elder-friendly, Resident-centred care, Wound and Palliative Care) (20 points)

#### **G. Accepts Additional Leadership Responsibilities**

- Project lead for new product evaluation (10 points)
- Researches/benchmarks new procedures (5 points)
- Develops/revises a new policy or procedure (5 points)
- Instructs a designated course at least once per year (10 points)

#### **H. Special Projects**

- Involved in a planned endeavour designed and implemented to address a resident, nursing, facility or community health care concern or need. (eg. QI project to improve resident outcomes) (10 – 20 points depending on scope of project)

**APPENDIX "C"**

**LETTERS OF AGREEMENT AND MEMORANDA OF AGREEMENT**



## **MEMORANDUM OF AGREEMENT #1**

### **Supplementary Leave Credits – Late Career Registered Nurses**

Effective April 1, 2008, the Employer will grant paid leave of up to 37.5 hours per year to a Registered Nurse who is in receipt of the Long Service Increment. Scheduling of such leave shall be done by mutual agreement; however, it may not be taken during the summer vacation or the Christmas Holiday period. Such a Registered Nurse may not carry over such credit hours from one year to the next.

## **MEMORANDUM OF AGREEMENT #2**

### **80/20 Positions - Late Career Nurses Strategy**

The Parties agree that in the event that the Employer introduces a position of "80/20", the Memorandum of Agreement, "80/20" in the Acute Care Collective Agreement provisions shall form the basis for the terms and conditions.

## **MEMORANDUM OF AGREEMENT #3**

### **INNOVATIVE SHIFTS**

The Parties to this Agreement acknowledge the value of creating new and innovative approaches to varied shift lengths and rotations. To that end the Parties agree to encourage individual Nurses, groups of Nurses, and Managers to explore any and all options including such things as Nurses returning after retirement, varied shift lengths, reduced hours and new shift rotations.

1. The Union Representatives of the Union Management Consultation Committee, (UMCC) a Nurse, a group of Nurses, or a manager may make a request for consideration for an innovative shift under this agreement.
2. The request shall be made in writing to the Employer and the Employer will provide a copy of the request to the Union Chair of the UMCC.
3. If approved by the Employer, the proposal shall be referred to the UMCC for its consideration.
4. The request for an innovative shift shall not be unreasonably denied by the Employer or by the Union Representatives of the UMCC.
5. If approved, the details of the proposal shall be incorporated into a memorandum between the Parties.
6. In making their decisions, the Employer and the Union Representatives of the UMCC shall consider factors including the provisions of the Collective Agreement, the operational requirements of the Employer, resident care requirements, and the impact on members of the Bargaining Unit.

## MEMORANDUM OF AGREEMENT #4

### REDUCTION IN APPOINTMENT STATUS

The Union and the Employer recognize that Nurses, may, at various points in their employment request a temporary or permanent reduction in hours of work and appointment status.

The Union and the Employer also recognize that requests for voluntary reductions in hours of work and appointment status may impact operational requirements.

1. Accordingly, a Regular Nurse who seeks a temporary or permanent reduction in hours of work and appointment status will seek the approval of the Employer by indicating the amount of reduced hours the Nurse seeks and the duration of such reduced hours. The duration of a temporary reduction in hours must be specified and must not exceed one (1) year.
2. Approval by the Employer shall be discretionary and will ensure that the request will not adversely impact operational requirements of the Employer. Such requests shall not be unreasonably denied.
3. The Employer will notify the Local Union of an approved request. In addition, the Employer will advise the Local Union of either its intention to post the remaining hours or part-time equivalent of full-time hours within a reasonable time frame, pursuant to the provisions of Article 12, or to hold the posting. If the Employer intends to hold the posting, it shall also provide the reason(s) for doing so.
4. The Employer will maintain a record of all reduced positions created and the remaining hours. A copy of such documentation will be forwarded to the Local Union regularly.
5. The Employer may consider a request for an extension of the temporary reduction of hours and appointment status subject to the above noted considerations of operational requirements. The Employer will advise the Local Union if an extension is approved.
6. A Regular Nurse who has requested a temporary or permanent reduction in **their** hours of work and appointment status has status as a Part-time Nurse and the relevant provisions of the collective agreement shall apply.
7. On the date of the return to work from a temporary reduction in hours, or at such earlier or later time as mutually agreed between the requesting Nurse and the Employer, the requesting Nurse is able to return to **their** previous position and salary without loss of Seniority or Service. Any other Nurse promoted or

transferred because of the temporary reduction in hours of work and appointment status shall be returned to their former position and salary without loss of Seniority or Service.

