



## **COLLECTIVE AGREEMENT**

**Between**

**Yarmouth Argyle Home Support**

(Hereinafter referred to as the "Employer")

**-And-**

**The Nova Scotia Nurses Union**

(Hereinafter referred to as the "Union")

**Effective: November 1, 2012 - October 31, 2014**

## TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
ARTICLE 1 - PREAMBLE .....	1
ARTICLE 2 - RECOGNITION.....	1
ARTICLE 3 - MANAGEMENT RIGHTS.....	1
ARTICLE 4 - DEFINITIONS .....	2
Registered Nurse.....	2
Nurse, Employee or HSW Supervisor .....	2
Temporary License and Transitional License .....	2
Graduate Practicing License .....	2
Licensed Practical Nurse.....	2
Union .....	2
Union Management Consultation Committee .....	2
Employer .....	2
Regular Position .....	2
Regular Nurse .....	3
Full-time Nurse .....	3
Part-time Nurse .....	3
Casual Nurse.....	3
Temporary Position .....	3
Promotion .....	4
Service .....	4
Probationary Period.....	4
Immediate Family .....	5
Spouse .....	5
Pension Plan .....	5
Male/Female-Plural/Vice Versa .....	5
ARTICLE 5 - UNION REPRESENTATION .....	5
Collective Agreement Administration.....	5
Assistance of NSNU Representative .....	6
Notice of Participants .....	6
Provincial Negotiating Committee .....	6
Reproduction of the Collective Agreement.....	6
Union Leave .....	7
Leave of Absence for the Full-Time President .....	7
Acquaint Newly Hired Nurses .....	8

Union Orientation .....	8
Bulletin Boards .....	8
Mutual Agreements .....	9
<b>ARTICLE 6 - UNION DUES AND UNION SECURITY .....</b>	<b>9</b>
Membership.....	9
Union Dues Deductions.....	9
<b>ARTICLE 7 - HOURS OF WORK AND OVERTIME .....</b>	<b>10</b>
Hours of Work .....	10
Overtime.....	10
Nursing Coverage.....	10
Guaranteed Work.....	11
Meal and Rest Breaks .....	11
Meal Allowance on Overtime .....	11
Changed Schedules/Changed Shifts.....	11
Call Back .....	12
Semi-Annual Time Change .....	12
<b>ARTICLE 8 - SALARIES, INCREMENTS, PREMIUMS .....</b>	<b>12</b>
Recognition of Previous Experience.....	12
Movement on Increment Scale - Regular Nurses.....	13
Pay Practices.....	14
Shift Premium.....	15
Weekend Premium.....	15
New Classification .....	15
<b>ARTICLE 9 - LEAVE OF ABSENCE .....</b>	<b>15</b>
Leave without Pay .....	15
Working During Leave of Absence .....	16
Return from Leave of Absence.....	16
Bereavement Leave .....	17
Compassionate Care Leave .....	17
Court Leave .....	18
Public Office Leave .....	19
Leave of Absence for Education .....	20
Storm or Hazardous Conditions .....	20
<b>ARTICLE 10 - VACATIONS AND HOLIDAYS .....</b>	<b>20</b>
Annual Vacation Accumulation.....	20
Annual Vacation Pay .....	21
Annual Vacation Scheduling.....	21
Carry Over of Annual Paid Vacation Leave .....	22
Holidays.....	22
Entitlement to Paid Holiday Leave Credits .....	22

Holiday Premium Pay .....	23
Holiday and Sick Leave Pay .....	23
 ARTICLE 11 - SENIORITY, LAY OFF, RECALL.....	23
Regular Seniority .....	23
Casual Nurse in a Temporary Position Appointed to a Regular Position .....	24
Seniority Lists .....	24
Loss of Seniority and Employment .....	24
Loss of Seniority .....	25
Layoff and Recall .....	25
 ARTICLE 12 - VACANCIES AND PROMOTIONS .....	27
Determining Vacancies .....	27
Job Posting .....	28
Selection .....	28
Orientation .....	28
Trial Period .....	29
 ARTICLE 13 - PREGNANCY, PARENTAL and ADOPTION LEAVE .....	29
Pregnancy/Birth Leave .....	29
Pregnancy Leave Notice .....	30
Pregnancy Leave - Employer Requirement .....	30
Pregnancy Sick Leave .....	30
Pregnancy/Birth Allowance .....	31
Parental and Adoption Leave .....	32
Parental and Adoption Leave Allowance .....	32
Pregnancy/Birth and Parental and Adoption Leave Deferral .....	33
Return to Work .....	34
Service and Seniority Continuation .....	34
Group Benefit Plan Continuation .....	34
Special Leave - Birth .....	34
Special Leave - Adopted Child .....	34
Bridging of Service .....	35
 ARTICLE 14 - GRIEVANCE and ARBITRATION PROCEDURE .....	35
Termination of Employment .....	36
Policy or Group Grievance .....	36
Employer Grievance .....	36
Arbitration - Single Arbitrator .....	36
Selection of Single Arbitrator .....	37
Arbitration - Termination .....	37
Pre Hearing Closure .....	37

ARTICLE 15 - STAFF DEVELOPMENT .....	38
Letter of Appointment.....	38
Position Descriptions .....	38
Orientation.....	38
Required Education.....	38
Voluntary Continuous Learning .....	39
Technological Change.....	39
ARTICLE 16 - STAFF HEALTH and SAFETY .....	39
Personal Property.....	39
Participation in Joint Occupational Health and Safety Committee .....	40
Injury in Duty - WCB.....	40
Sick Leave While Waiting for Workers' Compensation Benefits .....	41
WCB and Return to Work.....	41
ARTICLE 17 - WORKLOAD.....	41
ARTICLE 18 - PROHIBITION OF DISCRIMINATION.....	42
ARTICLE 19 - RETIREMENT ALLOWANCE and PENSION BENEFITS .....	42
NSHEPP Pension Plan.....	42
Work after Retirement.....	42
Nurse Retention Bonus .....	43
Retiree Recruitment Incentive .....	43
ARTICLE 20 - SICK LEAVE, GROUP BENEFITS and LONG TERM DISABILITY .....	43
Sick Leave Benefits .....	43
Sick Leave Pay.....	43
Annual Statement.....	44
Union Representation.....	44
Sick Leave and LTD.....	44
Sick Leave Medical/Dental; Family; Emergency.....	44
Evidence of Illness .....	45
Return to Work from Sick Leave .....	45
Confidentiality of Health Information .....	45
Payment for Certificates and Examinations.....	46
Group Benefits .....	46
ARTICLE 21 - PORTABILITY of BENEFITS.....	46
Nurse Mobility.....	46
Canadian Nurse Portability .....	46
ARTICLE 22 - TERMINATION of EMPLOYMENT .....	47
Disciplinary Record.....	47

