



COLLECTIVE AGREEMENT

Between

New Waterford Homecare Service Society

(Hereinafter referred to as the "Employer")

-And-

The Nova Scotia Nurses Union

(Hereinafter referred to as the "Union")

May 13, 2021 – October 31, 2023

TABLE OF CONTENTS

ARTICLE	PAGE
ARTICLE 1: PREAMBLE	1
ARTICLE 2: RECOGNITION	1
ARTICLE 3: MANAGEMENT RIGHTS	1
ARTICLE 4: DEFINITIONS	2
ARTICLE 5: UNION REPRESENTATION AND UNION LEAVES.....	5
ARTICLE 6: UNION DUES AND UNION SECURITY	9
ARTICLE 7: HOURS OF WORK AND OVERTIME.....	9
ARTICLE 8: SALARIES, INCREMENTS, PREMIUMS.....	12
ARTICLE 9: LEAVE OF ABSENCES	15
ARTICLE 10: VACATIONS & HOLIDAYS	20
ARTICLE 11: SENIORITY	23
ARTICLE 12: VACANCIES AND PROMOTIONS	27
ARTICLE 13: PREGNANCY, PARENTAL and ADOPTION LEAVE	29
ARTICLE 14: GRIEVANCE AND ARBITRATION PROCEDURE	35
ARTICLE 15: STAFF DEVELOPMENT AND TECHNOLOGICAL CHANGE	37
ARTICLE 16: STAFF HEALTH AND SAFETY.....	39
ARTICLE 17: WORKLOAD	41
ARTICLE 18: PROHIBITION OF DISCRIMINATION AND HARASSMENT	41
ARTICLE 19 - PENSION AND RETIREMENT BENEFITS	42
ARTICLE 20: SICK LEAVE, GROUP BENEFITS AND LONG TERM DISABILITY	43
ARTICLE 21: PORTABILITY OF BENEFITS	46
ARTICLE 22: TERMINATION OF EMPLOYMENT.....	46
ARTICLE 23: NO STRIKES/NO LOCKOUTS	47
ARTICLE 24: ALCOHOL AND DRUG DEPENDENCY	47
ARTICLE 25: PERFORMANCE REVIEWS AND EMPLOYEE FILES	48
ARTICLE 26 - TRAVEL AND MEAL EXPENSES	48
ARTICLE 27: JOB SHARE.....	49

ARTICLE 28 – UNION MANAGEMENT CONSULTATION COMMITTEE	49
ARTICLE 29: TERM OF AGREEMENT	50
APPENDIX “A” Wages	51
APPENDIX “B” Education Premiums	51
APPENDIX “C” Letters of Agreements and Memoranda of Agreements	57

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 New Waterford Homecare Society excluding the Agency 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 New Waterford Homecare Service Society, 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

4.01 **“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.

4.02 **“Employer”** is New Waterford Homecare Service Society.

4.03 **“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.

4.04 **“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 they 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).

4.05 **“Immediate Family”**

includes the Nurse’s spouse (common law); child (stepchild); 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.

4.06 **“Licensed Practical Nurse”** is a Nurse who is currently registered with the Nova Scotia College of Nurses and is employed at New Waterford Homecare Service Society as a Licensed Practical Nurse.

4.07 **“Local Union”** means the New Waterford Homecare Service Society Local of the Nova Scotia Nurses’ Union.

4.08 **“Nurse”** is a person included in the Bargaining Unit described in Article 2.

- 4.09 **"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.
- 4.10 **"Pension Plan"** means the **Nova Scotia Health Employee's Pension Plan ("NSHEPP")** or successor defined benefits pension plan.
- 4.11 **"Probationary Period"**
- (a) Means that period for newly hired Regular or Casual Nurses up to 420 hours worked. Employment may be confirmed or terminated at any time during this period. Operational requirements permitting, the Employer shall conduct an appraisal of the Nurse while on a probationary period at approximately the midpoint of the probationary period and at the completion of the period. This probationary period may be extended by mutual agreement between the Employer and a Union representative of the Union Management Consultation Committee.
 - (b) An Arbitrator's jurisdiction in any grievance filed relating to the termination of employment of a probationary Nurse shall be restricted to a determination of whether the Employer's exercise of its discretion to terminate was arbitrary, discriminatory or in bad faith.
 - (c) Any Nurse who resigns after completing their probationary period but who is rehired by the same Employer within six (6) months of their resignation shall be required to serve a probationary period of up to 210 hours worked. This probationary period may be extended by mutual agreement between the Employer and a Union Representative of the Union Management Consultation Committee.
- 4.12 **"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.
- 4.13 **"Registered Nurse"** is a Nurse who is currently registered with the Nova Scotia College of Nurses and is employed at New Waterford Homecare Service Society as a Registered Nurse.
- 4.14 **"Regular Nurse"** is a Nurse who occupies a permanent Part-Time or Full-Time position as an employee of the Employer.
- 4.15 **"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.