8. In extraordinary circumstances, the Employer may cancel a temporary reduction in hours with thirty (30) days' notice. In the event a temporary reduction is cancelled, the Regular Nurse is able to return to **their** previous position and salary without loss of Seniority or Service. Any other Nurse promoted or transferred because of the temporary reduction in hours of work and appointment status shall be returned to their former position and salary without loss of Seniority or Service. The Employer will advise the Local Union of the reason(s) for the cancellation.

**MEMORANDUM OF AGREEMENT #5**

**UNIFORMS**

Where the Employer wishes to introduce a standard uniform for Nurses, the Employer shall meet with the Union to establish an MOA. The Acute Care Article 8.13 – Nurse Identity shall form the basis of the MOA.

## **MOA #6**

### **LPN Transition**

**For the purpose of claiming experience for the 25 year increment, current LPN's will have 60 days from the date of signing to provide satisfactory proof of prior LPN experience. An extension to this time period may be granted where an employee establishes to the satisfaction of the employer that the failure to substantiate their claim in a timely manner was due to circumstances beyond the control of the employee. The adjustment will be retroactive to the date of signing.**

## Memorandum of Agreement #7

### Equity, Diversity, Inclusion, Reconciliation and Accessibility (EDIRA) in the Workplace Committee

Whereas the Employers and NSNU support the principles of EDIRA as identified in the Health Equity Framework which defines the core concepts of EDIRA as:

- **Equity** – refers to an approach that ensures everyone has access to the same opportunities.
- **Diversity** – is defined as the many ways we are unique and different from one another while distinguishing ourselves as individuals and identifying ourselves as belonging to a group or groups.
- **Inclusion** – refers to the intentional, ongoing efforts and actions to ensure that people with different identities actively participate in all aspects of the work of an organization and/or society.
- **Reconciliation** – is a process of healing relationships that requires public truth sharing, apology, and commemoration that acknowledges and redresses past harm.
- **Accessibility** – when our environments, services and products and policies are proactively designed and constructed so that people with a disability can fully and equally participate without experiencing barriers.

And whereas the Employers and NSNU recognize the importance of supporting the goals of EDIRA in the workplace, the parties agree as follows:

- (a) Within 90 days of the signing, and subject to securing appropriate resources to support the Committee, the parties agree to establish a Provincial EDIRA Committee.
- (b) The Committee will be composed of equal Employer and Union representation from a variety of Participating Employers and NSNU.
- (c) The Committee may have the assistance of representatives from Health Association Nova Scotia and NSNU staff.
- (d) The Committee will formalize terms of reference and determine its own procedure and processes.
- (e) The Committee will meet on an as needed basis, but no less than quarterly.
- (f) The Committee shall, among other things:
  - Consult with and seek input from representatives from diverse and under-represented groups as it relates to work within Long Term Care and Community Services in Nova Scotia.
  - Research and, where reasonable, assess opportunities for and provide recommendations for workplace education to raise



**awareness of, understanding about and best practices in relation to preventing or addressing discrimination and achieving the goals of EDIRA within the workplace.**

- **Provide recommendations for best practices and/or share any tools to assist Employers, the NSNU and/or Nurse in meeting the goals of EDIRA in the workplace.**
- **Consider current collective agreement language within the lens of the parties commitment to EDIRA to ensure that language aligns with the parties goals.**

**The Committee is advisory in nature and does not have the authority to bind an Employer or NSNU.**

**MEMORANDUM OF AGREEMENT #8**

**Filling FTEs of less than 0.4**

**Whereas the parties support the MOAs on innovative shifts, reduction in appointment status and Hybrid positions but recognize that these opportunities may create fractional FTEs that require coverage by Nurses, the parties agree as follows:**