ARTICLE 23 - NO STRIKES/NO LOCKOUTS .....	48
ARTICLE 24 - ALCOHOL and DRUG DEPENDENCY .....	48
ARTICLE 25 - PERFORMANCE REVIEW and EMPLOYEE FILES .....	49
ARTICLE 26 - WEEKEND NURSE .....	49
ARTICLE 27 - TRAVEL EXPENSES.....	49
Transportation .....	49
ARTICLE 28 - LETTERS OF AGREEMENT and MEMORANDA OF AGREEMENT .....	49
ARTICLE 29 - UNION MANAGEMENT CONSULTATION COMMITTEE .....	50
ARTICLE 30 - TERM OF AGREEMENT .....	51
APPENDIX "A" .....	52
APPENDIX "B" - EDUCATION PREMIUMS.....	54
APPENDIX "C" – LETTERS of AGREEMENT and MEMORANDA of AGREEMENT .....	59
APPENDIX "D" – CLINCIAL CAPACITY REPORT.....	63

## **ARTICLE 1: PREAMBLE**

1.00 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 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 Employer recognizes the Nova Scotia Nurses' Union as the sole bargaining agent for all full-time and part-time Registered Nurses, Graduate Nurses and Licensed Practical Nurses employed by Yarmouth Argyle Home Support Services excluding the Executive Director and the Assistant Executive Director and those employees excluded by paragraphs (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 Yarmouth Argyle Home Support Services, including the right to direct the work force and to make reasonable rules provided that such rights are exercised fairly and reasonably 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 **"Registered Nurse"** is a Nurse who is currently registered with the College of Registered Nurses of Nova Scotia and is employed at Yarmouth Argyle Home Support Services as a Registered Nurse.
- 4.01 **"Nurse", "Employee" or "RN Supervisor"** is a person included in the Bargaining Unit described in Article 2.
- 4.02 **"Temporary License and Transitional License"**  
A Nurse who holds a "temporary license" as that term is defined under the *Registered Nurses Act S.N.S. 2006, c.21 and Regulations* made thereunder, shall be paid at the rate of RN 1, until such time as the individual obtains an active practicing license, when she or he will move to the appropriate classification for the position (RN 2, RN 3, etc.). The Anniversary Date will be the original date of employment as a Nurse with a "temporary license". A Nurse who holds a "transitional license" will be placed at the appropriate level on the increment scale for the appropriate classification for the position (RN 2, RN 3, etc.).
- 4.03 **"Graduate Practising License"**  
A Nurse who holds a "graduate practising license" as that term is defined under the *Licensed Practical Nurses Act, S.N.S. 2006 c.17 and Regulations* made thereunder, shall be paid at the rate of LPN 1, until such time as the individual obtains an active practising license, when she or he will move to the classification of LPN 2. The Anniversary Date will be the original date of employment as a Nurse with a "graduate practising license". A Nurse who holds a "temporary license" will be placed at the appropriate level on the increment scale for the appropriate classification for the position (LPN 2).
- 4.04 **"Licensed Practical Nurse"** is an employee who has a current license to practice as a Licensed Practical Nurse, issued by the College of Licensed Practical Nurses of Nova Scotia.
- 4.05 **"Union"** means the Nova Scotia Nurses' Union.
- 4.06 **"Local Union"** means the Yarmouth Argyle Home Support Services Local of the Nova Scotia Nurses' Union.
- 4.07 **"Union Management Consultation Committee"** means the Committee established in Article 29 of the Collective Agreement.
- 4.08 **"Employer"** is Yarmouth Argyle Home Support Services



- 4.09 **"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.
- 4.10 **"Regular Nurse"** is a Nurse who occupies a permanent Part-Time or Full-Time position as an employee of the Employer.
- 4.11 **"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.
- 4.12 **"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.
- 4.13 **"Casual Nurse"** is a Nurse who is not appointed as a regular or temporary Nurse. Casual Nurses may be assigned to work on a day to day basis as required. Casual Nurses are not members of the Bargaining Unit and are not covered by the provisions of this Collective Agreement except as specifically included.
- 4.14 **"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 (8) consecutive work weeks or more, the Employer shall post the position pursuant to Article 12 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 her 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.
- 4.15 **"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.
- 4.16 **"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 4.16 (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.
- 4.17 **"Probationary Period"**
- (a) Means that period for newly hired Regular or Casual Nurses up to 720 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 her probationary period but who is rehired by the same Employer within six (6) months of her resignation shall be required to serve a probationary period of up to 360 hours worked. This probationary period may be extended by mutual agreement between the Employer and a Union Representative of the Union Management Consultation Committee.

**4.18 "Immediate Family"**

includes the Nurse's spouse (common law); child (step child); parent (step parent); sibling (step-sibling); grandchild (*step-grandchild*); grandparent; father-in-law, mother-in-law; son-in-law, daughter-in-law, legal guardian and **the legal ward of the Nurse**. 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.

**4.19 "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 includes a same-sex partner for all purposes under this Collective Agreement, but subject to the eligibility provisions of the respective Benefit Plans.

**4.20 "Pension Plan"**

means the **Nova Scotia Health Employees Pension Plan ("NSHEPP")** or successor defined benefits pension plan.

4.21 For the purpose of this Agreement, the female shall be deemed to include the male and the singular deemed to include the plural 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 The Union agrees that Local Union duties and activities will not be carried out on the Employer's premises at any time except where permitted by this Agreement or where specific permission is granted by the Employer

5.03 **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.

5.04 **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.

- 5.05 A maximum of two (2) representatives to be designated by the Union shall not suffer loss of regular pay while involved in direct negotiations of a Collective Agreement between the Employer and the Union.

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 share equally in the cost of reproducing the Collective Agreement. The number of copies and format(s) to be produced shall be agreed upon between the Nova Scotia Nurses' Union and the Employer.