4.16 **“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 **“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.

4.18 **“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 they 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.).

4.19 **“Temporary Position”**

- (i) is a position that the Employer has determined will be more than 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 their previous position or casual status, where applicable, and salary, without loss of Seniority, and any other Nurse promoted or transferred because of the re-arrangement of positions shall be returned to their former position or casual status, where applicable, and salary, without loss of Seniority.
- (vi) A Regular Nurse in a Temporary Position is a Regular Nurse. Upon the termination of a Temporary Position, a Regular Nurse filling a Temporary Position shall return to the Regular Nurse's previous position, or if it has been discontinued, to an equivalent position.

4.20 "Union" means the Nova Scotia Nurses' Union.

4.21 "Union Management Consultation Committee" means the Committee established in Article 29 of the Collective Agreement.

4.22 For the purpose of this Agreement, 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) Two (2) representatives from the Local as designated by the Union shall be permitted to attend and shall not suffer loss of pay as a result of involvement in joint negotiations between the Employer and the Union
- (c) 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.

- (d) 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 **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.

5.06 **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.

5.07 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.

5.08 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.

5.09 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.

5.10 Leave of Absence for the Full-Time President

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

- (a) Upon reasonable notice, a Nurse elected or appointed as President of the Union shall be given a leave of absence without pay for the term(s) they are to serve, commencement and termination dates, as determined by the Union.

- (b) All benefits of the Nurse shall continue in effect while the Nurse is serving as President, and, for such purposes, the Nurse shall be deemed to be in the employ of the Employer and Service and Seniority will continue to accrue. The Union will provide the Employer with an accounting of benefit use such as paid sick leave, vacation, and holiday pay on a basis to be agreed upon by the Employer and the Union. The Employer will adjust the records of the Nurse accordingly.
- (c) The gross salary of the President shall be determined by the Union and paid to the President by the Employer on a bi-weekly basis, and the amount of this gross salary shall be reimbursed to the Employer by the Union on a basis to be agreed upon by the Employer and the Union.
- (d) Canada Pension Plan, other pension, and group insurance premiums made on behalf of the Nurse during the period of leave of absence.
- (e) Upon expiration of their term of office, the Nurse shall be reinstated in the position they held immediately prior to the commencement of leave, or if the position no longer exists, to another equivalent position.

5.11 **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.

5.12 **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.

5.13 **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.

5.14 **Mutual Agreements**

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

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 6.00 herein.

6.06 The Employer shall endeavor 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 (70) hours per biweekly

pay period. This shall normally consist of either:

- (a) Five (5) seven-hour shifts, inclusive of two (2) fifteen (15) minute paid rest breaks and exclusive of an unpaid sixty (60) minute meal break per day; or
- (b) Such modification of the hours of work, not to exceed seventy (70) hours in a two (2) week period, which is operationally feasible.
- (c) Should operational requirements necessitate a change from the existing schedule; Nurses will be given as much notice as reasonably possible of the required change.

7.01 A Nurse requesting specific days off shall submit the request in writing at least one (1) 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.

7.02 **Overtime**

(a) Time worked as an extension to the regular scheduled shift or time worked in a biweekly pay period that is in excess of seventy (70) hours shall be compensated at a rate of one and one-half times ($1\frac{1}{2} \times$) the Nurse's regular hourly rate for the overtime worked. A Nurse who works in excess of four (4) hours overtime in any one day shall be compensated at a rate of two times ($2 \times$) the Nurse's regular hourly rate for the overtime worked.

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

7.03 A Nurse may take time off in lieu of pay for overtime worked. Such time off shall occur at a mutually agreed time. Where the Nurse chooses to take pay for overtime worked, such pay shall be paid within two (2) pay periods of the written request of the Nurse

7.04 The hourly rate will be determined by dividing the yearly rate by 1820.

7.05 **Guaranteed Work**

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

7.06 **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.