**The Employer may at its discretion offer temporary part-time work of less than a 0.4 FTE to qualified Nurses, provided the new position is of the same classification as the Nurse's current position, without posting in order of seniority to permanent part-time Nurses.**

## **MEMORANDUM OF AGREEMENT #9**

### **RE: COMMITTEE TO REVIEW NURSING PRACTICE AND NURSING LEADERSHIP PREMIUMS**

**WHEREAS** the parties recognize the unique nature of the Long Term Care/Community Services sector.

**AND WHEREAS** the parties want to ensure that the Nurses are able to access training and further education to support their practice and development as leaders in the Long Term Care/Community Services sector.

**AND WHEREAS** the parties want to ensure that the criteria for Nursing Practice and Nursing Leadership premiums reflects the unique skills required by Nurses in the Long Term Care/Community Services sector.

**NOW THEREFORE**, the parties agree that in order to adequately consider and explore the eligibility for Nursing Leadership and Practice Premiums in Long Term Care/Community Services sector, a committee will be formed:

- 1. Within 90 days of the signing of the Agreement, the parties agree, subject to ensuring appropriate resources to support the work of the Committee, to establish a Long-Term Care/ Community Services Nursing Practice and Nursing Leadership Premiums Provincial Committee.**
- 2. The Committee will be composed of up equal numbers of Employer and Union representation. The Committee may have the assistance of representatives from Health Association Nova Scotia and NSNU Representatives. The Committee will determine its terms of reference and process.**
- 3. The Committee shall, among other things review the following:**
  - (a) The process and timelines currently provided for the submission and review of claims for the Premiums.**
  - (b) The unique skill set that Nurses in the Long Term Care/ Community Services require.**
  - (c) Whether current qualifying criteria for Nursing Practice and Nursing Leadership Premiums best supports the development of Nurses in the Long Term Care/ Community Services sectors**
  - (d) New Opportunities that should be considered for a Nurse to qualify for Nursing Practice and Nursing Leadership premiums for Nurses in the Long Term Care/ Community Services Sector.**

- 4. The Committee shall complete their review and provide recommendations in writing to the participating Employers in Long-Term Care/ Community Services sector by December 1, 2024. The purpose of the Committee's recommendations will include providing guidance to employers when reviewing and approving the activities submitted by Nurses under the current language and as appropriate, to make recommendations on the process.**
- 5. The Committee is advisory in nature and does not have the authority to bind an Employer or Union but may provide recommendations with respect to the Nursing Practice and Nursing Leadership premiums.**

## **MEMORANDUM OF AGREEMENT #10**

### **RE: INNOVATIVE AND CREATIVE SCHEDULING COMMITTEE**

**WHEREAS** the parties wish to discuss innovative and creative scheduling and staffing options within Long Term Care/Community Services

**AND WHEREAS** the parties acknowledge that innovative and creative scheduling and staffing models can help improve work life balance for Nurses, support the continuity of resident care, can help ensure adequate staffing levels and can help meet the operational requirements of the employer

**NOW THEREFORE**, the parties agree that in order to adequately consider and explore creative and innovative scheduling and staffing options in Long Term Care/Community Services, a working group will be formed:

- 1. Within 90 days of the signing of the Agreement, the parties agree to establish a Provincial Working Group subject to ensuring appropriate resources to support the Working Group.**
- 2. The Working Group will be composed of equal numbers of Employer and Union representation from a variety of Employers with NSNU bargaining units in Long Term Care/Community Services.**
- 3. The Working Group may have the assistance of representatives from Health Association Nova Scotia, NSNU and Department of Seniors and Long-Term Care /Community Services. The Working Group shall explore opportunities to involve scheduling and workforce planning experts in discussions.**
- 4. The Working Group will meet on an as needed basis, but no less than quarterly.**
- 5. The Working Group shall, among other things consider the success of existing innovative staffing models across the sector so that employers can benefit from the experience of other employees with different staffing models this will include but is not limited to:**
  - (a) Reduction of Status Memorandums of Agreement**
  - (b) 80/20 or Hybrid Assignment Late Career Strategy Nursing Positions**
  - (c) Innovative Shift Memorandums of Agreement**

6. The Working Group shall explore opportunities to test & trial new and innovative staffing models across the sector including but not limited to:
  - (a) Innovative smoothing models,
  - (b) Seasonal, compressed or annualized hours of employment relationships
  - (c) Altering shift durations
  
7. The Working Group shall provide recommendations for best practices and/or share tools including but not limited to different master schedules, innovative shift rotations, scheduling templated to assist Employers in implementing/trialing innovative scheduling and staffing models.