#### **5.08 Union Leave**

- (a) In each calendar year and with four (4) weeks written notice, a total of one (1) Nurse shall be granted fifteen (15) hours leave without loss of regular pay when chosen to represent the Union at an annual or provincial meeting of the Nova Scotia Nurses' Union. When operational requirements permit, the Nurse may be granted up to fifteen (15) extra hours leave to attend functions surrounding the annual meeting
- (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) she or he is 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 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 her or his term of office, the Nurse shall be reinstated in the position she or he 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 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.

**5.15 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.

**ARTICLE 6: UNION DUES AND UNION SECURITY**

**Membership**

6.00 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 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**

### **Hours of Work**

7.00 The regular hours of work for a full-time Nurse shall be seventy-five (75) hours in a two (2) week period, exclusive of an unpaid thirty (30) minute meal break and inclusive of two (2) fifteen (15) minute paid rest breaks daily, and comprised of either:

(a) five (5) seven and one-half hour shifts Monday to Friday from 0830 to 1630 daily;

Or;

(b) a modification of the hours of work, not to exceed seventy-five (75) hours in a two (2) week period, which is operationally feasible and mutually agreeable between the Nurse and the Employer.

7.01 A Nurse requesting specific days off shall submit the request in writing at least one week in advance of the days requested. This request shall be granted wherever operationally possible. If unforeseen circumstances arise, a Nurse may request days off without the usual notification period. Management consent will not be unreasonably withheld.

### **Overtime**

7.02 All authorized time worked after the scheduled work day or work period as identified in Article 7.00 shall be compensated as time off for the actual hours worked.

7.03 Where overtime compensation in time off is deemed not operationally possible, the Employer and the Nurse may agree to a payout of all, or a portion of, the overtime owing.

7.04 The hourly rate will be determined by dividing the yearly rate by 1950.

### **7.05 Nursing Coverage**

Nurses agree to maintain nursing coverage for all units during the shift change subject to the overtime provisions of Article 7.02



#### **7.06 Guaranteed Work**

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

#### **7.07 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.

#### **7.08 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 her or his scheduled hours of work shall be granted a fifteen (15) minute paid break prior to the commencement of the overtime.

#### **7.09 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 twenty-four (24) 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 twenty-four (24) 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 7.02) of this Collective Agreement.

#### **7.08 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 her next shift, she 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 7.02, whichever is greater.

#### **7.10 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.

### **ARTICLE 8: SALARIES, INCREMENTS, PREMIUMS**

#### **8.00 A. Recognition of Previous Experience**

When a Nurse has produced proof or evidence of the Nurse's 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 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.

- (a) A Nurse with less than one (1) year of satisfactory recent nursing experience shall be placed at the start rate of the salary scale of Appendix "A".
- (b) 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 salary scale of Appendix "A".
- (c) 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 salary scale of Appendix "A".
- (d) 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 salary scale of Appendix "A".
- (e) 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 salary scale of Appendix "A".
- (f) 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".
- (g) 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 salary scale of Appendix "A".
- (h) A Nurse may apply within ninety (90) days of the signing of this Agreement, for a review of the Nurse's placement on the salary scale in accordance with this Article. The Employer shall review the Nurse's placement on the salary scale and place the Nurse at the proper rate in accordance with this Article and pay the Nurse to the date of signing.

#### **B. Recruitment and Retention Incentive for LPNs**

**Upon completion of twenty-five (25) years of service with the Employer, in the LPN classification, LPNs will receive an additional salary increment of 3.5% greater than the highest rate in effect for the classification. Article 21 Nurse Mobility applies.**

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

"Anniversary Date" for the purpose of Article 8 means the date of the first shift worked in a Regular position.

- (a) 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".
- (b) The original Anniversary Date is portable pursuant to the provisions of Article 21.
- (c) 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 his or her Anniversary Date.
- (d) A Nurse must commence a new Anniversary Date if she or he assumes a new professional designation.

8.02 Pay day shall be biweekly and shall cover a two (2) week pay period.

- 8.03 (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 being identified.

8.04 **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.

- 8.05 In the absence of the Executive Director and/or Assistant Executive Director, a Nurse who has been designated to assume the responsibility of either position shall be paid the rate of one dollar and twenty five cents (\$1.25) per hour in addition to the Nurse's regular hourly rate.
- 8.06 Eligible Nurses will be paid the applicable education premiums as set out in Appendix "B"

**8.07 Shift Premium**

A shift differential premium of **one dollar and seventy-five cents (\$1.75)** per hour shall be paid to a Nurse for each hour worked between 19 00 hours and 07 00 hours. This premium shall increase to **one dollar and eighty-five cents (\$1.85)** per hour effective **October 31, 2014**.

**8.08 Weekend Premium**

A weekend premium of **one dollar and seventy-five cents (\$1.75)** per hour shall be paid to a Nurse for each hour worked between 00 01 Saturday and 07 00 Monday. This premium shall increase to **one dollar and eighty-five cents (\$1.85)** per hour effective **October 31, 2014**. The weekend premium shall be paid in addition to the shift differential premium.

**8.09 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.

8.10 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.

8.11 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.

**ARTICLE 9: LEAVE OF ABSENCES**

**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, such as Canada Savings Bonds, 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 he or she would have while on the leave are maintained.
- (c) When a Regular Nurse agrees to work while on an approved leave, the Nurse is treated as a Casual Nurse 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, she or he must provide a minimum of four (4) weeks written notice of the specific date of his or her 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 her or his former position unless the position has been discontinued, in which case the Nurse shall be appointed to an equivalent position. A Casual Nurse shall be returned to the Nurse's previous Casual Status.
- (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.

### **Bereavement Leave**

- 9.03 (a) Should a death occur in a Nurse's immediate family, Immediate Family is defined in Article 4. 18 and repeated here for convenience:

includes the Nurse's spouse (common law); child (step child); parent (step parent); sibling (step-sibling); grandchild (*step-grandchild*); grandparent; father-in-law, mother-in-law; son-in-law, daughter-in-law, legal guardian and **the legal ward of the Nurse**. 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.