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 their 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 Forty-eight (48) hour's notice in advance of a scheduled shift shall be given to the Nurse when the shift to be worked is changed. A change of shift occurs when both the scheduled start time and end time, for a scheduled shift are changed or the calendar date of the shift is changed.
- (b) Except where the change is by mutual agreement between the Nurse and the Employer, if the schedule is changed by the Employer without the minimum forty-eight (48) hour's 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.

7.10 Clinical / Medical on call:

The Employer shall pay a Nurse who provides Medical/clinical support \$300.00 for a 7 day period of on call.

7.11 Non-clinical on call:

The Employer shall pay a Nurse who provides non-clinical on call:

- (a) \$33 for each period of eight (8) hours or less on a weekday, and
- (b) \$66 on a weekend for each period of sixteen (16) hours or less;
- Or;
- (c) \$200 plus on 7 hour day in lieu for each 7 day period of nonclinical on call.

7.12 Part-Time Availability

Any Regular and Temporary Part-Time Nurses who wish to work shifts beyond their appointment status are required to notify the Employer in writing. This notification will include information such as the desired number of additional hours or shifts with specific available dates and any restrictions to a Nurse's availability.

The Employer will first grant extra shifts to Regular and Temporary Part-Time Nurses as equitably as possible on the basis of availability.

If extra shifts still exist on a work schedule, the Employer may grant extra shifts to Casual Nurse.

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 1820 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 Registered 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 their Anniversary Date.
- (d) A Nurse must commence a new Anniversary Date if they assume a new professional designation.

8.02 **Pay day**

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

8.03 **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.

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

8.05 **Shift Premium**

A shift differential premium of two dollar and thirty-five cents (\$2.35) per hour shall be paid to a Nurse for each hour worked between 19 00 hours and 0700 hours.

8.06 **Weekend Premium**

A weekend premium of two dollar and thirty-five cents (\$2.35) per hour shall be paid to a Nurse for each hour worked between 0001 Saturday and 0700 Monday. The weekend premium shall be paid in addition to the shift differential premium.

8.07 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.

8.08 Retroactivity

Retroactivity shall only apply to provisions of the salary adjustment in Appendix "A", annexed hereto. The Employer endeavors 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.

8.09 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 in the Benefit Plans.
- (c) Nurses who, prior to the unpaid LOA, were participating in payroll deductions, at the commencement of the unpaid LOA shall be responsible for making specific arrangements with the Employer for continued participation.

9.01 Working during Leave of Absence

- (a) A Regular Nurse may choose to work for the Employer while on a Leave of Absence. Whether a Regular Nurse on an approved Leave of Absence works any

shifts at all for the Employer during such Leave of Absence will be entirely at the discretion of such Nurse. The granting of the Leave of Absence will not be dependent on the Nurse agreeing to work during the Leave of Absence.

- (b) When a Regular Nurse agrees to work while on an approved leave, the Nurse maintains the status of a Regular Nurse on Leave. Any rights or protections they would have while on leave are maintained.
- (c) When a Regular Nurse agrees to work while on an approved leave, the Nurse is treated as a Casual 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, the Nurse must provide a minimum of four (4) weeks written notice of the specific date of their return to work, or such shorter time as mutually agreed.
- (b) Upon return from an approved Unpaid Leave of Absence, a Nurse shall be reinstated to their former position unless the position has been discontinued, in which case the Nurse shall be appointed to an equivalent position. 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, the Nurse shall be granted bereavement leave of seven (7) calendar days and shall suffer no loss of pay or benefits for days scheduled during the seven (7) day period, not to exceed five (5) paid days.

Immediate Family is defined in Article 4.18, and repeated here for convenience: includes the Nurse's spouse (common law); child (stepchild); 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, grandparents-in-law, or any other relative living in the same household, the Nurse shall be granted

bereavement leave of five (5) calendar days and shall suffer no loss of pay or benefits for the days scheduled during the five (5) day period, not to exceed three (3) paid days.

- (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 one (1) day without loss of regular pay or benefits to attend the funeral.
- (d) A Nurse may be granted up to fourteen (14) 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 shall be granted Compassionate Care Leave in accordance with the *Labour Standards Code* of Nova Scotia.