The Working Group is advisory in nature and does not have the authority to bind an Employer or Union. In the event that any Employer and Local Union seek to trial a recommended options identified by the Working Group the parties agree that the process for implementation in the Innovate Shifts MOA will be followed.

## **MOA #11**

### **Exploring Cross Sector Staffing Initiative**

**Whereas the parties recognize the important of Nurses to the delivery of safe and appropriate care in the Long Term Care (LTC) and Community Services (CS) sectors;**

**And whereas the parties recognize the need to effectively utilize nursing resources within the sector and recognizing the importance of addressing the challenges posed by nursing shortages in the sectors;**

**And whereas the parties wish to explore opportunities to decrease reliance on external travel agencies in the delivery of nursing services;**

**The parties agree as follows:**

- 1. Within 90 days of signing of the collective agreement the parties agree to meet, subject to obtaining appropriate resourcing, to establish a joint Task Force to discuss sector opportunities for shared resourcing arrangements between individual employers within and outside the LTC/CS Sector.**
- 2. The joint Task Force will include equal representatives from the Employers and NSNU. A representative of HANS will also participate in the committee in an *ex-officio* basis and will act as Chair of the Task Force. The joint Task Force will determine its terms of reference and its process.**
- 3. The Task Force may also seek input and support from other sector partners including the Department of Seniors and Long Term Care/Community Services, Health Authority or Home Support sectors as well as conducting cross jurisdictional research on initiatives in other jurisdictions.**
- 4. Discussion will include but not be limited to:**
  - opportunities for multi-Employer, regional or zonal partnership arrangements between employers to facilitate nursing coverage and ensure the safe and appropriate care to residence in the sectors.**
  - opportunities to partner with other sectors including the Health Authority (HA) or Home Support (HS) sectors to support LTC/CS sectors through joint initiatives, term sharing initiatives or for short term/immediate needs.**
  - opportunities to create staffing pool(s) that are accessible by sector employers to reduce reliance on external Travel Agencies**

- **opportunities to provide support to rural employers where geographic location may impact opportunities for recruitment and retention of Nurse**
- 5. The parties recognize that supporting models of shared service delivery may require the parties to consider:**
- **opportunities and liabilities in respect of employment models that involve working at multiple Employers**
  - **opportunities and barriers from a regulatory perspective for Nurses working under a multi-location/multi-employer model**
  - **existing language in collective agreements that may impact facility bases nurses working with or in shared service initiatives**
  - **viable employment models to employ current Nurses in roles that may involve working outside their current employers**
  - **create compensation model and framework that might attract nurses into roles that would encompass service delivery outside their employer**
  - **an effective infrastructure model and support for the management and scheduling of nurses in the sector in non-traditional ways to better address shortages across the sector**
  - **pilot models that may be trialed and shared with the broader sector including an evaluation process**
- 6. The parties will provide a report on their findings and recommendation by April 1, 2025. The parties recognize that the recommendations of the Task Force will not bind individual employers or the NSNU.**



## **MOA #12**

### **Enhanced Role Opportunities for Nurses**

**Whereas the parties recognize the importance of supporting Nurses to grow and develop within the profession throughout the Nurse's career;**

**And whereas the parties wish to support that career within the employment of Employers in the Long Term Care/Community Services Sector;**

**The parties agree, subject to ensuring appropriate resources, to meet to review and discuss opportunities for enhanced roles and/or opportunities within the Long Term Care/ Community Services sectors that would support Nurse in the progression of their careers within the sectors and assist in recruiting and retaining Nurses in the sectors by allowing opportunities for professional development and growth.**

**The parties agree to meet within 6 months of signing of this agreement to review and discuss opportunities including but not limited to:**