- (b) On the death of a Nurse's sister-in-law, brother-in-law, or any other relative living in the same household, the Nurse shall be granted bereavement leave without loss of pay or benefits for a period not to exceed twenty-two and one-half (22.5) consecutive hours immediately following the death.
- (c) On the death of a Nurse's aunt, uncle, niece, nephew, or person other than a relative with whom the Nurse permanently resides, the Nurse shall be granted bereavement leave of seven and one-half (7.5) hours without loss of regular pay or benefits to attend the funeral.
- (d) A Nurse may be granted up to fifteen (15) additional hours of bereavement leave without loss of pay or benefits if a member of the Nurse's immediate family is buried outside of the Province and the Nurse attends the funeral and such additional leave is required for reasonable travel to and from the funeral.
- (e) If a death occurs in the immediate family of a Nurse, prior to the commencement of the Nurse's vacation, bereavement leave will be substituted and the vacation re-scheduled.

### 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 of up to eight (8) weeks to provide care or support to: Nurse's parent (father, mother & step)
- sibling (brother, sister and step);
  - spouse (common law);
  - child (step child);
  - grandchild (& step-grandchild);
  - grandparents (parent's father or parent's mother);

- current father-in-law, current mother-in-law;
- legal guardian;
- son-in-law and daughter-in-law;
- any other person defined as "family member" by Regulations made pursuant to the *Labour Standards Code*, as amended from time to time where a legally qualified medical practitioner issues a certificate stating that the above noted recipient of the care or support has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the certificate was issued or, in the case where the Nurse began a leave before the certificate was issued, the day the leave was begun. Where requested in writing by the Employer, the Nurse must provide the Employer with a copy of the certificate.

The "in-law" 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 request for the leave.

- (b) The Nurse may take up to a maximum of eight (8) weeks of leave during the maximum of twenty-six week period. A Compassionate Care Leave may only be taken for periods not less than one (1) week's duration. The period of leave shall end when the earlier of the following occurs:
- the recipient of the care or support dies, or
  - the expiration of the twenty-six (26) week period.

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

- (c) 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.
- (d) Where the Nurse opts in writing to maintain membership in the benefits plans the Nurse shall enter into 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.

### **Court Leave**

- 9.05 (a) Leave of absence without loss of regular pay shall be given to every Nurse other than a Nurse on leave of absence without pay, or under suspension, who during a normal scheduled work day is required:



- (i) to serve on a jury; ( including the time spent in the jury selection process) or by subpoena or summons to attend as a witness in any proceedings for an employment related matter held:
  - in or under the authority of a court or tribunal; or
  - before an Arbitrator or person or persons authorized by law to make an inquiry to compel the attendance of witnesses before it; or
  - by the Employer to appear as a witness in a legal proceeding, in which case the time involved shall be considered time worked.

The Employer will make an effort to grant time off without pay to a Nurse required by subpoena or summons to attend as a witness in a non-employment related legal proceeding.

The leave of absence under Article 9.05 shall be sufficient in duration to permit the Nurse to fulfill the witness or jury obligation.

A Nurse given court leave of absence without loss of regular pay shall pay to the Employer the amount that the Nurse receives from the court for this jury duty.

#### **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, she/he is entitled to return to her or his former position without loss of benefits provided that the Nurse gives two (2) weeks' notice to the Employer of her/his 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 Leave of Absence for Education**

- (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.

**Storm or Hazardous Conditions**

- 9.08 A Nurse shall be paid for scheduled hours lost when storm conditions prevent the Nurse from performing scheduled work, to a maximum of twenty-two and one-half (22.5) hours per fiscal year.

**ARTICLE 10: VACATIONS & 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 The vacation year shall be April 1<sup>st</sup> to March 31<sup>st</sup>.

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.

**Annual Vacation Scheduling**

- 10.03 Annual vacation requests shall be submitted in writing by March 31<sup>st</sup>, and approved by May 16th of each year. Vacations will be distributed as equitably as possible among Nurses and in the event of a dispute, the final decision will be by discretion of management. Vacation may be carried over from one vacation year to another in extenuating circumstances with permission of the Employer.
- 10.04 Any day for which regular compensation was paid shall be considered a working day for the purpose of calculating vacation and holidays.
- 10.05 **Vacation Cancellation** - If the Employer unilaterally cancels a Nurse's vacation it had previously approved and such cancellation results in forfeiting a deposit for that vacation period, 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, and in addition, the Nurse must advise the Employer that a potential claim exists at the time the Employer proposes to change the Nurse's vacation.
- 10.06 **Sick Leave Substitution** - Sick leave may be substituted for vacation interrupted where 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.

10.07 The Employer will make every reasonable effort not to require a Nurse to return work after she/he has commenced paid vacation leave. The Nurse returning to work from paid vacation leave, shall be paid two times (2 x) her or his 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 her or his vacation leave at a time mutually agreed between the Nurse and the Employer.

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 unused vacation credits to the subsequent vacation year.

**Holidays**

10.09 Eleven paid seven (7) hour holidays shall be granted as follows:

- |                   |  |
|-------------------|--|
| 1. New Year's Day | 6. 1 <sup>st</sup> Monday in August or Clare Day |
| 2. Good Friday    | 7. Labour Day                                    |
| 3. Easter Monday  | 8. Thanksgiving Day                              |
| 4. Victoria Day   | 9. Remembrance Day                               |
| 5. July 1         | 10. Christmas Day                                |
|                   | 11. Boxing Day                                   |

10.10 The Nurse shall receive any holiday proclaimed by the Federal or Provincial governments.

10.11 **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 23.6 regular hours paid (including the straight time hourly equivalent to overtime hours worked) to a maximum accrual of 82.5 hours of holiday credits in a fiscal year period.

10.12 When a holiday falls within the vacation period of a Nurse, the Nurse is entitled to holiday pay and no vacation credits will be deducted for the day.

10.13 For the purposes of this Article, the holiday shall be the calendar day of the holiday or the day designated in lieu of the holiday when the holiday falls on a weekend.

#### **10.14 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 7.02) 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.

10.15 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.

#### **10.16 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 she or he was scheduled to work that day provided the Nurse has adequate sick leave credits. The holiday credits of the Nurse will not be reduced.