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

- (b) The Employer shall grant to the Nurse the option of maintaining membership in the benefit plans in which the Nurse participated before the beginning of the leave (subject to the eligibility requirements of the Plan(s)) and shall notify the Nurse in writing of the option and the date beyond which the option may no longer be exercised at least ten (10) days before the last day on which the option could be exercised to avoid an interruption in benefits.
- (c) Where the Nurse opts in writing to maintain membership in the benefits plans the Nurse shall enter 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.

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

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

9.06 Leave for Parent of a Critically Ill Child

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

9.07 Court Leave

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 is required:

- (a) To serve on a jury; (including the time spent in the jury selection process); or
- (b) By subpoena or summons to attend as a witness in any proceedings for an employment related matter held:
 - (i) in or under the authority of a court or tribunal; or
 - (ii) before an Arbitrator or person or persons authorized by law to make an inquiry to compel the attendance of witnesses before it.
- (c) By the Employer to appear as a witness in a legal proceeding, in which case the time involved shall be considered time worked.
- (d) The leave of absence under Article 9.07 shall be sufficient in duration to permit the Nurse to fulfill the witness or jury obligation.
- (e) A Nurse given court leave of absence without loss of regular pay shall pay to the Employer the amount that the Nurse receives from the court for this jury duty.
- (f) The Employer will make every 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.

9.08 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, the Nurse is entitled to return to their former position without loss of benefits provided that the Nurse gives two (2) weeks' notice to the Employer of their intent to return unless mutually agreed to a shorter notice period.

- (b) Any Nurse in the Bargaining Unit who is elected to full-time office in the Federal, Provincial, or Municipal level of Government shall be granted a leave of absence without pay, for a term not exceeding five (5) years.
- (c) Upon return, the Nurse will be placed in a position determined in accordance with the needs of the Employer at that time. The Nurse shall be placed on the same level of the increment scale the Nurse formerly occupied prior to commencing the leave of absence. The Nurse shall retain all benefits which accrued up to the time the Nurse commenced the leave of absence, including Service. The Nurse shall continue to accrue Seniority during the leave of absence.

9.09 **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.

9.10 **Storm or Hazardous Conditions**

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

- (a) Take the absent time as unpaid or;
- (b) Deduct the absent time from accumulated OT, holiday time or vacation.

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.

The vacation year shall be April 1st to March 31st. Vacation shall accumulate annually to Nurses on the following basis:

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.

- (a) Effective the date of hire, vacation shall accumulate at the rate of 6 percent of gross earnings to a maximum of 15 days per year.
- (a) Effective on the commencement of the fifth (5th) year of service, vacation shall accumulate at the rate of 8 percent of gross earnings to a maximum of 20 days per year.
- (c) Effective on the commencement of the fifteenth (15th) year of service, vacation shall accumulate at the rate of 10 percent of gross earnings to a maximum of 25 days per year.
- (d) Effective on the commencement of Twenty-Fifth (25th) year of service, vacation shall accumulate at the rate of 12 percent of gross earnings to a maximum of 30 days per year.

- 10.01 The Employer and the Nurse will make reasonable attempts to schedule vacation leave in each year. Where the Nurse is not able to be scheduled for their vacation leave the Employer may pay the Nurse's credits or allow the Nurse to carry (all or part of) the vacation credits into the next vacation year. The total vacation credit carry over shall not normally exceed 35 hours.

10.02 Annual Vacation Pay

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

10.03 Annual Vacation Scheduling

The Employer shall make all reasonable efforts based on operational requirements to accommodate the written request of a Nurse for vacation.

a) **Summer Vacation Period (June 15th -September 30th)**

- (i) For the Summer Vacation Period, Nurses shall submit a request in writing for two (2) choices of vacation in order of priority. A first choice and a second choice by March 31st, and the Employer shall respond in writing by April 30th indicating whether or not the Nurse's vacation request is authorized.

Where a conflict arises between the requested vacations of two or more Nurses, the conflict will be resolved on the basis of seniority.

Where the Employer is unable to grant the Nurses request, the Employer shall endeavor to grant an alternative request by the Nurse.

- (ii) Subject to operational requirements the Employer will endeavor to provide a Nurse with one period of two calendar weeks or two periods of one calendar week vacation during the Summer Vacation Period. These weeks may be consecutive.
- (iii) After the requests of all Nurses for such two (2) calendar weeks have been addressed, additional vacation time may be granted during the Summer Vacation Period on the basis of Seniority.

(b) **Non Summer Vacation Period**

Requests received outside the summer vacation period will be approved on the basis of first come first served.