- Enhanced roles for Nurses that would better service the Long-Term Care/Community Services sectors including but not limited to specialty roles such as team leads or in specialty areas (e.g. infection control, education)**
- Review opportunities that may be available in support of Hybrid Assignments that would allow for a percent of Nurse time to be spent outside of front-line nursing to provide professional development and create opportunities that may better retain late career Nurses or Nurses seeking professional enrichment opportunities.**
- To consider options to partner within and outside the sector with other Employers to provide opportunities for Nurse to participate in professional opportunities through opportunities including but not limited to temporary secondments and short term approved LOAs to support career enrichment within the health care sector in Nova Scotia.**

**The parties agree to discuss ways to engage Nurses in the sectors in conversations to solicit feedback on their roles and aspirations in relation to Nursing. The parties also agree to promote the development of more robust processes for stay and exit interviews in the sectors by Employers to better allow Employers to identify and respond to retention concerns.**

**MEMORANDUM OF AGREEMENT #13**

**Increase in Hours During Peak Vacation Period**

**Whereas the parties acknowledge that some areas experience challenges in granting vacation during the peak summer vacation period, the Employer, at their full discretion, may utilize the following process in an effort to increase the number of vacation approvals:**

**Employers may, by way of Expression of Interest, offer Permanent Part-Time or Casual Nurses the opportunity to temporarily increase their FTE up to 1.0 FTE, for the purpose of being scheduled for up to full-time hours during the peak vacation period.**

**Nurses who opt to increase their FTE up to a 1.0 FTE remain eligible to request vacation during the peak vacation period, though the Nurse must commit to working up to full-time hours outside of any approved vacation taken.**

## **MOA #14**

### **Vacation Entitlement**

**The vacation entitlement of a Nurse upon appointment to a position may be at a rate higher than the minimum prescribed in Article 10.00 if, in the opinion of the Employer, such higher rate is necessary to effect the appointment of a qualified Nurse to the position and upon agreement of the Union. Such agreement shall not be unreasonably withheld.**

**MOA #15**

**Clinical Nurse Lead**

**MEMORANDUM OF AGREEMENT**

**Between**

**Ivy Meadows Continuing Care Centre {the "Employer"} and**

**Nova Scotia Nurses' Union {the "Union"} Re:**

**Clinical Nurse Lead**

**Pursuant to Article 8.11 of the Collective Agreement, in effect November 1, 2012, to October 31, 2014, Ivy Meadows Continuing Care Centre and the Nova Scotia Nurses' Union agree that the classification Clinical Nurse Lead is included in the Bargaining Unit from May 4, 2022 until Sept 6, 2022 or until the position is no longer required and shall be compensated as below:**

**The Clinical Nurse Lead shall receive a premium of two dollars and fifty cents (\$2.50) per hour for each hour worked for the additional responsibility. This premium is in addition to the regular rate of pay and any other premium of which the Nurse would be entitled under the terms of this Collective Agreement.**

**MOA #16**

**Eleven and One Quarter Hour Shift Schedule**

**MEMORANDUM of AGREEMENT**

**Between**

**Ivy Meadows (The Employer) and**

**THE NOVA SCOTIA NURSES' UNION**

**Pursuant to Article 7.00 of the Collective Agreement the Parties agree to an eleven and one quarter hour shifts (11.25) hour shift arrangement for Registered Nurses and Licensed Practical Nurses at Ivy Meadows. The following provisions of the Collective Agreement will be amended as set out below. All other provisions of the Collective Agreement continue to apply.**

- 7.00 The standard hours of work shall be seventy-five (75) hours per two (2) week period, averaged over the shift rotation, consisting of shifts that are either of (a) or (b) or a combination of (a) or (b):**
- (a) Seven- and one-half hour (7.5) hour shifts inclusive and of two (2) paid 15 minute rest breaks; or**
  - (b) Eleven and one quarter (11.25) hour shifts inclusive of two (2) one-half(½) hour paid meal breaks and two (2) paid fifteen (15) minute rest breaks.**
- 7.01 Nurses shall not be required to work more than seven (7) seven and one half (7.5) hour consecutive shifts or four (4) consecutive eleven and one quarter (11.25) hour shifts between scheduled days off unless mutually agreed upon otherwise**
- 7.06 There shall be sixteen (16) hours between regularly scheduled seven and one half (7.5) hour shifts and eleven and one quarter (11.25) hours between regularly scheduled (11.25) hour shifts unless mutually agreed upon otherwise.**
- 7.07 (a) Nurses working seven and one half (7.5) hour shifts shall receive at least one (1) weekend off in each three (3) week period unless there is mutual agreement with another arrangement between the Nurse and the Employer that does not violate the provisions of this Collective Agreement.**