### **ARTICLE 11: SENIORITY**

#### **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**

##### **(i) 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.

##### **(ii) Casual Nurses**

In the event that a Casual Nurse in a temporary position becomes a Regular Nurse as per Article 11.01, and this results in the same Seniority date as a

**current Bargaining Unit member(s), the Casual Nurse shall be placed on the Seniority list below the other pre-established Bargaining Unit member(s) with the same Seniority date.**

**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 annually in February for thirty (30) 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 both 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 provisions;
- (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) 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;

- (g) 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 on either a Casual or Regular basis depending on the status of the appointment after retirement.

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

- (a) A Nurse shall lose Seniority in the event that the Nurse has accepted a **temporary** 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** and remains outside of the Bargaining Unit for more than fifty-six (56) weeks.
- (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 she/he 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 he is appointed to a position **as described in Article 11.04(a)** with the Employer outside of the Bargaining Unit following a period of fifty-six (56) weeks.

#### **11.05 Layoff and Recall**

- (a) In the event of layoffs, 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.
- (b) Notice of Layoff
  - (i) 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.

(ii) 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.

(iii) 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.

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

(d) 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 his or her choice.

(e) Working during Layoff

(i) Any Nurse who is on layoff may indicate her 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.

(ii) 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.

(f) Recall from Layoff

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.

(g) 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.

(h) 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**

### **Determining Vacancies**

12.00 (a) Where:

- (i) A regular position vacancy exists; or
- (ii) A new position is created; or
- (iii) A temporary position vacancy of eight (8) weeks or more exists;

and the Employer determines that the position is to be filled, a notice shall be posted.

- (b) Should any Temporary Position subsequently become a permanent position, it shall be posted and filled in accordance with this Article.
- (c) If the Employer does not intend to fill a vacancy it shall notify a Labour Relations Representative of the Union.
- (d) The Employer shall make every effort to maximize the number of Regular Positions and minimize the number of Temporary Positions.
- (e) A Regular Nurse who fills any type of temporary vacancy shall maintain her or his status and has the right to return to her or his former position upon completion of the temporary vacancy.

**12.01 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.

**12.02 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.

Applications from internal site specific candidates will be fully and adequately considered before those of external candidates

- 12.03 Only those positions which cannot be filled by a Bargaining Unit Nurse possessing the required skills, abilities and qualifications will be filled by a candidate from outside of the Bargaining Unit.

**12.04 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.

- 12.05 The Parties recognize and acknowledge that every Nurse has a professional responsibility to participate in preceptor, mentor and orientation duties as required by the Employer.

The Employer will provide supports for students, New Graduates and new staff that will make use of models such as preceptorship, mentoring, and orientation. The use of any of these models and approaches will be determined by the Employer based on the needs of the Nurses.

- 12.06 The Employer shall not assign work to anyone outside the Bargaining Unit if such assignments result in a layoff or reduction of the regular hours of work of Nurses in the Bargaining Unit.

#### **12.07 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.

### **ARTICLE 13: PREGNANCY, PARENTAL and ADOPTION LEAVE**

#### **13.00 Pregnancy/Birth 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 fifty-two (52) 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 fifty-two (52) 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 13.04 (b) and 13.06 (b) shall accrue benefits based on the hourly equivalent

of the "top up" compensation.

- (g) 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 Leave - Employer Requirement**

The Employer may require a pregnant Nurse to commence a leave of absence without pay where the Nurse's position cannot be reasonably performed by a pregnant woman or the performance of the Nurse's work is materially affected by the pregnancy. Such action shall not be taken until the Nurse has been advised of the Employer's concerns and is provided with the opportunity to furnish medical evidence establishing the Nurse's ability to work.

#### **13.03 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 the ending of, pregnancy leave granted in

accordance with Article 20.00, may be granted sick leave in accordance with the provisions of the Collective Agreement.

**13.04 Pregnancy/Birth Allowance**

- (a) A Nurse entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that she has applied for, and is eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c. 23, shall be paid an allowance in accordance with the Supplementary 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 two (2) weeks before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of her weekly rate of pay for each week of the two (2) week waiting period, less any other deductions received by the Nurse during the benefit period;
  - (ii) 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 her 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 purposes 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 her level on the increment scale and her 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 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.
- (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 she is required to remit to Human Resources Development Canada, where her annual income exceeds one and one-half ( $1\frac{1}{2}$ ) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

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

Shall refer to the following leaves which include female biological parents, male biological parents, male adoptive parents and female 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 fifty-two (52) 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 fifty-two (52) weeks.

(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 fifty-two (52) weeks 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 fifty-two (52) weeks. 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 fifty-two (52) weeks after the leave began.

### **13.06 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 she/he has applied for and is eligible to receive employment insurance (E.I.) benefits pursuant to the *Employment*

*Insurance Act*, 1996, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.

- (b) In respect to the period of parental or adoption 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 two (2) weeks before receiving E.I. benefits, payments equivalent to seventy-five percent (75%) of her/his weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Nurse during the benefit period;
  - (ii) Up to a maximum of ten (10) 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 her/his 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 purposes 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 her level on the increment scale and her 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.
- (d) 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.
- (e) The Employer will not reimburse the Nurse for any amount she/he is required to remit to Human Resources Development Canada where her/his annual income exceeds one and one-half ( $1 \frac{1}{2}$ ) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

**13.07 Pregnancy/Birth and Parental and Adoption 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.

**13.08 Return to Work**

A Nurse on Pregnancy/Birth or Parental, or Adoption Leave must provide a minimum of four (4) weeks' notice of his or her intended date to return to work, or such shorter period of notice as mutually agreed between the Employer and the Nurse. When a Regular 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.

**13.09 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.

**13.10 Group Benefit Plan Continuation**

While on pregnancy or parental or adoption 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 share s of the premium costs for maintaining such coverage for which the Nurse is eligible during the period of the leave.

**13.11 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.

**13.12 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.



### **13.13 Bridging of Service**

A Regular Nurse with more than three (3) years Service may terminate her or his 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 her or his termination date, she or he 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), (c), and (d).
- (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 PROCEDURE**

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

14.01 For the purpose of Article 14, "working day" excludes Saturday, Sunday and Holidays.

14.02 An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

**Step 1** When a Nurse has a grievance she may, within seven (7) working days of the discovery or occurrence of the incident giving rise to the grievance, first discuss the grievance with her immediate management supervisor who shall provide her 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 in writing to the head of the nursing department within seven (7) working days. The head of the nursing department shall give a decision in writing within seven (7) working days of

receipt of the grievance.