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 **Vacation Recall**

The Employer will make every reasonable effort not to require a Nurse to return work after the Nurse has commenced paid vacation leave. The Nurse returning to work from paid vacation leave, shall be paid two times (2 x) their regular hourly rate for the shift(s) worked on the days that had been scheduled vacation leave. The vacation credits shall not be reduced for the previously scheduled vacation time that was rescheduled to work. Further the Nurse shall be permitted to reschedule their vacation leave at a time mutually agreed between the Nurse and the Employer.

10.08 **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 their unused vacation credits to the subsequent vacation year.

10.09 **Holidays**

The holidays designated for Nurses shall be:

- | | |
|-------------------|-------------------------------------|
| 1. New Year's Day | 7. 1 st Monday in August |
| 2. Heritage Day | 8. Labour Day |
| 3. Good Friday | 9. Truth and Reconciliation |
| 4. Easter Monday | 10. Thanksgiving Day |
| 5. Victoria Day | 11. Remembrance Day |
| 6. July 1 | 12. Christmas Day |
| | 13. 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 20 regular hours paid (including the straight time hourly equivalent to overtime hours worked) to a maximum accrual of 91 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 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 they were scheduled to work that day provided the Nurse has adequate sick leave credits. The holiday credits of the Nurse will not be reduced.

ARTICLE 11: SENIORITY

11.00 Seniority

(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 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 seventy-eight (78) 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 the Nurse 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 they were appointed to a position as described in Article 11.04(a) with the Employer outside of the Bargaining Unit following a period of seventy-eight (78) 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 their choice.
- (e) **Working during Layoff**
 - (i) Any Nurse, who is on layoff, may indicate their availability to work relief shifts. A Nurse's layoff status shall not change while working relief shifts. The total of the days worked in relief shifts or in Temporary Positions of six (6) months or less shall extend the recall period by that total.
 - (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, email, 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 their status and has the right to return to their 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 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.

12.05 **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 seventy-eight (78)) weeks.
- (b) A pregnant Nurse shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (c) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the Nurse is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date as the Nurse determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery not later than the date of delivery.
- (e) Pregnancy leave shall end on such date as the Nurse determines, but not later than seventy-eight (78) weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.
- (f) Nurses on pregnancy leave shall not accrue hours worked for the purposes of vacation, sick time, or holidays. A Nurse who is receiving compensation under Article 13.04 (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 Employees 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 they have 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 one (1) week before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of her weekly rate of pay, less any other deductions received by the Nurse during the benefit period;
 - (ii) Where the Nurse has served the one (1) week waiting period in Article 13.03 (b) (i), one (1) additional payment equivalent to the difference between the weekly E.I. benefit the Nurse is eligible to receive and ninety-three per cent (93%) of their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during that period.
 - (iii) Up to a maximum of five (5) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the Nurse is eligible to receive and ninety-three per cent (93%) of their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during the period.
- (c) For the 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 their level on the increment scale and their position or classification on the day immediately preceding the commencement of the pregnancy leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse's hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the 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 they are required to remit to Human Resources Development Canada, where their 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 seventy-eight (78) weeks after the parental leave began as determined by the Nurse.
 - (iii) In no case shall the combined pregnancy/birth and parental/adoption leaves to which Nurse is entitled exceed a maximum of seventy-eight (78) 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 seventy-eight (78) 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 seventy-eight (78) 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 seventy-eight (78) 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 they have 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 one (1) week before receiving E.I. benefits, payments equivalent to seventy-five percent (75%) of their weekly rate of pay less any other earnings received by the Nurse during the benefit period;
 - (ii) Where the Nurse has served the one (1) week waiting period in Article 13.06 (b)(i) , one (1) additional payment equivalent to the difference between the weekly E.I. benefit the Nurse is eligible to receive and ninety-three percent (93%) of their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during that period; and
 - (iii) 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 their weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during the period.
- (c) For the 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 their level on the increment scale and their position or classification on the day immediately preceding the commencement of the adoption leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse's hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Nurses' classification. For the purposes of this calculation the hours used for a Part Time Nurse shall be the actual hours paid, or the hours based on the current appointment status of the Part Time Nurse as a percentage of full-time hours, whichever is greater.
- (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 the Nurse is required to remit to Human Resources Development Canada where the Nurses 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 their 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 shares 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 fourteen (14) 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 fourteen (14) scheduled hours shall be granted to a Nurse when an adopted child arrives in the Nurse's home. This leave maybe 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 their employment as a result of a decision to raise a child and if re-employed with the Employer shall retain service recognition provided that:

- (a) The Nurse must advise the Employer in writing that the reason for the termination of employment is to raise a child.
- (b) If the Nurse is re-employed as a Regular Nurse within two (2) years of their termination date, the Nurse 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 When a Nurse has a concern that may give rise to a grievance, the Nurse shall within **ten (10) working days** of the discovery of the occurrence of the incident **giving rise to the grievance**, discuss the grievance with the Agency Director who shall provide the Nurse with an answer within **five (5) working days**.