- (b) Nurses working eleven and one quarter (11.25) hour shifts shall have weekends off in accordance the posted schedule.
- 7.08 (a) Nurses working seven and one half (7.5) hour shifts shall receive four (4) days off in each two (2) week period which shall be given in no more than two (2) segments unless mutually agreed by the Nurse and the Employer.
- (b) Nurses working eleven and one quarter (11.25) hour shifts shall receive days off in accordance with the posted schedule.
- 7.09 (a) All authorized time worked after the normal scheduled workday (seven and one half (7.5) or eleven and one quarter (11.25) hours) or period of seventy-five (75) hours in two (2) weeks, (averaged over the shift rotation) shall be considered overtime and shall be compensated by pay or time off in lieu of pay, both at a rate of one and one-half times (1.5 x) the Nurse's regularly hourly rate for the overtime worked.
- (b) A Nurse who works in excess of four (4) continuous hours overtime shall be compensated at a rate of two times (2x) the Nurse's regular hourly rate for the overtime worked in excess of the first (1st) four (4) hours of overtime.
  - (c) Overtime will be compensated as pay unless the Nurse requests for it to be time off in lieu. Such request will not unreasonably be denied. A Nurse may bank up to 37.5 hours of time off in lieu of overtime. Any hours in excess of 37.5 hours banked may be paid out by the Employer. Time off in lieu of overtime will be taken at a time mutually agreed between the Nurse and the Employer.

#### **ARTICLE 10-VACATIONS AND HOLIDAYS**

In this Memorandum of Agreement, it is understood that approved vacation and holidays are considered in terms of seven and one half (7.5) hour shifts or eleven and one quarter (11.25) hour shifts.

Either party will notify the other in writing within a period of not less than sixty (60) working days prior to its intention to revise, amend, or terminate this Memorandum of Agreement. The parties shall meet within twenty (20) days of the notice being given to discuss the reasons for the change. If no such agreement is reached, this Memorandum of Agreement shall expire and all Articles of the Collective Agreement shall apply.

**APPENDIX "D"**

**CLINICAL CAPACITY REPORT**

EMPLOYER NAME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

(1) NAME: \_\_\_\_\_ Date of Occurrence: (YYYY/MM/DD): \_\_\_\_\_

UNIT: \_\_\_\_\_ SHIFT/TIME OF OCCURRENCE: \_\_\_\_\_

(2)	STAFFING (NUMBERS)	SCHEDULED:	THIS SHIFT:
	RN's	_____	_____
	LPN's	_____	_____
	OTHER	_____	_____

(3) Number of Residents on Unit: \_\_\_\_\_

(4) Describe situation affecting safe and adequate care of residents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(5) Detail actions you took in response to the workload situation to address resident needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date: (YYYY/MM/DD) & Time of Submission

\_\_\_\_\_  
Signature

**Original to Employer**  
**Cc: Local Union President, Nurse**

## **GUIDELINES FOR USE**

- (1) A Nurse who believes that adequate and safe care of residents cannot be provided because of that Nurse's workload, shall bring the matter to the attention of the immediate Supervisor. If the matter is not satisfactorily resolved, the Nurse may file a written report (Clinical Capacity Form) which shall be submitted to the Employer.
- (2) Briefly outline:
  - (a) the work situation; and
  - (b) identify specific problem(s). If the form does not provide sufficient space, please add further information on a separate sheet.
- (3) DO NOT identify any names of individuals involved in the incident described; use Dr. X or client/resident A.
- (4) Clinical Capacity Reports are not intended to replace any incident report form or other internal documentation required under Employer Policies.