**Step 3** If the decision of the head of the nursing department 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/CEO 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/CEO or designate is not acceptable to the Union, the Union shall notify the Administrator/CEO or designate in writing within fifteen (15) working days that the grievance will be proceeding to arbitration.

Nothing in this Article shall be construed to restrict the rights of a Nurse to seek assistance from the Nurse's Union representative pursuant to Article 5.03.

#### **Termination of Employment**

14.03 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.

#### **14.04 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.

#### **14.05 Employer Grievance**

The Employer may institute a grievance by delivering the same in writing to the President of the Union and the President shall answer such grievance within five (5) working days. If the answer is not acceptable to the Employer, the Employer may, within ten (10) days from the receipt of the President's answer, give notice to the President of the Union of its intention to refer the dispute to arbitration.

#### **14.06 Arbitration - Single Arbitrator**

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

#### **14.07 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 Workforce Development appoint an Arbitrator to hear and decide the grievance.

#### **14.08 Arbitration - Termination**

In the case of a dismissal of a Nurse, as set out in Article 14.03 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 an Arbitrator.

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

14.10 The decision of the Arbitrator shall be final and binding as provided by Section 42 of the *Trade Union Act*. An Arbitrator shall have the power to modify or set aside any unjust penalty of discharge, suspension or discipline imposed by the Employer on a Nurse, but shall not have the power to add, subtract or modify any terms of this Agreement.

14.11 The remuneration of the arbitrator shall be in accordance with the provisions of the *Trade Union Act*.

14.12 The time limits fixed in both the grievance and arbitration procedures are mandatory, but may be extended by consent of the Parties to this Agreement.

#### **14.13 Pre Hearing Disclosure**

The Arbitrator or 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.

- 14.14 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 procedure.

## **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 or Casual 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 percentage of Full-Time hours.

### **Position Descriptions**

- 15.01 A Nurse shall have access to a copy of her or his 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 Orientation**

The Employer shall provide an orientation period for each new Nurse to cover essential information, procedures and routines. The Nurse shall be required to complete the orientation period as part of the Nurse's employment.

### **15.05 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 (including Casual Nurses) 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.

**15.06 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.

**15.07 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 The Employer shall make reasonable provisions in respect to the health and safety of Nurses during their hours of employment. Protective devices and other equipment deemed necessary by the Employer to protect the Nurses from injury or health hazards shall be provided by the Employer and Nurses shall be required to use them. The Union and the Employer shall cooperate 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.

**16.02 Personal Property**

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 her possession during the performance of her duty.

**16.03 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.

**16.04 Injury on Duty – WCB**

- (a) Unless a Nurse specifically asks the Employer in writing at the time of the claim not to pay him or her 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.

16.05 When a Nurse is being paid under the *Workers' Compensation Act*, the Employer will pay a supplement to the maximum permitted under the Act (i.e. the maximum which can be paid without reducing the amount paid by the Workers' Compensation Board). When this 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.

16.06 Where the Nurse agrees to continue to pay her or his usual cost share, continue the eligibility of the Nurse and the Employers' cost sharing relationship with the Nurse so as to allow for the Nurse to continue participation in the Benefit Plans, subject to eligibility provisions within the specific Plans. In no case shall the Employer be

required to cost share the benefits for a period longer than 18 months following the onset of the WCB period. The Nurse shall provide the Employer with a series of post-dated cheques or such other method of pre-payment as approved by the Employer.

**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 16.03 (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 she/he 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 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 work place as soon as possible after an accident for which Workers Compensation as paid. The Union and the Nurses agree to participate in return to work efforts implemented by the Employer.

**ARTICLE 17: WORKLOAD**

- 17.00 (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 29.

#### **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*.

#### **ARTICLE 19 - RETIREMENT ALLOWANCE AND PENSION BENEFITS**

**19:00** 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 dollars (**15,000.00**).

- 19.01 (a) A complete year shall mean 1950 regular hours paid. A month shall mean one hundred sixty-two and one-half (162.5) regular hours paid. Nurses working less than Full-Time during their employment shall have their retirement allowance pro-rated in direct proportion to the total of the regular hours paid during their length of service. Service shall not be pro-rated.
- (b) Complete years of service shall become effective on the Nurses' date of employment and is not prorated for Part-Time Nurses or as a result of approved leaves of absence. However, Part-Time Nurses shall be paid the level of compensation for years of service recognized on a direct proportionate basis to the regular hours paid over the full period of employment. This will be determined as a percentage of the hours of the Full-Time Nurse recognizing 1950 as the year.

#### **19.01 NSHEPP Pension Plan**

- (a) All members of each Bargaining Unit represented by the Nova Scotia Nurses' Union shall be members of the Nova Scotia Health Employees Pension Plan (**NSHEPP**) Pension Plan, subject to the eligibility provisions of the **NSHEPP** 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 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.

#### **19.03 Retiree Recruitment Incentive**

The Employer will provide a Recruitment Incentive of \$500 per year to any retired Nurse who, after retirement, agrees to return to work for at least twenty-four (24) "relief" shifts in a 12 month period. The Casual Nurse must pre-apply in writing in order to participate in the Incentive. The \$500 will be paid to the Nurse after the completion of the minimum twenty-four (24) "relief" shifts. A Nurse will only be eligible for the sum of \$500 from one long term care Employer in each 12 month period. 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.

### **ARTICLE 20: SICK LEAVE, GROUP BENEFITS AND LONG TERM DISABILITY**

#### **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 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 Sick Leave Pay**

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

- 20.02 (a) Paid sick leave shall accumulate based on a ratio of eleven and one-quarter (11.25) hours per full month worked, effective the first day of employment. The maximum amount of accumulation shall be nine hundred (900) hours.

- (b) A Nurse who, through illness or injury is not able to attend work must notify the Employer as soon as possible before the commencement of the Nurse's shift. Subject to the Nurse's accumulated sick leave, the Nurse shall be paid in accordance with the Nurse's regular rate for all scheduled shifts missed as a result of the illness or injury.

20.03 A Part-time Nurse shall receive paid sick leave on a pro-rata basis.

20.04 **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.

20.05 **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 ability to attend work regularly due to their health. The Nurse shall be advised of this right prior to the scheduling of a meeting.