Step one- If the Nurse or the Union is not satisfied with the response, the Nurse shall submit the grievance in writing to the Agency Director within **ten (10) working days**. The Agency Director or designate shall convene a meeting as soon as reasonably possible with the Union. The Agency or Director or designate shall reply in writing within **ten (10) working days** of such meeting.

Step two- If the decision of the Agency Director or designate is not acceptable to the Union, the Union shall notify the Agency Director or designate in writing

within fifteen (15) working day 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 to the Agency Director at the second (2nd) step of the grievance procedure within ten (10) working days of the dismissal. The Agency Director may provide a response within five (5) working days of receipt of the grievance.

14.04 Policy or Group Grievance

Where a dispute involving a question of general application or interpretation occurs, or the Union has a grievance, the informal process prior to Steps 1 and 2 may be bypassed.

14.05 Employer Grievance

The Employer may institute a grievance by delivering the same in writing to the President of the Local Union and the President shall answer such grievance 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 Local 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 ten (10) calendar days of the notice of intention to refer the dispute to arbitration, suggest the name of a single Arbitrator to the Employer.

Within ten (10) 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 Advanced Education 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 AND TECHNOLOGICAL CHANGE

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 their percentage of Full-Time hours.

Position Descriptions

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

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

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

15.04 **Orientation**

The Employer shall provide planned and paid Orientation Programs of such content and duration as it deems appropriate, however a minimum of 3 days shall be provided 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.

15.05 **Preceptorship**

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.

15.06 **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.

15.07 **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.

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

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 them for 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 except for 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 Where the Nurse agrees to continue to pay their usual cost share, continue the eligibility of the Nurse and the Employers' cost sharing relationship with the Nurse 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.

16.06 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 16.04 (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 the Nurse 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.

16.07 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 workplace 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 clients cannot be provided because of that Nurse's workload, shall bring the matter to the attention of the Agency Director or designate. If the matter is not satisfactorily resolved, the Nurse may file a Clinical Capacity Form Sample attached at Appendix C.
- (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 AND HARASSMENT

- 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 - PENSION AND RETIREMENT BENEFITS

19.00 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 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.

19.04 Supplementary Leave Credits – Late Career Nurses

The Employer will grant paid leave of up to 35 hours per year to a 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 Nurse may not carry over such credit hours from one year to the next.

This provision is not applicable to a casual nurse (except casual nurse in a temporary position).

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 their regular hourly rate of pay and the number of hours thus paid shall be deducted from the accumulated sick leave credits of the Nurse.

- 20.02 (a) Paid sick leave shall accumulate at a rate of 8.75 hours per calendar month worked, effective the first day of employment. The maximum amount of accumulation shall be 910 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 their ability to attend work regularly due to their health. The Nurse shall be advised of this right prior to the scheduling of a meeting.

20.06 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-five (35) 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 their assigned shifts.
 - (iii) there is a critical condition (e.g., Fire, Flood) (excluding conditions included in Article 9.10) which requires the Nurse's personal attention which could not be serviced by others or attended to by the Nurse outside of their assigned shifts.

The Employer may require verification of the condition claimed.

- (c) A Nurse will be permitted to use up to fourteen (14) of the hours referred to in Article 20.07 (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.

20.07 Evidence of Illness

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

20.08 Return to Work from Sick Leave

A Nurse is expected to report to work for all scheduled shifts unless they are on an authorized leave. Where a Nurse has been on an authorized sick leave for a period of

two (2) consecutive months or longer, the Nurse must provide a minimum of two (2) weeks' notice of their intended date to return to work, except where a shorter period of notice is mutually agreed between the Nurse and the Employer.