20.06 **Sick Leave and LTD**

Nurses on Long Term Disability benefits who have sick leave credits at the time the Nurse ceases to be in receipt of Long Term Disability benefits shall retain such sick leave credits for their use in the event the Nurse returns to work with the Employer.

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 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:
  - (i) the Nurse's own medical or dental health is at an immediate and serious risk;
  - (ii) a member of the Nurse's immediate family, as defined in Article 4.18 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 his/her assigned shifts;

(iii) there is a critical condition (e.g. Fire, Flood) (excluding conditions included in Article 9) which requires the Nurse's personal attention which could not be serviced by others or attended to by the Nurse outside of his/her assigned shifts.

The Employer may require verification of the condition claimed.

- (c) A Nurse will be permitted to use up to fifteen (15) of the hours referred to in Article 20.08 (pro-rated for Part-Time Nurses based on regular hours paid) to attend to Medical and Dental appointments for their Immediate Family. Nurses shall endeavour to arrange for such appointments during off duty hours.

#### **20.08 Evidence of Illness**

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

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

A Nurse is expected to report to work for all scheduled shifts unless he or she is 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 his or her intended date to return to work, except where a shorter period of notice is mutually agreed between the Nurse and the Employer.

#### **20.10 Confidentiality of Health Information**

- (a) A Nurse shall not be required to provide her or his manager/supervisor specific information regarding the nature of her or his 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 her or his 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.

#### **20.11 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.

#### **Group Benefits**

- 20.12. The Employer agrees to provide the present, or a comparable, group health, dental, and life insurance plan during the term of this Agreement on a 65% Employer 35% Nurse cost share basis.

### **ARTICLE 21: PORTABILITY OF BENEFITS**

#### **21.00 Nurse Mobility**

**(a) 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 (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)), the Nurse 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 her 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 (a) 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.

(b) 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 In the event of suspension or termination of a Nurse's employment by the Employer, the Nurse shall be given written reasons 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 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.

### **Disciplinary Record**

- 22.05 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 effected.
- 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 effected.

### **ARTICLE 23: NO STRIKES/NO LOCKOUTS**

- 23.00 It is agreed there shall be no strikes, work stoppages, or slowdowns by a Nurse and/or the Union; and/or no lockouts by the Employer during the time this Agreement is in effect.

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

- 24.00 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.
- 24.01 When a Nurse is required to submit to random body fluid testing as part of a settlement agreement between the Employer, the Union, and a Nurse, the Employer shall pay the costs of such testing.

## **ARTICLE 25: PERFORMANCE REVIEWS AND EMPLOYEE FILES**

- 25.00 (a) The Employer shall maintain a performance appraisal program and such appraisals shall be discussed with the Nurse. The Nurse shall be provided with a copy and, upon request, sign the performance appraisal. If a Nurse disagrees with the performance appraisal, the Nurse may indicate disagreement in the comment section on the performance appraisal form.
- (b) Upon written request during normal office hours, a Nurse shall be permitted to view the Nurse's personnel file in the presence of management. References and appraisals received from outside sources may, at the discretion of the Employer, be excepted from view. It is understood that any such reference or appraisal that has been withheld from a Nurse shall not be introduced as evidence in any arbitration proceeding pursuant to this Agreement.
- (c) The Employer agrees not to introduce as evidence in a hearing relating to a disciplinary action any document from the file of a Nurse the existence of which the Nurse was not made aware of at the time of filing.

## **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 - TRAVEL EXPENSES**

### **Transportation**

- 27.00 It shall be a condition of employment for Nurses to provide their own means of transportation.
- 27.01 The rate paid to a Nurse for the use of the Nurse's privately owned vehicle on business for the Employer shall be upwardly adjusted by the Employer's policy.

## **ARTICLE 28: LETTERS OF AGREEMENT AND MEMORANDA OF AGREEMENT**

- 28.00 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.

28.01 Letters of Agreement and Memoranda of Agreement that remain in effect, are detailed in Appendix "C"

## **ARTICLE 29 – UNION MANAGEMENT CONSULTATION COMMITTEE**

29.00 The Union and the Employer agree to establish/maintain a Union Management Consultation Committee which shall be comprised of up to 2 representatives of the Local Union and 2 representatives of the Employer. A person designated by the Union and the Employer shall alternate as the Chairperson.

29.01 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.

29.02 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.

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

- Staffing
- Orientation
- Workload
- Scheduling
- Transfers
- Reassignment
- Scheduling difficulties created by short-term and long-term absences
- Layoffs
- Correcting conditions causing grievances and misunderstanding but not any matter that has been referred to the grievance and arbitration process.

29.04 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.

29.05 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.



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

### ARTICLE 30: TERM OF AGREEMENT

30.00 This Collective Agreement shall be for the period commencing **November 1, 2012**, and ending **October 31, 2014**, and shall remain in effect from year to year thereafter unless one of the Parties hereto notifies the other in writing within a period of not less than sixty (60) working days prior to the automatic renewal date of its intention to revise or amend this Agreement or to conclude a new Agreement.

**WHEREAS** the Parties have executed this Agreement in \_\_\_\_\_, Nova Scotia

on this 06 day of June, 2014.

**FOR THE UNION:**

*Janet Hazelton*

\_\_\_\_\_  
Janet Hazelton, President

*Chris VanZoost*

\_\_\_\_\_  
Chris VanZoost, Vice President

**FOR THE EMPLOYER:**

*Heather MacDonald*  
\_\_\_\_\_  
Heather MacDonald, Executive Director

*Aurora Mooney*  
\_\_\_\_\_  
Aurora Mooney, Board Chair

## APPENDIX "A"

### Hourly Rates

#### Classification Licensed Practical Nurse (1950 hours annually)

##### LPN-1 (Graduate Practical Nurse)

		Start
Nov. 01, 2011 (expired)	Annual	\$37,214
	Hourly	\$19,0841
Nov. 01, 2012 (+ 2.5%)	Annual	\$38,144
	Hourly	\$19,5612
Nov. 01, 2013 (+ 3%)	Annual	\$39,289
	Hourly	\$20,1480