20.09 Confidentiality of Health Information

- (a) A Nurse shall not be required to provide their manager/supervisor specific information regarding the nature of their illness or injury during a period of absence. However, the Employer may require the Nurse to provide such information to persons responsible for occupational health.
- (b) These persons shall not release any information to the manager/supervisor of the Nurse except the duration or expected duration of the absence, the fitness of the Nurse to return to work, any limitations associated with the fitness of the Nurse to return to work, and whether the illness or injury is bona fide.
- (c) As an exception, where the person responsible for occupational health is also the Nurse's manager/supervisor, the specific information regarding the nature of their illness or injury during a period of absence shall be provided and may only be used in accordance with the occupational health responsibilities of the manager/supervisor. Information regarding the duration or expected duration of the absence, the fitness of the Nurse to return to work, any limitations associated with the fitness of the Nurse to return to work, and whether the illness or injury is bona fide may be relied on by the manager/supervisor with the administrative responsibilities of the position.
- (d) The Employer shall store health information separately and access thereto shall be given only to the persons directly responsible for the administration of occupational health.

20.10 Payment For Certificates And Examinations

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

20.11 Group Benefits

The Employer agrees to provide the present, or a comparable, group health, dental, long-term disability, 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

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, placement on the increment scale (and advancement) with the hiring Employer. Qualifying periods under the Benefits Plans of the hiring Employer will be as set out in the Plans.

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 Withdrawal of Resignation

A Nurse who has terminated employment through resignation, may withdraw the resignation within three (3) days of the time it was submitted to the Employer.

22.02 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.

22.03 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.

22.04 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.

22.05 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

22.06 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.

22.07 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, the Nurse 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 - TRAVEL AND MEAL EXPENSES

Transportation

- 26.00 It shall be a condition of employment for Nurses to provide their own means of transportation. Upon request, Nurses must tender written proof of adequate insurance and a valid driver's license.
- 26.01 The rate paid to a Nurse for approved travel for the use of their own vehicle shall be \$0.51 per km. The rate shall be adjusted to match the Provincial Government Mileage.
- 26.02 A Nurse shall be compensated for all travel related to client visits and when required to attend meetings and conferences outside the office. In addition to payment for the use of the Nurse's privately owned vehicle paid at the rate under Article 27.01, the Employer shall pay meal allowance unless meals are otherwise provided. Such allowance shall ten dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch and twenty-five (\$25.00) for dinner when required to work beyond 6:30 pm (Including travel time).

Until such time as an increase to such meal allowance is approved by the Employer in which case the increased rates will apply.

- 26.03 Travel time to attend meetings outside the office in the course of employment shall be considered time worked and shall be included in the hours worked in a bi-weekly period or compensated in accordance with Article 7.02.

ARTICLE 27: JOB SHARE

- 27.00 The Employer and the Union agree to discuss the terms of a job-sharing arrangement should a Nurse request to participate in such an arrangement.

ARTICLE 28 – UNION MANAGEMENT CONSULTATION COMMITTEE

- 28.00 The Union and the Employer agree to establish/maintain a Union Management Consultation Committee which shall be comprised of 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.

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

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

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

- 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.

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

28.05 The committee shall be responsible for:

1. Defining problems.
2. Developing viable solutions to such problems.
3. Recommending the proposed solutions to the appropriate Employer authority.

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

ARTICLE 29: TERM OF AGREEMENT

29.00 This Collective Agreement shall be for the period commencing May 13, 2021, and ending October 31, 2023, 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 Dartmouth, Nova Scotia
on this 14th day of July, 2023

FOR THE UNION:

Jane Wyatt
Shawn Wark

FOR THE EMPLOYER:

Joanne Lawrence Phalen

APPENDIX “A”