##### LPN-2 (Licensed Practical Nurse)

		Start	Year 1	Year 2	Year 3	Year 25
Nov. 01, 2011 (expired)	Annual	\$43,575	\$44,573	\$45,536	\$46,799	\$48,437
	Hourly	\$22,3460	\$22.8581	\$23.3520	\$23.9993	\$24.8393
Nov. 01, 2012 (+ 2.5%)	Annual	\$44,664	\$45,687	\$46,674	\$47,969	\$49,648
	Hourly	\$22.9047	\$23.4296	\$23.9358	\$24.5993	\$25.4603
Nov. 01, 2013 (+ 3%)	Annual	\$46,004	\$47,058	\$48,075	\$49,408	\$51,137
	Hourly	\$23.5918	\$24.1324	\$24.6539	\$25.3373	\$26.2241

\*Recruitment and Retention Incentive (portability applies)

## APPENDIX "A"

### **Hourly Rates Classification Registered Nurse (1950 hours annually)**

#### **RN-1**

		<b>Start</b>
<b>May 1, 2012 (expired)</b>	Annual	\$52,759
	Hourly	\$27.0561
<b>Nov. 01, 2012 (+ 2.5%)</b>	Annual	\$54,078
	Hourly	\$27.7325
<b>Nov. 01, 2013 (+ 3%)</b>	Annual	\$55,700
	Hourly	\$28.5645

#### **RN-2**

		<b>Start</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 25</b>
<b>May 1, 2012 (expired)</b>	Annual	\$60,664	\$62,461	\$64,483	\$66,730	\$69,056	\$71,473	\$73,975
	Hourly	\$31.1097	\$32.0311	\$33.0680	\$34.2207	\$35.4135	\$36.6530	\$37.9358
<b>Nov. 01, 2012 (+ 2.5%)</b>	Annual	\$62,181	\$64,022	\$66,095	\$68,399	\$70,783	\$73,260	\$75,824
	Hourly	\$31.8875	\$32.8319	\$33.8947	\$35.0762	\$36.2988	\$37.5693	\$38.8842
<b>Nov. 01, 2013 (+ 3%)</b>	Annual	\$64,046	\$65,943	\$68,077	\$70,451	\$72,906	\$75,458	\$78,099
	Hourly	\$32.8441	\$33.8169	\$34.9115	\$36.1285	\$37.3878	\$38.6964	\$40.0507

## **APPENDIX "B"**

### **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 2080 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 (\$1,445.00)**

(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 (\$1,961.00)**

**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** points 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 premiums s/he 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 **\$850.00 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". They 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 – GROUP C**  
**(For illustrative Purposes)**

**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

**COURSE IN A SPECIALTY (20 points)**

Evaluation/Recertification

National/International standards

E.g. Alzheimer's Disease & Related Dementia Care Course, PIECES, CIM

**COURSE IN A SPECIALTY (15 points)**

Internally/Externally developed

E.g. Gerontological Courses, Foot Care, Assessment of Frail Elderly

**COURSE IN A GENERAL SKILL/THEORY (10 points)**

E.g. Non-violent crisis intervention, Documentation, Communication, Information Technology

**COURSE IN PROFESSIONAL/PERSONAL DEVELOPMENT (10 points)**

E.g. Leadership course, Preceptorship course

**WORKSHOP OR CONFERENCE IN A SPECIALTY OR SPECIFIC SKILL/THEORY (10 points)**

**WORKSHOP OR CONFERENCE IN PROFESSIONAL/PERSONAL DEVELOPMENT (10 points)**

**INSERVICE/FACILITY BASED EDUCATION SESSIONS (5 points)**

E.g. Lunch and Learn, Journal Club, Ethics Rounds

**E-LEARNING (5 points)**

E.g. Telehealth, public domain modules

**NURSING LEADERSHIP PREMIUM – GROUP C**  
**(For illustrative Purposes)**

**CATEGORIES:**

**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*

### **Professional Association Involvement**

Maintains an active membership in a Professional Association Special Interest Group (e.g. 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

### **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)

### **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)

### **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)

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

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

### **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)  
Serves as a preceptor 1-3 months per year (15 points)  
Serves as a preceptor 4-6 months per year (25 points)  
Instructs a designated course at least once per year (10 points)

### **Special Projects**

Involved in a planned endeavour designed and implemented to address a resident, nursing, facility or community health care concern or need. (e.g. 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 40 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**

**Status – Part-Time Nurses / Casual Nurses**

Each Union-Management Consultation Committee will review each "Casual" Nurse and each "Part-Time" member of every Bargaining Unit to determine the proper "appointment status" pursuant to Article 15, with the goal to properly classify every employee as either "Regular" or "Casual" and to define the appointment status of each Nurse as a percentage of Full-Time hours.

**MEMORANDUM OF AGREEMENT #4**

**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 #5**  
**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 her 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 her 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 her 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 #6**  
**Nursing 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 8.18 – Nurse Identity shall form the basis of the MOA.**

**LETTER OF UNDERSTANDING**

**Yarmouth Argyle Home Support  
AND  
Nova Scotia Nurse's Union**

**Holiday/Weekend Remote Management**

This letter of Understanding will confirm an agreement of the parties regarding the manner in which compensation is applied to a Nurse who is required to cover the "remote management" duties during a weekend or Holiday. The Nurse is required to carry a cell phone and have a laptop to complete duties from home to enable the service to continue during the weekend and Holidays. The parties agree to maintain the present system of compensation as outlined below.

The scheduling of the weekend coverage will be done in an equitable manner between all parties in the call group (who may or may not be in the bargaining unit), unless mutually agreed otherwise.

The Scheduling of holiday coverage will be done in an equitable manner between all parties in the call group, in such a way as to keep holiday shifts at a minimum unless mutually agreed otherwise.

The compensation for working a shift on a Saturday, Sunday or Holiday for "Remote Management" will be 5 hours at the regular rate of pay for each day. A Nurse may take time off in lieu of payment.

Weekend Premium will apply to these earnings as per Article 8.07.

Any and all equipment required to perform these duties such as but not limited to Cell Phone and Laptop computer will be provided by the Employer.

**In Witness Whereof** the parties hereto have executed this Letter of Understanding on this \_\_\_ day of \_\_\_\_\_, 2011.

**For the Employer:**

\_\_\_\_\_  
\_\_\_\_\_

**For the Union:**

\_\_\_\_\_  
Janet Hazelton, President

\_\_\_\_\_  
Chris VanZoost, Vice President

**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.