				% Increase: 1.5%		% Increase: 3.0%		% Increase: 0.5%	
Classification		May. 13-21* Hourly Rate	May. 13-21* Approx. Annual Rate	Nov.01-21 Hourly Rate	Nov.01-21 Approx. Annual Rate	Nov.01-22 Hourly Rate	Nov.01-22 Approx. Annual Rate	Oct.31-23 Hourly Rate	Oct.31-23 Approx. Annual Rate
LPN	Start	\$30.8053	\$56,066	\$31.2673	\$56,907	\$32.2054	\$58,614	\$32.3664	\$58,907
	Year 1	\$31.5113	\$57,351	\$31.9840	\$58,211	\$32.9435	\$59,957	\$33.1082	\$60,257
	Year 2	\$32.1922	\$58,590	\$32.6751	\$59,469	\$33.6554	\$61,253	\$33.8236	\$61,559
	Year 3	\$33.0845	\$60,214	\$33.5808	\$61,117	\$34.5882	\$62,951	\$34.7612	\$63,265
	Year 25	\$34.2423	\$62,321	\$34.7559	\$63,256	\$35.7986	\$65,153	\$35.9776	\$65,479
RN	Start	\$38.2917	\$69,691	\$38.8661	\$70,736	\$40.0321	\$72,858	\$40.2322	\$73,223
	Year 1	\$39.4261	\$71,755	\$40.0175	\$72,832	\$41.2180	\$75,017	\$41.4241	\$75,392
	Year 2	\$40.7021	\$74,078	\$41.3126	\$75,189	\$42.5520	\$77,445	\$42.7647	\$77,832
	Year 3	\$42.1208	\$76,660	\$42.7526	\$77,810	\$44.0352	\$80,144	\$44.2554	\$80,545
	Year 4	\$43.5892	\$79,332	\$44.2431	\$80,522	\$45.5704	\$82,938	\$45.7982	\$83,353
	Year 5	\$45.1145	\$82,108	\$45.7912	\$83,340	\$47.1650	\$85,840	\$47.4008	\$86,269
	Year 25	\$46.6933	\$84,982	\$47.3937	\$86,257	\$48.8156	\$88,844	\$49.0596	\$89,289

*Date of Certification May 13, 2021

General Economic Increases

In the event there is a general economic increase(w) negotiated between NSNU and VON, Nova Scotia Branch, within the contract term of November 1, 2020 – October 31, 2023 that is greater than the general economic increase(s) provided in this Agreement, the same general economic increase(s) may be applied to this Agreement.

NSNU shall have thirty (30) days from the date of ratification of the NSNU and VON, Nova Scotia Agreement to accept the alternate general economic wage increases.

Classification Adjustments

Where through collective bargaining, a classification adjustment is negotiated between NSNU and VON, Nova Scotia Branch, within the collective agreement term of November 1, 2020 – October 31, 2023, for the classification of RN or LPN, the same classification within this Agreement may be adjusted to the higher of the two rates.

NSNU shall have thirty (30) days from the date of ratification of the other agreement to accept the alternate classification increase.

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 1950 hours and will be payable on each bi-weekly pay based on regular hours paid which shall include the straight time hourly equivalent of overtime hours worked to a maximum of the Education Premium entitlement for a Full-Time Position.

EDUCATION PREMIUMS – GROUP A

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

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

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

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

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

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

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

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

- **one thousand four hundred forty-five dollars (\$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 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 premium they must attain the required points based on the relative weights assigned to the approved activities. The Nurse must maintain a record of recognized educational or leadership activities completed in the previous 12-month period. The Nurse must submit written proof of these activities to the Employer by October 31st 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 1st to the prior October 31st 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 endeavor 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"
WORKLOAD CAPACITY REPORT

GUIDELINES FOR USE:

- (1) A Nurse who believes that they have a workload issue should bring the matter to the attention of the Agency Director or where appropriate the Designate. Where the matter has not been satisfactorily resolved, the Nurse may complete this form.
- (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) Workload Capacity Reports are not intended to replace any incident report form or other internal documentation required under Employer Policies

EMPLOYER NAME: _____

SITE _____

(1) NURSE NAME: _____ DATE (YYYY/MM/DD): _____
DISTRICT: _____ SHIFT/TIME OF OCCURRENCE: _____

(2) STAFFING (NUMBERS) SCHEDULED:	WORKING:
RNs _____	_____
LPNs _____	_____

(3) Describe workload situation.

(4) Detail actions you took in response to the workload situation.

(5) Name of Agency Director or Designate Contacted: _____
Time and mechanism (Phone, email, etc.) of contact _____

(6) Describe action/response given by Agency Director or Designate:

(7) Describe your response:

(8) What other options might have been considered:

Date (YYY/MM/DD) & Time of Submission

Signature

WORKLOAD CAPACITY Follow-Up REPORT
To be completed by Agency Director or Designate
(return with copy of WCR)

Date of WLC: _____ Submitted by: _____

Preliminary review: Is there a current/existing safety concern which requires immediate follow up?
Yes _____ No _____

Comments:

Date of Preliminary Reply: _____ Completed by: _____

Describe findings:

Recommendations:

Describe action/response:

Date (YYY/MM/DD) & Time of Submission

Signature

Copies to:
Nurse; NSNU Labour Representation; Employer.